

**MILFORD PUBLIC LIBRARY
BOARD OF DIRECTORS
REGULAR MEETING
SEPTEMBER 1, 2010**

Board President, Mr. Peter Vita called the regular meeting of the Board of Directors of the Milford Public Library to order at 7:08 pm on September 1, 2010.

PRESENT

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

EXCUSED

Ms D'Anna, Treasurer
Mrs. Tinti

ABSENT

Mr. Patterson, Aldermanic Liaison

Public Presentation: There was no Public Presentation.

Disposition of minutes: Mrs. Wanosky made a motion to accept the minutes of the July 7, 2010 meeting. Mrs. Creedon seconded the motion. The motion carried.

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

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

- \$3,000 from Information Services was transferred to Computer Software & Maintenance.
- Transfer into the Non-Revenue Fund.
- \$5,000.00 was transferred from the Finan Library Trust into the Gift Account.
- Transfer within the Passport Funds.
- \$2,250.00 was transferred from the Unallocated Contingency Fund into the Electronic Media Account.

President's Report: Mr. Vita updated the Board on the Renovations project. He stated that the new interior lower level entry doors have been installed. Mrs. Tsang stated she is very pleased with the new doors. Mr. Vita stated he didn't have much to report but asked Mrs. Tsang if there are any new issues in the library. Mrs. Tsang stated that there are issues with the door counters that aren't functioning correctly. Because of the need for counters for library statistics, she feels that a better quality door counter should be purchased. She is working with Mr. Sly Moura, Superintendent of Building Maintenance to obtain a quote.

Librarian's Report: Mrs. Tsang stated that there have been 34 tickets sold through the Friends of the Library for the performance of the play "Ella" at Long Wharf Theatre on September 25th. Mrs. Tsang stated that 7 laptops have been delivered and set up with the help of Mr. Fred Chidester of the Friends. He also obtained donated software. Fred Danowski, the library's Automation Librarian will be teaching classes for the public using these laptops. Mrs. Tsang thanked Mrs. Wanosky and Mrs. Creedon for attending the demonstration on downloadable books. Mrs. Tsang has been in touch with Sirsi Dynix to obtain an additional SI Protocol Port. The MIS Department will be doing the connection of the new Protocol port. Mrs. Tsang stated that there is a one time implementation fee and an annual subscription fee. One of the topics discussed at the Downloadable Book presentation is that if the time comes when the library decides to acquire e-books, Sirsi Dynix is almost certain that the line could be shared for both downloadable books and e-books.

Mrs. Tsang wished to commend the library and Passport Office staff for their hard work this summer. Mrs. Tsang detailed the statistics for the summer months. The library statistics were down by 2% in July but increased by 6% in August. Mrs. Tsang reminded the Board that the October meeting will include Sharon ??? representative from the State Library and also Mrs. Tsang asked her to bring along a guest from the State Library Board. Mrs. Tsang asked for questions from the Board that she can give to Ms.??? so that she can be prepared to discuss items that are of interest to the Board. Suggestions were offered by Board Members for the presentation which Mrs. Tsang noted.

Old Business: Mrs. Tsang advised the Board that because of the variation in price on Playaways, the library was only able to purchase 17 Playaways with the \$1,000.00 approved from the Passport Funds. She asked the Board to approve an additional \$1,000.00 to obtain more Playaways for the library from the Passport Funds. She stated there is a current balance of 21,089.16 in the Unallocated Contingency account. Discussion ensued. Mrs. Creedon asked what the average lifespan of a Playaway is. Mrs. Tsang stated the average lifespan ranges from two years to five years for adult use, less for children. Playaways used by Children may have a shorter life. Dr. diFate asked if the condition of the Playaways are inspected upon check in. Mrs. Tsang stated yes. Mr. Vita asked that if there is damage upon return, is the patron required to make restitution. Mrs. Tsang stated that she asks the patron to replace the item in kind. Mrs. Paula Smith asked if Mrs. Tsang is aware of what the level of use of Electronic Media for the surrounding area libraries is. She is concerned about a drop off in use of certain types of Media. Her thoughts were that there might be a benefit to swapping Electronic Media with other libraries. Mrs. Tsang explained that we get a delivery five days a week on loaned items from other libraries. She stated that some libraries are generous with their Inter- library loans on Media items but some are not. Mr. Barnett asked if a broken item is returned is it discarded or is it sent out for refurbishing. Mrs. Tsang stated that as long as the warranty is still valid it is sent in for replacement but after the warranty expires, it is discarded. Mr. Barnett thought that it may be worthwhile to search for secondary markets that would perform this kind of repair on broken items. Mrs. Wanosky made a motion to approve an additional \$1,000.00 for the purpose of purchasing additional Playaways. Dr. diFate seconded the motion. The motion carried.

New Business Mrs. Tsang asked the Library Board to offer input and discussion for the upcoming budget proposals for fiscal year 2011-2012. She would like to add a line item for the funding of electronic media. Mrs. Wanosky suggested adding a line item for Downloadable Books asking for a few thousand dollars. Discussion ensued on different types of Media such as Kindle and Sony Readers. Mr. McGovern stated that he feels that these types of Media will be short lived and for the cost and the chance of breakage he questions whether these would be worth the investment. Mr. Barnett stated he feels it's worth keeping an eye on. Mr. Barnett asked if there might be a possibility.

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