

**MILFORD PUBLIC LIBRARY  
BOARD OF DIRECTORS REGULAR MEETING  
MINUTES OF JULY 8, 2009  
(draft)**

Board President, Mr. Peter Vita called the regular meeting of the Board of Directors of the Milford Public Library to order at 7:35 pm on July 8, 2009.

**PRESENT**

Mr. Vita, President  
Mrs. Wanosky, Vice President  
Mrs. Creedon, Secretary  
Ms. D'Anna, Treasurer  
Mrs. Librandi  
Ms. Smith  
Mr. Barnett  
Mr. Willey, Aldermanic Liaison  
Mrs. Tsang, Library Director

**EXCUSED**

Dr. diFate  
Mrs. Tinti  
Mr. Rosen, Aldermanic Liaison

**ABSENT**

**Public Presentation:** There was no Public Presentation.

**Disposition of minutes:** Mr. Vita requested a motion to accept the minutes of the June 3, 2009 meeting. Both Ms. Smith and Mrs. Wanosky requested changes to the minutes. Ms. D'Anna moved to accept the minutes as changed. Ms. Smith seconded the motion. The motion carried.

**Secretary's Report:** Mrs. Creedon read two letters. In May, a letter was sent to Mr. Todd Levine, Architectural Historian with the Connecticut Trust for Historic Preservation advising him of the Library Board's support of the renovation of the Charles Pond Carriage House at Laurelton Hall High School. The second letter was a letter sent to Mrs. Tsang from Ms. Gail Sostilio, Media Specialist at Meadowside School. In her letter she expressed appreciation for the assistance of Mrs. Suzanne Harrison Thomas, the Children's Librarian, who collaborated along with her to bring the public and school libraries together to provide the students with the best and most reliable information for their Big 6 research units. She stated in her letter that she hopes to "borrow" Mrs. Thomas again in the future as she adds so much to the learning of their students.

**Treasurer's Report:** Ms. D'Anna read the following transfers for the General Fund; Transferred from Office Equipment Upkeep \$380.00 into Office Supplies (\$350.00) and Office Equipment Rental (\$30.00). Transferred from the Computer, Other account \$100.00 and Computer \$128.00 into Periodicals (\$90.00) and Microfilm (\$138.00). Transferred from the Training account \$265.00 into Office Supplies (\$30.00) and Other Supplies and Charges (\$235.00).

**President's Report:** Mr. Vita stated that there is little to update on the renovations. He stated that in the fall the students from Platt Technical Institute will begin to build a cabinet for the library for pamphlets and fliers. The library will be closed one additional Saturday in August which is August 8th. The Devon Rotary Club donated \$1,000.00 and the Lyons Club donated \$750.00 to offset the cuts to the Seasonal Temporary budget for fiscal year 2009-2010 which will enable the library to remain open every Saturday in July and one in August. The library has to distribute the funds for FICA and Social Security.

**Librarian's Report:** Mrs. Tsang has renewed a new Strategic Planning process for 2009. She stated that she attended a Strategic Planning session at the Easton Library with Mrs. Tinti and they learned that libraries are getting away from the Long Range Plan process. Mrs. Tsang has tentatively hired Ms. Betsy Ratner, a retired teacher to be a facilitator. The sessions will include the Board of Trustees, the staff, the Friends and community members. These sessions will be held on October 7<sup>th</sup>, October 15<sup>th</sup> and October 21<sup>st</sup> and all Board members are invited to attend. Mrs. Tsang is suggesting that the October Board meeting be scheduled for 7:00 p.m. followed by a Strategic Planning Session at 7:30 p.m.

Along with the staff, Mrs. Tsang has begun looking into cost-cutting measures for the decrease in next year's material budget. The decision was made to switch Periodical vendors and should realize a decrease in costs for magazines. Mrs. Tsang is also in the process of working with the MIS Department and our computer vendor to attempt to have late notices e-mailed. Library e-mails are protected under the Freedom of Information Act.

Mrs. Tsang stated that Mr. Jerry Patton has taped the library segment of Milford Memories and the DVD will be available in the fall of 2009. Mr. Patton went to Mr. Ed Kozlowski, former Mayor to get his memories of the creation of the library at this site. Mrs. Tsang stated that it was heartwarming to see the gentlemen who worked so hard to make this building a reality, come together and share their memories. Mr. Stanley Carmen, former Head Librarian, who is volunteering his time, has almost completed his project of organizing and condensing the paperwork for the building of the Library.

Mrs. Tsang asked for approval from the Board on the use of Passport Funds. She requested \$125.00 per month to pay a program facilitator's fee to Ms. Barbara Weinberg for the Women Redefining Retirement Program. Mrs. Creedon made a motion to approve the fee of \$125.00 for Ms. Weinberg. Mrs. Wanosky seconded the motion. The motion carried. Mrs. Tsang requested additional funding for DVD's of \$3,500.00 to be taken from Passport Funds. Mr. Barnett made a motion to approve use of Passport funds for DVD's. Mrs. Wanosky seconded the motion. The motion carried. Mrs. Tsang requested approval of \$597.00 for a locked case for laptops which will be used in the Program Room for computer classes. Ms. D'Anna motioned to approve \$597.00 for the locked case for laptops. Mrs. Wanosky seconded. The motion carried.

Mrs. Tsang mentioned the library will purchase six or seven laptops from another fund. Mr. Barnett suggested she look at LoJack Software and possibly paying for that out of the Software Account. She also requested tables and chairs from the Passport funds which she estimated at \$7,500.00. Mrs. Creedon made a motion for approval and then withdrew her motion. Discussion ensued. Mrs. Creedon suggested to Mrs. Tsang that she create a list of organizations and groups that would benefit from the use of tables. Mrs. Tsang stated that she scheduled to meet a representative from WB Mason on July 15<sup>th</sup> at 11a.m. to obtain ideas and an estimate and invited all Board members to come.

Mrs. Tsang reminded the Library Board Members that the Annual Board/Staff Breakfast is scheduled for Thursday August 27<sup>th</sup> at 9a.m. Mrs. Tinti along with Mrs. Wanosky will coordinate efforts. Mrs. Tsang suggested that this year the Friends of the Library should be included.

**Old Business:** There was no old business.

**New Business:** There was no new business

Ms. D'Anna moved to adjourn the meeting at 8:40 p.m. Mr. Barnett seconded the motion. The motion was unanimously approved.

Respectfully submitted,

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