

**MILFORD PUBLIC LIBRARY
BOARD OF DIRECTORS
REGULAR MEETING
OCTOBER 2, 2013
(draft)**

Board President, Mr. Peter Vita called the regular meeting of the Board of Directors of the Milford Public Library to order at 7:32 pm on October 2, 2013.

PRESENT

Mr. Vita, President
Mrs. Wanosky, Vice President
Mrs. Creedon, Secretary
Ms. D'Anna, Treasurer
Dr. diFate
Mr. Barnett
Mrs. Gaynor
Mrs. Oliver
Mrs. Zabinsky
Ms. Angeli, Library Director

EXCUSED

Ms. Paula Smith, Aldermanic Liaison
Mr. Frank Smith, Aldermanic Liaison

ABSENT

Public Presentation: There was no Public Presentation.

Disposition of minutes: Mrs. Creedon asked for additional comments to be entered into Old Business on the minutes of September 4th, 2013 for historical purposes. Mrs. Creedon moved to approve the minutes from the Library Board meeting of September 4, 2013. Mrs. Oliver seconded the motion. The motion carried.

Secretary's Report: Mrs. Creedon read a letter from Home Care Plus thanking the library and the staff members who attended and participated in the 2013 Milford Senior Center Health Day and for taking time from their busy schedules to be there. In their letter they stated that their participation helped to make the event a great success.

Treasurer's Report: Ms. D'Anna read the transfers.

Mayor's Transfers

*Passport Accounts *Unallocated Contingency (\$757.53) into Furniture, Fixture and Equipment.

*Fines & Fees *Project Accounts (\$10,000) into Electronic Media

The Board approved the Financial Report.

President's Report: Mr. Vita welcomed Ms. Christine Angeli as the new Director of the Milford Public Library and thanked the Search Committee for their hard work and commitment in finding a new Director. Mr. Vita stated that he had an update on some of the work that has been done in the library. Some of the lighting ballasts in the Program Room have been replaced and completed. Mrs. Wanosky asked if there had been an additional light switch installed because there is only one switch in the room to turn on the overhead lights which she believes is a safety issue. Discussion ensued. Mr. Vita stated that to the best of his knowledge, the strip lighting that Mrs. Tsang ordered will be installed soon. Mrs. Zabinsky asked that this issue be revisited at the next meeting.

Librarian's Report: Ms. Angeli read Mrs. Tsang's Interim Library Report. Ms. Angeli stated that she was impressed with the library's activity calendar. The report extended a thank you to the staff for their continued level of good service and their team spirit as Mrs. Tsang finished up the 33rd year of her employment with the City of Milford. She thanked the Library Board for their commitment and wished the Board and Ms. Angeli all the best. Ms. Angeli gave the September staff activities update. She stated that Mrs. Suzanne Harrison-Thomas, Children's Librarian and Mr. Scott Brill, Children's Library Assistant attended the Connecticut Invention Center Convention on Saturday, September 28th, 2013 and Ms. Monica Slomski, Reference Librarian and Mrs. Tess Battad, Circulation Supervisor, participated in the Senior Health Fair held at the Senior Center where they set up a display of library materials and answered questions about library services. Additionally, Mrs. Nancy Abbey, Assistant Library Director and Ms. Slomski attended a meeting of local historical societies, museums and public libraries. Lastly, Ms. Angeli stated that Mrs. Tsang would like to thank the Selection Committee for their time and energies devoted to finding her replacement. Mrs. Tsang stated in her report that she was struck by Ms. Angeli's professionalism and knows that she will be a good fit with the library's staff. Mrs. Tsang also stated in her report that one of Ms. Angeli's first responsibilities will be to attend the budget information meeting on October 16th, 2013 for the fiscal year of 2014-2015. Ms. Angeli thanked Mrs. Tsang and Jodi Sharretto, Business Office Assistant, for keeping her up to speed via email. She stated that at this time she has her foot in each camp as she is also finishing up her work at the Middletown

library. Ms. Angeli stated that she will be attending the budget meeting on October 16th. Mrs. Zabinski asked about the searchable database for the combined collection. She asked if there will be any training, publicity and will it be available on the City's library's website. Ms. Angeli stated she believes Mrs. Zabinsky is referring to the statewide databases which are available to library patrons. Ms. Angeli also mentioned a new initiative by the state to pool archival materials from libraries all across the state with a combined searchable database from all of the cities and towns. Mrs. Zabinsky stated that this database has been in the works for several years and includes materials for Non-Profits as well. Mrs. Creedon asked to receive an overview in the form of a small report from Mrs. Abbey and Ms. Slomski at next month's meeting.

