

(draft)

Board President, Mr. Peter Vita called the regular meeting of the Board of Directors of the Milford Public Library to order at 7:45 pm on June 5, 2013.

ABSENT

Mrs. Oliver

Public Presentation: For the Public Presentation five men from a local Milford Knights of Columbus Chapter presented the library with a donation of religious books for the library. Mr. Tom Owze, made the presentation along with other Knights; Mr. Richard Wheeling, Mr. Richard Merly, G.K., Mr. Joseph Didia, D.G.K, and Mr. Dave Macone, P.G.K. Mr. Owze stated to the Board that they have additional books to donate and would also like to put dedication stickers on all of the books that were donated before they are circulated. On behalf of the Knights, Mr. Owze congratulated Mrs. Tsang on her retirement. The Board members thanked the Knights of Columbus. Mr. Vita continued with the Public Presentation by acknowledging and thanking Mrs. Tsang for her years of service to the Library. In the presence of the Board, staff members and friends, Alderman Phil Vetro was present on behalf of Mayor Blake to present Mrs. Tsang with a proclamation. Before he presented the proclamation he stated that it was a pleasure to work with Mrs. Tsang, especially during the Renovation and he thanked her for her 33 years of service. Mr. Vetro read the proclamation and wished Mrs. Tsang a healthy and happy retirement. Mrs. Tsang thanked Mr. Vetro. He apologized that he could not stay and departed from the meeting. In honor of Mrs. Tsang, Mr. Vita invited all the guests to join the Board for cake and coffee.

Disposition of minutes: Mrs. Wanosky had a few questions on Passport transfers. Discussion ensued. Mrs. Tsang stated that the Board does not have to vote to approve transfers for operational expenses for the Passport Office. **Mrs. Wanosky moved to approve the minutes of the May 1, 2013 meeting. Mrs. Creedon seconded the motion. The motion carried.** Mrs. Creedon asked for a vote to approve the minutes of the Special meeting of May 22, 2013. **Mrs. Wanosky moved to approve the minutes from the Board of Directors Special Meeting of May 22, 2013. Dr. diFate seconded the motion. The motion carried.**

Secretary's Report: Mrs. Creedon read a note to the Board from Sean Woods who was one of the applicants for the position of Library Director. He thanked the Board for their time to consider him for the position and thanked them for their service as a Board to the Library and the community.

Treasurer's Report: Ms. D'Anna read the transfers.

Mayor's Transfers

*Non Revenue	Gift Account into Paper Shredder	\$573.89
*Fund 10-	Computer Other into Computer	\$602.00
	Seasonal Temporary into Professional Fees	\$220.00
	Information Services into Book Supply	\$800.00 and Other Supplies \$600.00

Board of Finance Transfers

*Fund 10-	Office Equipment Upkeep into DVD's	\$1,169.10
	Office Supply into Computer	\$602.00

President's Report: Mr. Vita stated that he had nothing new to report.

Librarian's Report: Mrs. Tsang reviewed the library's statistics and stated that with the help of Fines and Fees and Passport Funds, the library continues to add downloadable audio-books and eBooks. The library now has two Kindle Fires, a Kindle Paperwhite, an iPad and a Nook Color. Two iPad Mini's are being held in storage until new software is released. Mrs. Tsang thanked Mrs. Toby Zabinski and Nancy Abbey, the Assistant Library Director for holding a program on Twitter which was quite successful. Staff members Fred Danowski and Diana Austin held a staff training session on eBooks. Mrs. Tsang stated that the Mayor approved the funding that allowed some of the staff members to attend a CLA conference and Book Expo. Those who attended the conferences shared their experiences at a recent staff meeting. Mrs. Tsang commended Mrs. Danielle Valenzano, Library Assistant in Children's on her presentation of a flannel board which she has since used in the library's Story Hours. Mrs. Tsang is currently looking into having additional lighting installed in the Program Room and will update the Board on her findings. She has received the final budget approvals for fiscal year 2013-2014 and is satisfied with the approved funding and stated that the library is in a transitional stage especially in keeping up with the newest trends while continuing to serve the community. She stated that she had her monthly meeting with Mayor Blake and that she expressed her concern to the Mayor over the city's website. She stated that the city is hoping to have the updated Virtual Town Hall site up over the summer. Mrs. Tsang thanked the Board of Directors and the staff for their co-operation in working together to improve the library and making the library successful.

Old Business: Mrs. Wanosky updated the Board on the search for a Library Director. Mrs. Wanosky stated that the committee member's first choice was unanimous however, she declined the position. She stated that by the time the offer was made to their second choice, he had accepted another position. She stated the committee decided not to proceed to offer the position to the third candidate. She stated that it was a unanimous decision of the committee to re-open the position in search of the right match for a new Library Director. Mrs. Wanosky stated that the position will be reposted on June 5, 2013 by Ms. Lauren Pisacane of the Personnel Department. Mrs. Wanosky asked for the approval of the Board. **Mrs. Zabinsky moved to approve the recommendation of the search committee to re-open the search for a new Library Director. Dr. diFate seconded the motion. The motion carried.** Mrs. Wanosky further stated that any changes to be made to the posting will be sent to Ms. Pisacane. Mrs. Wanosky specifically asked that no letters of recommendation be included by applicants; the committee wants references only. She also stated that the updated job posting will include the salary range for the next fiscal year. Discussion ensued on whether a probationary period would be included in the posting. It was determined that all applicants need to be informed of the requirements of the job including a probationary period. Mr. Barnett asked about the range of pay and how it will be presented to the applicants. Discussion ensued. Ms. Smith asked if the committee was able to ascertain similarities with other towns as to what is offered to potential candidates such as moving expenses. Mrs. Wanosky stated that they have done that research. She also stated that Milford's salary range is on the lower third in a comparison of other municipalities in the state. Mrs. Tsang stated that although the salary is lower, the City of Milford has excellent benefits to offer. Discussion ensued. Mrs. Tsang asked for the deadline for the upcoming posting. Mrs. Wanosky stated that the deadline for applications is June 28th, 2013. At that time it will be decided when the committee will meet to interview candidates and also if a Special Meeting will be held. Mr. Vita announced that Mrs. Tsang has been asked to stay on as Interim Director until a new director is in place and that she has agreed to stay on part time. Mrs. Wanosky asked the Board members to spread the word amongst their contacts about the library's search for a new Library Director.

New Business: Mrs. Tsang asked the Board to approve the closing of the library on July 3, 2013 and to also reconsider the date of the July Board meeting due to the July 4th holiday. Discussion ensued. **Mrs. Creedon moved to approve the closing of the library at 5:00 pm on July 3, 2013 and to re-consider holding the Board of Director's meeting that was previously scheduled for July 10, 2013. Ms. D'Anna seconded the motion. The motion carried.** On behalf of the Board, Dr. diFate presented Mrs. Tsang with a card and a crystal vase from the Board members, thanking her for her years of service.

Mrs. Creedon moved to adjourn the meeting at 9:20 p.m. Mrs. Wanosky seconded the motion. The motion carried.

Respectfully submitted,

Joanne Sharretto, Clerk to the Board
Mrs. Linda Creedon, Secretary