

**MILFORD PUBLIC LIBRARY
BOARD OF DIRECTORS REGULAR MEETING
MINUTES OF SEPTEMBER 6, 2006
(Draft)**

President, Telka diFate called the regular meeting of the Board of Directors of the Milford Public Library to order at 7:40 PM on September 6, 2006.

PRESENT

Ms. diFate, President
Mrs. Wanosky, Vice President
Mrs. Creedon, Secretary
Ms. Sundell
Ms. D'Anna
Mr. Vitali
Mr. Arnold
Mrs. Tsang

EXCUSED

Mrs. Politi, Alderman
Mr. Hardiman, Alderman

ABSENT

Mr. Willis

Ms. diFate called the meeting to order at 7:40 p.m.

There was no **Public Presentation**.

Ms. diFate asked for a motion to accept the minutes of the July 5, 2006 meeting. Ms. diFate noted one typographical error. The minutes will be corrected as requested. Mrs. Creedon made a motion to accept the minutes. Mrs. Wanosky seconded the motion. Ms. Sundell abstained due to absence. The motion carried.

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

For the **Treasurer's** report, Mrs. Tsang read the account transfers to the Board. There was a transfer made from Film & Photography to Printing and Binding for \$10.00. There was also a transfer made in August from Office Equipment Upkeep to Computer Software Maintenance for \$12,543.97 to cover costs of the new computer system. Ms. diFate asked for a volunteer to take over the duties of the Treasurer until a new appointment is made. Ms. D'Anna volunteered.

Ms. diFate presented the **President's** report. Ms. diFate mentioned the good turnout for the staff and Board breakfast that was held on August 24, 2006 at the Library. With the resignation of Mike Swiatek as Treasurer, Ms. diFate asked for a contribution from the Board members towards the purchase of a book in his honor. Mrs. Tsang chose a book she felt was appropriate. There will be a parchment plate displaying his name affixed to the book. Ms. diFate is looking into whether a letter was submitted to Mayor Richetelli by Mr. Swiatek stating that he has resigned. That letter is needed before a replacement can be chosen for the position. Discussion ensued regarding the need for a quorum to hold a Board meeting. The Board discussed the possibility of having an attendance policy. It was duly noted by the Board that Mr. Willis has not attended the Library Board meetings since his appointment. Ms. diFate noted that the Library Renovations are nearing completion. There are a few issues that need to be addressed and completed. There are issues with the new blinds that need to be corrected. Ms. diFate stated that a new punch list will be created by the Architect, Mr. Ray Oliver. The list will be presented to Olympus Construction to resolve these issues. There was an approval made for \$10,000.00 to upgrade the library security system and an approval for \$2119.84 for the purchase of new chairs for the Children's Department. The Contingency Fund is now \$56,000.00.

For the **Librarian's** Report, Mrs. Tsang stated the new computer system has been installed and is running. There are a few problems currently being addressed. Mrs. Tsang advised the Board that a 24 hour, 7 day a week Reference service has been purchased by the Library with grant funds. This service is now available on the Library's website. Mr. Vitale suggested that all of the schools be notified of this service. Mrs. Tsang agreed but also stated this is an ongoing process. Mrs. Tsang stated that the Library is still short staffed. There are 110 applicants for the open position of Library Aide. The hiring process is ongoing.

The new library cards with key tags are now in circulation. For the statistic report, Mrs. Tsang noted a decrease in book loans due to the library renovations. There has been an increase in loans of DVD's. On the statistic reports the drop in registration is due to data that was purged from the system. Mrs. Tsang noted that the Friends of the Library had purchased a computer for the library which will be dedicated to Children's homework assignments. Mrs. Tsang finished the Librarian's report by describing to the Board the upcoming programs scheduled for the month of September.

Under **Old business**, Mrs. Creedon advised the Board that she is expecting confirmation on a meeting date with Mayor Richetelli to discuss the status of the Passport Office. Mrs. Creedon and Mrs. Wanosky will be attending this meeting. Mrs. Wanosky suggested that the meeting include Mrs. Nancy Abbey, the Assistant Library Director. Mrs. Tsang agreed. Discussion ensued among the Board members about the current status and feasibility of the Passport Office.

Mrs. Creedon addressed concerns about the Friends of the Library relating to how they are advertised and included in a fund raiser that is scheduled for September 9, 2006. The flyer for the program states that the Friends of the Library are one of the organizers of the fund raiser and that the proceeds will go to the American Red Cross Disaster Services-Milford Chapter. Under the 503C classification, the funds generated by the Friends can only go to benefit the library. She suggested on a go forward basis that the Friends be reminded that any proceeds generated from their fund raising events is for the benefit of the Library only. It was also suggested that when they participate in a fund raiser in conjunction with other organizations, the Friends need to post a sign at their location stating that their proceeds go to the Milford Public Library. Mrs. Creedon stated that she will speak with Mrs. Salustri in the near future about the issue and also items related to the by-laws.

Under **New business**, Ms. D'Anna suggested holding programs at the library for child identification. Ms. D'Anna proceeded to offer her knowledge to the Board as to the benefits of this type of program. The Masons organization provides all materials needed. Ms. D'Anna is a dental hygienist and has volunteered to take DNA samples from children for the purpose of child safety. The samples are kept by the parents. Discussion ensued about hosting a child identification program at the library. Mrs. Tsang will discuss the possibility of holding one of the programs with the Children's Librarian. Discussion ensued about possibly collaborating with other City Departments such as the Police Department and Fire Department to expand such programs to include as many children as possible.

Ms. Sundell moved to adjourn the meeting at 8:25. Mr. Arnold seconded. The motion was unanimously approved.

Respectfully submitted,

Joanne Beurer, Clerk to the Board

Mrs. Linda Creedon, Secretary