

**Milford Public Library  
Board of Directors  
Regular Meeting  
September 1, 2021**

Board President, Mrs. Linda Wanosky, called the virtual meeting of the Board of Directors to order at 7:31 p.m., September 1, 2021.

**Present**

**Excused**

**Absent**

Mrs. Wanosky  
Mrs. Kemp  
Mrs. Creedon  
Mrs. Oliver  
Mrs. Zabinski  
Mrs. Piselli  
Ms. Uchaczyk  
Mr. Smith  
Mr. Schmidt  
Alderman Marlow  
Ms. Angeli  
Ms. Pilla

**Public Presentation:** None.

**Disposition of Minutes:** Motion to accept the minutes, as printed, from July 7, 2021. Moved and seconded by Mrs. Creedon, Mrs. Kemp. Motion passed.

**Secretary's Report:** None.

**Treasurer's Report:** None.

**President's Report (Current News):** None.

**Policy Committee:** Ms. Oliver reported the committee met on July 17. Three policies (Program Room Use, Exhibits, Community Information) were reviewed with minor edits (e.g., grammar, punctuation). A motion was made to accept the updated Social Media policy. Moved and seconded by Mrs. Zabinski, Mrs. Piselli. The next meeting on September 15 will review Circulation and Fines & Fees policies.

- *Who monitors the Library's YouTube account...*Ms. Angeli and Ms. Valenzano (YA Librarian).

**Buildings & Grounds Committee:** Ms. Angeli met with building superintendent, Shaun Bennett, regarding our list of upgrades. Ms. Angeli has not divvied up the tasks, however, much has been done already (painting, windows and outer doors repair). The next committee meeting will be held on Wednesday, September 22.

**Donor Recognition Committee:** Mrs. Wanosky noted a committee meeting was held with FOML and others. The donor wall has changed to an electronic donor recognition platform. Mrs. Creedon read the minutes from the meeting. The next meeting to discuss the budget and next steps is TBD.

**Director's Report/Statistics/Strategic Plan:** Ms. Angeli read her September report and added:

- We are testing a new online scheduling system
- More research is needed to determine the debit/credit software that works best with Evergreen
- The upper level FOML Booksale will return to the lower level; more chairs will be added in its place

**Strategic Plan** – Ms. Angeli will create an agenda and schedule a meeting in September.

- *Will there be any new vendors added to the museum, et al., passes...*No. Ms. Angeli thanked FOML for generously funding this program.
- *Is there signage denoting the free exterior Wi-Fi...*Ms. Angeli noted there was some media publicity prior, but will follow up with the mayor
- *What is the policy for the Hublet dispensing station. What account will be used for the overage fees...*Rules & regulations will be created after staff training. Damages are covered by the warranty. The account is TBD.
- *Is it possible to add one additional full-time staff member...*The position needs to be added to the Library's annual budget, then approved through the budget process
- *Can the board meeting packet be emailed one day prior to meeting...*Yes, depending on the date the meeting occurs
- *Do we need to add additional Passport hours. Is there advertisement...*We are able to make accommodations, if the need arises. Signage will be reinstalled; was removed when the passport forms kiosk was relocated.

**Friends of the Library Report:** Ms. Pilla stated she and other volunteers manned a table at the 2021 Oyster Festival promoting FOML. FOML are making plans for National Friends of the Library Week in mid-October, with a return of Party in the Bag, and brainstorming ideas for future promos.

#### **New Business:**

**2022 Library Calendar** – A motion was made to accept the 2022 library calendar as presented. Moved and seconded by Mrs. Creedon, Mrs. Oliver.

**Budget Discussion FY 2023** – A link to the FY 21/22 budget was emailed to the board. The budget process is as follows: Ms. Angeli begins online entry (October) >submits to Mayor (early November) >meets with Mayor & Finance Director >Board of Finance approval >Board of Alderman final vote ending in May/June 2022. Please email comments/questions/suggestions to Ms. Angeli.

Mr. Marlow announced that our new Board of Alderman liaison is Brett Broesder. A discussion ensued regarding recognizing our former liaison. Ms. Angeli will investigate options and report back.

**Old Business:** None.

**Motion to adjourn:** 8:38 p.m. Moved and seconded by Mrs. Kemp, Mrs. Oliver. Vote was unanimous.

Respectfully submitted,

Ms. Thomas  
Board Clerk