

**MILFORD PUBLIC LIBRARY  
BOARD OF DIRECTORS  
REGULAR MEETING  
JULY 11, 2012**

Board President, Mr. Peter Vita called the regular meeting of the Board of Directors of the Milford Public Library to order at 7:31 pm on July 11, 2012.

**PRESENT**

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

**EXCUSED**

Dr. diFate  
Mr. McGovern  
Ms. Paula Smith, Aldermanic  
Liaison

**ABSENT**

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

**Disposition of minutes:** Mrs. Wanosky moved to approve the minutes of the Board meeting of June 6, 2012. Mrs. Creedon and Mrs. Gaynor abstained. Mrs. Oliver seconded the motion. The motion carried.

**Secretary's Report:** There was no Secretary's report.

**Treasurer's Report:** Ms. D'Anna read the transfers. A transfer of \$1,020.00 was approved by the Board of Finance from Information Services of Operational Expenses into the Computer, Other account from the Capital Outlays. In the Passport Accounts \$5,790.00 was transferred from Unallocated Contingency into Furniture, Fixtures and Equipment account. In the General Fund \$1,000.00 was transferred from Regular Wages into the Seasonal Temp Account. \$450.00 from Computer Software Maintenance, \$465.00 from Postage, \$1,200.00 from Information Services and \$289.00 from Mileage, \$25.00 from Cooperative Membership of which \$325.00 was transferred to Office Supply, \$1,850.00 to Book Supply, \$65.00 to Office Equipment Upkeep and \$189.00 to Other Supplies. \$193.00 from Microfilm, \$200.00 from CD's Educational, \$200.00 from Periodicals and \$400.00 from Educational Software of which \$700.00 was transferred into DVD's and \$293.00 into CD's. \$100.00 from Film & Photo was transferred into the Membership account.

**President's Report:** Mr. Vita stated that he had nothing to report but wanted to compliment Mr. Michael Stock, the artist who is painting the mural on the wall in the Children's Program Room. He stated that it came out very nice and suggested to all the Board Members that they view his work before leaving tonight. Mrs. Tsang stated that he should be framing and finishing over the next few weeks. She stated that she is very grateful to him for what he has done. Mr. Barnett asked if there will be an event to honor his work. Mrs. Tsang stated that it will be hosted through the Friends in the near future.

**Librarian's Report:** Mrs. Tsang stated that she attended a meeting today at City Hall and has just learned that due to the passing of a new state law in January 2012, it is now required that Seasonal Temp employees that meet the requirements, be paid for sick time. This will cause a great burden to any already over burdened Seasonal Temporary wage account especially since the sick time is retroactive to January 1<sup>st</sup>, 2012 and no additional funding was offered in the current budget year to compensate for the requirements of the new law. The library is one of the few departments in the city that relies heavily on Seasonal Temporary help. Other burdens of the law will be to have to pay from the Seasonal Temporary account for the replacement of the person who is out sick and for the increased workload put upon the Library's Business Office without any notice. She stated that in order to be able to pay for the sick time, she will have to cut back the hours of the Seasonal Temporary staff. Mrs. Tsang also stated that a full time staff member has resigned. Mr. Michael Beetham, who has a Master's Degree in Library Science, has accepted a professional position with the State of Connecticut. His last day was July 6th which left another staff position vacant. Mrs. Tsang stated that she is grateful to the Personnel Department for their help in getting the position filled as soon as possible.

Mrs. Tsang stated that e-Books are up and accessible. There are approximately 200 titles of which 25 titles are currently checked out. The library held its first training session for the public. Mrs. Tsang stated that currently there is \$6,071.61 in the Library Reserve account. There is an invoice for Baker & Taylor waiting for payment pending Board approval tonight for \$3,317.76 which leaves a balance of \$2,753.85. Mrs. Tsang asked the Board to approve future transfers for this account as funds become available so that the purchase of electronic media will not be delayed by the need for Board approval. Discussion ensued. **Mrs. Wanosky made a motion to transfer funding as it becomes available with the amount not to exceed \$8,000.00 from the Library Reserve Account into the Electronic Media account for the purchase of Electronic Media. Mrs. Oliver seconded the motion. The motion carried.**

Mrs. Tsang stated that the Friends of the Library may hold another Long Wharf Night and are looking forward to the support of the Library Board and the community. They have also booked another local theatre group for a Saturday matinee performance at the library in November 2012. Mrs. Tsang stated that the Friends membership is estimated to be one hundred people and suggested to the Board that they recruit friends and family to join and support the Friends. Mrs. Tsang asked to go on record to thank the Milford Public Schools for once again providing the library with school books to meet the requests of titles on the summer reading lists. She also stated that the library is hosting both children's and an adult summer reading club. Mrs. Tsang reviewed the annual statistics with the Board. Discussion ensued. Mr. Barnett asked about the internet user count. Mrs. Tsang stated that there are still several public access computers down, awaiting installation by the MIS Department. Mrs. Wanosky asked Mrs. Tsang if she knew the replacement percentage of the books that show as deleted from the collection. Mrs. Tsang stated that it would be difficult to determine a percentage because there are many factors that can lead to the decision to delete books from the collection. An item may not have circulated often while another may just need replacement. Mrs. Wanosky asked about the high rear door count for the year which was 157,586 counted. Discussion ensued. Mrs. Tsang explained there are fluctuations and that many people aren't counted. She also stated that many patrons enter the door multiple times per day. She stated that the door count is as accurate as possible. Mr. Barnett asked if a proxy page could be used to obtain a count of wireless users in the library where the patron has to accept the library terms to be able to access wireless service. Discussion ensued. Mr. Barnett stated that having the proxy page set up is easier than you might think and that he would email Mrs. Tsang with related information. Mrs. Tsang will inquire with the MIS Department about the possibility of a proxy page to gain wireless statistics. Mrs. Tsang stated that she would also like ask the MIS Department on the possibility of improving the wireless reception in different areas of the building where it is more difficult to gain access. Mrs. Creedon asked Mrs. Tsang to clarify her goals for the library for 2013. Mrs. Tsang stated that where it is stated "to increase public and staff familiarity with library databases and downloadable resources", she would have added "and the amount of usage". Mrs. Tsang stated that some databases aren't used as much as others and they will be updated. Mrs. Creedon asked Mrs. Tsang if there were any additional goals she had in mind. Mrs. Tsang stated that there is so much to consider when taking into consideration that out of the budget we now have to pay sick time to part time staff without any additional funding. Taking into consideration that the library has had to absorb the loss of a staff position in 2011-2012, a maternity leave and a recent resignation, she asked to possibly be given time to reassess and report more specific goals at the September meeting. Discussion ensued. Mrs. Wanosky stated that she believes that what Mrs. Creedon is asking for is more measurable goals. Mrs. Creedon stated that she is looking specifically for what her goals are for the library as whole, not just internal goals. Mrs. Creedon stated that she will give her request more thought and Mrs. Tsang stated that she will put it on the meeting agenda for September. Mrs. Creedon also stated that she is concerned about the Friends not maintaining their past income level because they may have fewer books to sell due to e-Books. Mrs. Tsang stated that this issue was discussed at their last meeting. Mrs. Tsang suggested that the Board also set a goal to recruit two or three new members to the Friends in the coming year and also asked that the Board consider and offer suggestions for fundraising.

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

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

**Mrs. Wanosky moved to adjourn the meeting at 8:52 p.m. Mrs. Oliver seconded the motion. The motion carried.**

Respectfully submitted,

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