

**MILFORD PUBLIC LIBRARY
BOARD OF DIRECTORS
REGULAR MEETING
JULY 7, 2010
(draft)**

Board President, Mr. Peter Vita called the regular meeting of the Board of Directors of the Milford Public Library to order at 7:37 pm on July 7, 2010.

PRESENT

Mr. Vita, President
Mrs. Wanosky, Vice President
Mrs. Creedon, Secretary
Dr. diFate
Mrs. Tinti
Ms. Smith
Mr. McGovern
Mrs. Paula Smith, Aldermanic Liaison
Mrs. Tsang

EXCUSED

Ms D'Anna, Treasurer
Mr. Barnett

ABSENT

Mr. Patterson, Aldermanic Liaison

Public Presentation: For the Public Presentation Mrs. Tsang introduced Ms. Melanie Kelly who is interning at the library this summer. She was a volunteer at the library before beginning her internship.

Disposition of minutes: Mrs. Wanosky made a motion to accept the minutes of the May 5, 2010 meeting. Mrs. Tinti seconded the motion. The motion carried.

Secretary's Report: Mrs. Creedon read a letter from the family of Mr. George Curtin thanking the Library Board for their condolences.

Treasurer's Report: Mrs. Tsang read the transfers for the General Fund.

- \$2,406.00 from Computer, Other was transferred to Computer \$406.00 and into Books \$2,000.00.
- \$100.00 was transferred from Mileage into Travel & Conference.
- \$114.00 from Microfilm, \$130.00 from CD's Educational and \$400.00 from Periodicals was transferred to DVD's \$400.00 and to Books on CD \$244.00.
- \$380.00 was transferred from Postage, \$143.00 from Magazine Index Database, \$78.00 from Film & Photo, \$120.00 from Cooperative Membership and \$982.00 from Software to Information Services \$1,324.00 and Office Supply \$379.00.
- \$8,500.00 from Regular Wages and \$350.00 from Professional Fees was transferred into Seasonal Temporary (\$8,850.00).
- \$115.00 from Computer and \$165.00 from Educational Software was transferred into Books \$280.00.
- \$650.00 from Office Equipment Rental, \$410.00 from Office Equipment Upkeep, \$250.00 from Membership, \$200.00 from Film & Photo and \$175.00 from Training was transferred to Book Supply \$735.00 to Other Supplies, \$130.00 to Other Supplies & Charges and to Office Supplies \$820.00.

The Board of Aldermen approved a transfer for the Renovations Account which brought \$21,000.00 out of the Unallocated Energy Credit Account into the Renovations Project Account. Part of these funds will be used to replace the lower level interior doors. Mrs. Tsang answered questions from the Board.

President's Report: Mr. Vita updated the Board on the Renovations project. He stated that Mrs. Tsang presented to the Board of Aldermen for the approval of the Energy Rebate Funds transfer which was completed. Mrs. Paula Smith stated that the approval was a sound prudent investment. The change orders for Olympus are in process and the work should begin on the door replacement. Mrs. Tsang stated that the carpet cleaning will begin this week. Mrs. Tsang has asked Mr. Sly Moura, Superintendant of Building Maintenance to seek funding for an annual cleaning of the library carpet in his budget requests for next year. Mr. Vita stated that the last issue is the exterior pointing of the building where water is still entering and causing leaks. Discussion ensued. Mr. Vita stated the cost is \$9,000.00 and the funds are allocated. Mrs. Tsang stated that she is working with Mr. Moura to obtain a quote for a new security monitor.

Librarian's Report: Mrs. Tsang invited the Board members, the Aldermen, their friends and family through the Friends of the Library to Long Wharf Theatre on September 25th for a performance of the play "Ella" based on the life of Ella Fitzgerald. The Friends have block booked tickets in advance which are available beginning on August 9th at a cost of \$40.00. Mrs. Tinti arranged to host a wine and cheese reception beginning at 6:45 pm until 7:45 pm before the play begins at 8:00 pm. She is hoping to attract new members to the Friends. Two cheese platters are compliments of the Village Gourmet. Mrs. Tsang also reminded the Board members that it is membership renewal time for the Friends of the Library.

Mrs. Tsang stated that the Board of Aldermen approved the budget for fiscal year 2011. Ancestry.com has been added to this year's list of databases. She stated that 98.0% of the 2010 budget has been spent or encumbered. There have been positive responses to the changes implemented through the Strategic Plan Survey and the transition has been smooth. Mrs. Tsang stated that in Fiscal Year 2010 four out of eleven meetings were cancelled due to the lack of a quorum. She stated this presents a problem when votes on financial decisions and policies are needed. Mrs. Tsang suggested that maybe an earlier start time for the meeting might be more advantageous. Discussion ensued. ****Mrs. Tinti motioned to change the Board meeting starting time from 7:30 pm to 7:00 pm. Dr. diFate seconded the motion. The motion carried.****

Mrs. Tsang asked the Board if they would like to have another library networking night during the October meeting. Mrs. Tsang will invite Mr. Stan Siegel, President of the Connecticut Association of Library Boards, as well as Library Directors from surrounding towns. As Mrs. Tsang described at last months discussion, she asked for the Board to approve funding for the purchase of downloadable books which will be accessed through a software connection. The costs are \$1,250.00 for the access fee for a one year membership and \$2,500.00 to purchase downloadable book titles. The library will have access to the titles purchased as long as the annual membership is renewed. She suggested taking the access fee cost from the Passport Account and the funds for the downloadable books from the Finan Account. ****Dr. diFate motioned to approve the expenditure of \$1,250.00 from the Passport Account to fund the access fee for a downloadable book site and \$2,500.00 from the Finan Account to fund the purchase of downloadable book titles. Mrs. Tinti seconded the motion. Mrs. Creedon asked for discussion.*** Discussion ensued. Mrs. Tsang reflected on the annual statistics showing an increase of library usage and circulation and that there is a public demand for an upgrade to accessing books through technology. ****Discussion ended. The motion carried.*** Due to public demand, Mrs. Tsang asked the Board for approval of funds to purchase additional Playaways and also non fiction art books for the collection. Discussion ensued. The Board decided that the Playaways should have bookplates to show they were funding by Passport Funds. ****Mrs. Tinti motioned to approve the expenditure of \$1,000.00 from the Passport Account to fund the purchase of Playaways and \$2,500.00 from the Finan Account for the purchase of Non-fiction Art Books. The motion carried.***

Old Business: There is no old business.

New Business: Mrs. Wanosky spoke on the Freedom of Information presentation she attended with Mrs. Tsang. She stated she learned that Freedom of Information is about the public having access to what happens at Board meetings with any votes taken to be made available to the public within 48 hours of the meeting. She stated that if there is no quorum at a meeting, if necessary there can be a discussion. There would need to be minutes recorded for the discussion but no votes can take place. Mrs. Wanosky continued to say that there are timelines that need to be met as to when the minutes would be made available to the public. The minutes must be made available to the public no later than 7 calendar days. For an emergency meeting, there would have to be a situation or circumstance that was a threat to the public to justify such a meeting. Mrs. Tsang reminded the Board members that there is no meeting in August.

Mrs. Wanosky moved to adjourn the meeting at 8:55 p.m. Dr. diFate seconded the motion. The motion was unanimously approved.

Respectfully submitted,

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