

**MILFORD PUBLIC LIBRARY
BOARD OF DIRECTORS
REGULAR MEETING
SEPTEMBER 7, 2011**

Board President, Mr. Peter Vita called the regular meeting of the Board of Directors of the Milford Public Library to order at 7:12 pm on September 7, 2011.

PRESENT

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

EXCUSED

Mrs. Gaynor

ABSENT

Mrs. Paula Smith, Aldermanic
Liaison
Mr. Patterson, Aldermanic Liaison

Public Presentation: There was no Public Presentation.

Disposition of minutes: Mrs. Creedon motioned to approve the minutes of the July 6, 2011 Library Board meeting. Mrs. Wanosky seconded the motion. The motion carried.

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

Treasurer's Report: Mrs. Tsang read the transfers. For fiscal year 2010-2011 from the General Fund, \$188.87 from Mileage, \$1.68 from Travel Conference, \$30.00 from Office Equipment Rental, \$65.93 from Postage, \$76.00 from Office Equipment Upkeep, \$56.78 from Office Supply, \$74.65 from Book Supply, \$4.90 from Computer Software and \$2.70 from Magazine Index Database was transferred into Information Services. \$25.00 from Educational Software was transferred into Periodicals. For fiscal year 2011-2012, from Passport funds \$5,500.00 was transferred from Unallocated Contingency with \$5,000.00 going to Seasonal Temp Wages and \$500.00 to Fringe Benefits.

President's Report: For the President's report, Mr. Vita stated that he and Mrs. Tsang did a brief walk through of the library and that there are a few items he wished to mention. Mrs. Tsang wants two security camera's installed. Mr. Vita stated that there appears to be peeling on the South Side interior of the building and that two ceiling tiles have come down. Neither he nor Mrs. Tsang knows what is causing either issue. Mr. Vita stated that there are still unresolved issues from the Renovations project. He has contacted Mr. Ray Oliver; project Architect, about previously discussed issues such as the problem with the laminate that was installed on the upper level. At this writing the issues have not been resolved. Mrs. Creedon asked if time has run out for the work to be done. Mr. Vita stated that he feels this is part of the Renovations and should be repaired. Discussion ensued. He stated he will contact Mr. Oliver again. He also stated that Mrs. Tsang advised him that there are a considerable amount of interior ceiling lights not working in the library. Mrs. Tsang stated that the present custodian advised her that the work on that issue should begin very shortly.

Librarian's Report: Mrs. Tsang began by highlighting items in the Annual Library Director's report. Mrs. Tsang stated that patrons are making use of the wireless, Internet, Reference services and adult and children's programming. Programs such as Story hour and Toddler Time are continuing and are well attended. Adult programming, book discussion groups, art displays, outreach visits and tours of the library are ongoing. There were staff development sessions over the past year which will continue. The collaborative display at the Westfield Mall has resulted in the Children's Department staff hosting Story Hour at the mall on a monthly basis. Although struggling with public demand for newer technologies, two self-check units and downloadable audio books were added this year. The 4% drop in book circulation reflects a shift in user needs. More people are using portable devices and are opting not to read print volumes. The library lost the funding for a staff position resulting in the modification of hours with additional summer Saturday closings. The Friends continue to fund museum passes, library programs, media items and other needs not met in the City Budget. They were the recipient of a large donation from last fall's Red Robin Restaurant fund raiser. Proceeds benefitted the Children's Department.

Mrs. Tsang stated that the new library hours will begin this week. The library will open at 1:00 pm on Friday giving full time staff Friday as their free day if they are working Saturday. Seasonal Temp staff will work the afternoons with full time staff not scheduled to work on Saturday. The library will also reopen Saturday's on September 10th. Mrs. Tsang stated that Hurricane Irene caused a huge increase in library usage. On the Monday and Tuesday after Irene, 1,000 people used the building per day. People came to the library to use wireless and to recharge their cell phones. Mrs. Tsang commended the staff for their hard work during the busy summer hours and the increased use after Hurricane Irene.

Mrs. Tsang stated that the Friends held a book sale in July. She stated that the turnout for the Friends Fundraiser sponsored by the Republican Women's Club was well attended and that all monies raised will go toward new public internet computers. Mrs. Tsang stated that two staff computers are no longer functioning. Mrs. Tsang has ordered five more computers from the \$3,000.00 in the Computer Account. Ms. Smith asked if it is possible to get used computers from other City Departments. Mrs. Tsang stated that the computers within the library have been recycled and switched around. The Windows programs are mostly still 2003 which are being updated in increments and she believes most of the City Departments are in the same situation. Generally, she believes the life of the computer to be five to six years. She doesn't believe that obtaining computers from other City Departments would benefit the library.

Mrs. Tsang asked for the Board to vote to close the library on the Saturday before the Christmas and New Year holidays. **Mr. Barnett motioned to close the library on the Saturdays before the Christmas and New Year Holidays. Dr. diFate seconded the motion. The motion carried.**

Mrs. Tsang commented on their prior discussion on the possibility of closing the Saturdays before Columbus Day and Presidents Day. She has decided not to seek those closings but felt it was best to close when the Seasonal Temporary funding runs out. Discussion ensued on whether to close the Saturday before Columbus Day and President's Day. Ms. D'Anna stated that the safety of staff members is one issue that is a high priority. Mrs. Tsang stated that she will not be able to continue to staff the library as she did in the summer but safety is a great concern for her. Mrs. Wanosky stated that she approved of Jean's request to remain open on those holiday weekends and to decide on how to proceed with Saturday closings when the funding is depleted. **Mrs. Wanosky made a motion that the library hours be maintained throughout the year with the standard of quality and service that the library has provided to the public while keeping in mind the safety and well being of the staff members until there is no longer the funding available to maintain those hours. Dr. diFate seconded the motion. The motion carried.**

Mrs. Tsang will be asking the Friends to purchase a "Nook" Reader. Mr. Barnett stated that it is beneficial to have the staff become familiar with these types of technology.

Old Business: Mr. Barnett gave Mrs. Tsang a list of Game Magazines for her to review as consideration is being given to obtaining gaming PC's at the library. He also suggested adding some of the magazines to the library's periodical collection.

New Business: There was no new business.

Mrs. Creedon moved to adjourn the meeting at 8:10 p.m. Mrs. Wanosky seconded the motion. The motion carried.

Respectfully submitted,

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