

**MILFORD PUBLIC LIBRARY
BOARD OF DIRECTORS
REGULAR MEETING
JULY 6, 2011**

Board Vice President, Mrs. Linda Wanosky called the regular meeting of the Board of Directors of the Milford Public Library to order at 7:10 pm on July 6, 2011.

PRESENT

Mrs. Creedon, Secretary
Mrs. Wanosky, Vice President
Ms. D'Anna, Treasurer
Mr. Barnett
Ms. Smith
Mr. McGovern
Mrs. Paula Smith, Aldermanic Liaison
Mrs. Tsang

EXCUSED

Dr. diFate
Mrs. Gaynor

ABSENT

Mr. Vita, President
Mr. Patterson, Aldermanic Liaison

Public Presentation: There was no Public Presentation.

Disposition of minutes: Mr. McGovern motioned to approve the minutes of the June 1, 2011 Library Board meeting. Ms. D'Anna seconded the motion. The motion carried.

Secretary's Report: Mrs. Creedon read an invitation to an open house at Lauralton Hall on September 17th, 2011 (2:00 - 4:00 pm) to celebrate their being listed on the National and State Registers of Historical Places.

Treasurer's Report: Ms. D'Anna read the transfers. \$7,206.00 was transferred from Regular Wages into Seasonal Temporary. \$100.00 from Overtime and \$110.00 from Shift Differential totaling \$210.00 was transferred into Seasonal Temporary. \$800.00 from Information Services was transferred to Book Supply. \$119.00 from Microfilm and \$300.00 from Periodicals totaling \$419.00 was transferred into Books. \$700.00 from CD's Educational was transferred to Books on CD. \$40.00 from Training, \$30.00 from Co-op Membership and \$80.00 from Mileage totaling \$150.00 was transferred into Office Supply. \$420.00 was transferred from Training, \$100.00 from Film & Photo, \$1,500.00 from Postage, \$200.00 from Office Equipment Rental, \$265.00 from Membership and \$170.00 from Co-op Membership of which \$300.00 was transferred into Magazine Index Database, \$1,100.00 to Book Supply and \$1,255.00 to Office Supply.

President's Report: For the President's report, Mrs. Tsang stated that Mr. Vita signed off to encumber the remaining funds in the Renovations Account so the account could be closed. With those funds she intends to purchase a larger security monitor and supplemental cameras for the Director's office and new door counters because the current door counters are faulty and that has affected Library Statistics. Mr. Sly Moura of Building Maintenance suggested hiring a professional to install new door counters. Mrs. Tsang agreed.

Librarian's Report: Mrs. Tsang stated that currently \$83,654.39 has been spent from the Seasonal Temporary Account. Mrs. Wanosky asked for the current balance of the Seasonal Temporary account. Mrs. Tsang stated that she estimates there is a little more than \$1,000.00 left in the account. She is hoping to keep the amount of hours scheduled for July and August at a minimum. Mrs. Tsang recommended that the option of closing holiday weekend hours be revisited at the September meeting.

Mrs. Tsang stated that she has once again been in contact with Recorded Books and that Recorded Books will assume our Ingram contract for downloadable audio books in July. She stated that they will honor our current contract until the end of October. The company is hoping to have eBooks available by the fall. She stated that if the two services are combined the library may qualify for a 10% discount on eBooks. Mrs. Creedon asked Mrs. Tsang about the cost of the eBooks. Mrs. Tsang doesn't know the cost right now but should know more by the September meeting. Mrs. Tsang stated that she is sure that eBooks can't be funded through the budget. Mr. Barnett asked why eBooks cannot be considered as a Book line item. Mrs. Tsang stated that it is because they are electronic. She also stated that there is a new line item added for \$1,500.00 but she will have to shift funds from other line items in order to purchase them from the regular budget. She thinks the funding will be supplemented from the Friends and from Passport Funds.

The Friends will hold a book sale in the Program Room on July 18 and 19th of 2011. The hours will be from 10:00 a.m. to 2:00 pm and 5:00 pm until 8:30 pm. They are looking for volunteers to work the days of the sale and to help with set up and taking down. Two of the three new gallery wraps have arrived. The Friends have appropriated some funding for computer games. We have a new employee who is a Library Science student. Beth was looking for a project that would tie in with her course this summer session. She is researching which computer games would make a good core collection. Mrs. Tsang is experimenting with different platforms. The goal is to entice young readers to the library. Mrs. Tsang estimated the cost to be \$2,500.00. Staff members have told Mrs. Tsang that children have requested that computer games be loaned out. Mrs. Tsang asked Mr. Barnett for input. Mr. Barnett will send Mrs. Tsang a list of publications for gaming magazines for the library with the purpose of educating the staff on what is available in computer games. Mrs. Tsang stated that the Milford Public Schools has once again loaned book titles that are on the summer reading lists. All books have been temporarily added to our collection. We are grateful for the school system's partnership and its willingness to help meet the needs of the children of Milford.

Old Business: Mrs. Tsang stated that she has received a few complaints on the library being closed on Saturdays. She stated that upon explanation, most people are accepting of the closing for summer only. Mrs. Tsang asked Mrs. Paula Smith what other departments in the City have a Paypal Account. Mrs. Paula Smith stated that the Building Department has Paypal and it is working out for them. Discussion ensued about the possibility of having Paypal for the payment of fines. Mrs. Tsang spoke about the possibility of increasing the fees for printing. She stated that she noticed that patrons are coming from other towns to print at our library. Discussion ensued. Mr. Barnett suggested talking to vendors as to how to send color copies to one printer and black and white copies to another. It was decided to revisit an increase in printing fees at September's meeting. Mrs. Creedon asked Mrs. Paula Smith what formula was used to cut the position from the library. Mrs. Paula Smith is not sure, but stated that she will ask the Mayor how the decision was made.

New Business: Mrs. Paula Smith stated that the Republican Women will be sponsoring a Golf Tournament on August 23rd, 2011 from 5:00 pm to 7:30 pm. The cost is \$35.00 per person with the proceeds going to the Friends of the Milford Library. Mr. Barnett will put the Golf Tournament and the Friends Book Sale information on the Facebook Page.

Ms. D'Anna moved to adjourn the meeting at 8:20 p.m. Mr. Barnett seconded the motion. The motion carried.

Respectfully submitted,

Mrs. Linda M. Creedon, Secretary