

**MILFORD PUBLIC LIBRARY  
BOARD OF DIRECTORS REGULAR MEETING  
MINUTES OF SEPTEMBER 3, 2008  
(draft)**

Vice President, Mrs. Linda Wanosky called the regular meeting of the Board of Directors of the Milford Public Library to order at 7:40 PM on September 3, 2008.

**PRESENT**

Mrs. Wanosky, Vice President  
Ms. D'Anna, Treasurer  
Dr. diFate  
Ms. Smith  
Mrs. Tinti  
Mr. Barnett  
Mrs. Tsang

**EXCUSED**

Mr. Vita, President  
Mrs. Creedon, Secretary  
Mrs. Librandi

**ABSENT**

Ms. Manning, Aldermanic Liaison  
Mr. Scott Willey, Aldermanic  
Liaison

**Public Presentation:** Mrs. Tinti attended the meeting of the Friends of the Library on August 20, 2008 and offered to update the Board. Mrs. Tinti stated that The Friends have generously paid the renewal fee on a machine that cleans the library's CD and DVD collection. They have also agreed to continue funding the purchase of art prints that are in circulation which will allow Mrs. Tsang to purchase at least five new prints. Mrs. Tinti stated that on September 13<sup>th</sup>, the Friends will be participating by selling books at a fund raiser with the Community Garden's for the benefit of the Milford Land Trust. Mr. Fred Chidester, the website creator for the Friends provided Internet traffic statistics on the Friends website. From July-December of 2007, there were 1883 hits. From January-June of 2008, there were 2652 hits and in July and August of 2008 there have been 610 hits thus far. Mrs. Tinti stated that the Friends will be hosting a program with Ron Abbe on "Christo" and other aspects of public art on September 22, 2008. Mrs. Tinti stated that the Friends contribution is significant as the library programs are not and have never been funded by the city. She stated her concern for the fact that the city does not fund library programs. Mrs. Tsang stated that the city does pay for some program supplies and refreshments.

**Disposition of minutes:** Mrs. Wanosky requested a motion to accept the minutes of the June 5, 2008 meeting. Ms. D'Anna motioned to accept the minutes. Dr. diFate seconded the motion. The motion carried.

**Secretary's Report:** Mrs. Tinti read a thank you note from the library staff to the Board for the breakfast that was held on August 22, 2008. Mrs. Wanosky commended Mrs. Tinti on the great job she did in organizing the breakfast. Mrs. Tinti asked for a five dollar donation toward the cost of the breakfast from all Board members.

**Treasurer's Report:** Ms. D'Anna read the account transfers. \$221.00 from Computer and \$58.00 from CD's Educational was transferred into DVD's totaling \$279.00. \$150.00 from Cooperative Membership and \$200.00 from Office Equipment Upkeep was transferred into Other Supplies and Charges totaling \$350.00. For Passport Office transfers, \$3,600.00 was transferred from Unallocated Contingency of which \$3,000.00 was put into Passport Seasonal Temp, \$300.00 into Fringe Benefits and \$300.00 was put into the Postage account.

**President's report:** Dr. diFate updated the Board on the renovations project from the meeting held earlier in the evening. Dr. diFate stated that the renovations are drawing to a close but allocations were made on a few items. A vote was taken to approve \$2,360.00 for Mrs. Tsang's request for window blinds in the Passport Office, the refurbishing of stools and tables and for the purchase of a plaque for the Platt Tech students. The plaque is to acknowledge their hard work in the making of racks for Periodicals in the Reference Department. A vote was made to approve a \$4,000.00 cap for repair of the inside doors frames in the lower vestibule. The door hinges have been pulled out from the wall with normal use over the years. The existing doors should remain. Mr. Vetro requested to have additional quotes obtained from Lindquist Hardware and Anderson Glass Company. The counter for the Large Print area and the painting of the hand rails are items that are in need of completion. Mr. Oliver stated in his report that this will be done over the next few weeks. An estimate of \$12,523.00 for re-pointing the south and east sides of the upper level exterior was given. Mr. Vetro will pursue why the library should have to carry the cost of repointing the building when the Parson's Building is being re-pointed through the city's Capital Improvement Fund. There were leaks in the Genealogy room and boiler room during a storm recently. Mr. Moura of Building Maintenance is currently attending to the issue.

**Librarian's Report:** Mrs. Tsang went over the annual report for the library for fiscal year 2007-2008. She commended the staff on their level of public service and hard work, especially with the increases in usage and services. The annual meeting of the Association of Connecticut Library Boards will be held on Friday October 31<sup>st</sup>, at the Water's Edge in Westbrook. Mrs. Mary Tinti has offered to attend with Mrs. Tsang. Mrs. Tsang asked the Board members if they would be open to having Mr. Stanley Carmen, Librarian Emeritus, and past Head Librarian of the Milford Public Library, speak at the October meeting. Mrs. Tsang feels he would have valuable information to share. The Board members present welcomed the idea. The fiscal year 2007-2008 budget was 99.3% expended. The 2008-2009 budgets expenditure level is 16.7%. The 2009-2010 budget preparation will begin in October 2008. One of the items Mrs. Tsang intends to ask for is additional funds to have newspapers digitized on websites versus microfilm. Discussion ensued on current trends and options available on databases.

Mrs. Tsang stated that due to the downturn in the economy the Passport Office business has slowed over the summer months. Nancy Abbey, Assistant Library Director, rearranged the scheduling to save on payroll costs during the slow periods. The Passport Office was closed on Saturdays in August but was open on Wednesday evenings if needed during August. Discussion ensued on the state of the Passport Office at this time and Mrs. Tsang's thoughts for the future. Mrs. Tinti asked if the city has entered in writing that the library will retain the profits of the Passport Office. Mrs. Wanosky stated that it is not in writing although there is a resolution and it is in the minutes. Mrs. Tinti suggested that in the near future this be put in writing for the benefit of the library. Discussion ensued. Mrs. Tsang assured Mrs. Tinti that she would show her the resolution in writing. Mr. Barnett asked why the PC usage numbers from this year are so much different than last year's figures. Discussion ensued. Mrs. Tsang stated that since the computerized PC reservation's were implemented, the numbers are now more accurate but she predicted a drop in these figures as the library currently has two broken PCs. She is waiting for the MIS Department to correct that problem. Mrs. Tsang advised and invited the Board to attend a stage reading of "Love Letters" by Square One Theatre which will be held on Friday September 26<sup>th</sup>, at 7:00 p.m.

Mrs. Tsang began to discuss the revised Children's policy. Mr. Max Case, the City Attorney, Mrs. Suzanne Harrison-Thomas, the Children's Librarian and the staff members worked along with Mrs. Tsang to revise the Children's policy. Discussion ensued on a few of the revisions. Mrs. Tsang stated that the revisions are complete. It was decided that the vote on the policy would be postponed until the next meeting.

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

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

Ms. D'Anna moved to adjourn the meeting at 8:30 p.m. Mr. Barnett seconded the motion. The motion was unanimously approved.

Respectfully submitted,

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