

**MILFORD PUBLIC LIBRARY
BOARD OF DIRECTORS REGULAR MEETING
MINUTES OF SEPTEMBER 2, 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 September 2, 2009.

PRESENT

Mr. Vita, President
Mrs. Wanosky, Vice President
Mrs. Creedon, Secretary
Dr. diFate
Mrs. Librandi
Ms. Smith
Mrs. Tinti
Mr. Rosen, Aldermanic Liaison
Mrs. Tsang, Library Director

EXCUSED

Ms. D'Anna, Treasurer
Mr. Barnett
Mr. Willey, Aldermanic Liaison

ABSENT

Public Presentation: There was no Public Presentation.

Disposition of minutes: Mr. Vita requested a motion to accept the minutes of the July 8, 2009 meeting. Dr. diFate mentioned a spelling error for correction. Mrs. Wanosky moved to accept the minutes as changed. Mrs. Creedon seconded the motion. Mrs. Tinti abstained from voting. The motion carried.

Secretary's Report: Mrs. Creedon read two letters. Mrs. Librandi, a member of the Board thanked the Board members and library staff for inviting her to the annual Board-Staff Breakfast which she stated in her letter that she enjoyed. The staff members wrote a note of appreciation to the breakfast committee, Mrs. Mary Tinti and Mrs. Wanosky thanking them for their hard work and to all Board members who participated in the annual breakfast. The staff also thanked the Board for the gift certificate that they received to purchase something for the staff room.

Treasurer's Report: In Ms. D'Anna's absence, Mrs. Creedon read the following transfers for the Passport Funds: \$5,597.00 was debited from the Unallocated Contingency Fund of which was credited \$1,500.00 into Professional Fees, \$3,500.00 into DVD's and \$597.00 into F F & E account. \$1,750.00 was transferred from the Program Revenue account and credited to the following; \$1,550 into Seasonal Temp account, \$65.00 into Workers Comp, \$110.00 into FICA and \$25.00 into FICA MED to set up the budget for Saturday summer hours.

President's Report: Mr. Vita stated he understood that the breakfast was quite successful and offered his congratulations to the committee for an excellent job. He apologized for not being able to attend the breakfast due to work demands. Mr. Vita stated that he only has one item to report concerning the Renovations project. He stated that Mr. Charland has been in touch with Platt Tech to obtain the dimensions for the table that the students at Platt Tech will be building for the library.

Librarian's Report: Mrs. Tsang detailed the Annual Statistics for the Board which reflected a 16% overall increase in Circulation over the last two years. Mrs. Tsang mentioned that among the increases were Books and Books on CD. Mrs. Tsang stated that in house books which are tallied from books being removed from shelves and used in house, have been added to Circulation statistics. The number is calculated by the books left throughout the library by patrons on a daily basis. She noted increases in reference questions, program attendance, library card registration as well as museum passes. On the decrease in Children's book loans she thought that might be due to an increase in usage of Books on CD which could be used by the family as a whole. Mrs. Wanosky added that she believes that increases in DVD usage should be factored in as well. Mrs. Tsang stated that work is continuing on the Strategic Plan for the library. Mrs. Tsang and Mrs. Tinti attended a workshop on Strategic Planning. Mrs. Tsang wants Board and staff participation as well as a community forum. She intends to discover what the public expects from the library and the areas where the library may be falling short of their needs. Dr. diFate asked if certain individuals were to be included such as public school librarians. Mrs. Tsang stated that the workshop suggested inviting community groups, United Way, Bridges, a few Aldermen and from different areas of the City. Discussion ensued. Dr. diFate suggested that a cross section of individuals be included including those who have thought about what kind of input would be helpful. Mrs. Tsang stated she will send the current list to Dr. diFate for her review. Mrs. Tsang asked for approval for a fee of \$500.00 for the three Strategic Planning sessions.

Mrs. Tsang is in the process of working with the MIS Department to purchase licenses for Microsoft Office because additional licenses are required but have to be purchased through the City. Mrs. Tsang purchased with gift money, a locked cabinet for program supplies. The supplies were moved to afford more room in the closet where computers will be locked and stored. Mrs. Tsang also advised the Board that the process of receiving some of the museum passes has been slow. She felt that it is likely due to the fact that museums do not generate enough money with the passes. Discussion ensued. She expects all to be renewed eventually. Mrs. Tsang commended the Assistant Library Director, Mrs. Nancy Abbey and the Media Librarian, Mr. Arthur Bargar on their outstanding work on the Independent Film Festival which was sponsored by the Friends and the Stonebridge Restaurant. There were thirty five entries and forty five attendees. It was an overall success.

Mrs. Tsang stated that the Association of Connecticut Library Boards (ACLB) has cancelled their October 16th conference due to lack of interested attendees. Mrs. Tsang stated that the ACLB is looking for more people to get involved in their Board. She stated that she was considering inviting them and as well as sponsoring a program with them at the library. The Board approved of her idea. The Friends will assist the Benson-Crump Community Gardeners with their autumn fair on Saturday, September 12th at the Pavilion behind the library. The Friends will hold their Board meeting on Wednesday, September 9, at 7 p.m. in the Library Director's office. Mrs. Tsang will ask the Friends at their meeting to fund the purchase of a locking bookcase for City Directories and Yearbooks. The cabinet will be located outside of the Genealogy Room. Mrs. Tsang expressed her gratefulness to the Friends for their willingness to help with the library's needed items.

Old Business: Mrs. Tsang asked the Board to approve funds for the purchase of the table grouping for the program room. Mrs. Creedon was present when Mrs. Tsang received ideas from WB Mason and described the options to the Board. Mrs. Tsang priced chairs with WB Mason as well but has decided to hold off pending her obtaining quotes for purchase or refurbishing from her contact at the Connecticut State Prison System. Discussion ensued. Mrs. Tsang provided two samples of chairs she had considered. Mrs. Creedon moved to approve a debit of \$3,142.00 from the Passport Funds for the purchase of the table grouping for the library. Mrs. Wanosky seconded the motion. The motion carried. Mrs. Tsang also let the Board know that there have been some changes in the library's program entitled Women in Retirement. The program is now a co-ed endeavor entitled Retirement 101 and featured speakers are scheduled. Another part of the group had ideas which were against library policy and has broken off from the group and will be meeting elsewhere under the title Women in Retirement.

New Business: Mrs. Tsang handed out flyers for the United Way kickoff scheduled for September 21, 2009. Mrs. Creedon wanted to note that on behalf of the Board, thank you letters were sent to the Lion's Club and the Devon Rotary thanking them for their generosity in funding summer hours.

Mrs. Tinti moved to adjourn the meeting at 8:40 p.m. Mrs. Wanosky seconded the motion. The motion was unanimously approved.

Respectfully submitted,

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