Old Business: Mr. Vita thanked the search committee again for their efforts in finding the library's new Director, Ms. Christine Angeli. Mrs. Creedon wanted to also add that some of the committee members plan to compile a binder on what types of questions should be asked when interviewing an applicant for the position of Library Director. Her hope is that Ms. Angeli will stay a long while before the need arises again, but wishes to have this in place for the future. Mrs. Creedon and Mrs. Gaynor commented that the Connecticut Library Consortium chair, Ms. Jennifer Keohane; who was a Search Committee member, wanted to develop something similar based on what she learned through her experience on the committee which will be used throughout the state. Mrs. Zabinsky asked Ms. Angeli if she has any information on the status of the changes that are taking place on the City's website. Ms. Angeli stated that Mrs. Tsang discussed that with her very briefly, saying that there would be changes to the Townhall website, and upon her visit to the website she found that partial changes have taken place already. Discussion ensued. Ms. D'Anna stated that because Mrs. Tsang has been part time and that Ms. Angeli hasn't actually begun employment with the City, it should be considered a work in progress until Ms. Angeli can familiarize herself with it. Ms. Angeli stated that Mrs. Tsang informed her that this would be a priority issue to address. Mrs. Wanosky asked to know how many computers are currently functioning in the library. This clerk checked for Mrs. Wanosky and reported back that at this time there are three computers that are non-functioning and awaiting replacement by the MIS Department and that none have been replaced since last month's Board meeting. The Board discussed the possibility of having a staff member employed by the library to be trained to repair and replace computers when necessary. Mrs. Creedon stated that as far as she knows there is one person at MIS who installs computers and that they are stretched thin in manpower. Mrs. Zabinsky stated that she had spoken with Mayor Blake on the issue and that he informed her that the MIS Department currently contracts out due to lack of manpower and that he thought that contracting out is something that the library should consider. Mrs. Oliver stated that the library's budget should include the capacity to replace every single computer every three years and that because the time for budget discussion is fast approaching this would be a good time to consider funding for that purpose. Mrs. Zabinsky asked what the duties are of the library's Automation Librarian. Mrs. Zabinsky stated that Mayor Blake thought that someone should be trained in house which would relieve the MIS Department. Mrs. Zabinsky asked for continued discussion on the matter at an upcoming meeting related to policy and suggestions on the issue. Mrs. Wanosky suggested creating a sub-committee for this purpose. She asked that the Board be provided with a report of the number of computers the library currently has in inventory as well as other items of technology and also the number of computers that are currently working. Discussion ensued. Mrs. Wanosky also requested to know how many computers and items of technology were purchased through the General Fund, through the Fines & Fees, through Passport Funds and through donations. Mrs. Creedon also stated that she wants to know why if other City Departments can have a website of their own, why not the library. Mrs. Wanosky asked if any other Board member would be interested in taking her place at the upcoming ACLB Conference on October 25th, 2013. She stated that because she had previously attended the conference, she wished to offer her spot to another Board member who may want to attend. Mrs. Zabinsky stated that she will check her calendar because she would like to attend this year.

New Business: Ms. Angeli stated that after having spent time with Mrs. Tsang, as well as in the library and in the community she is honored to have been chosen as the new Director of the library. She appreciates hearing bits and pieces of the Board's vision and she finds the process very exciting. She hopes for open lines of communication between herself and the Board and believes that she and the Board can work together very well. She asked for a bit of time to get to know everyone, to get out and about and to find out what the community is all about. Ms. Angeli stated that Mrs. Tsang set her up with a city email account and invited the Board members to feel free to communicate with her. Mr. Vita stated that he speaks for the Board when he says that the Board will be at her beck and call if she should need any assistance. Ms. Angeli thanked the Board. Mrs. Creedon asked if Ms. Angeli had appointments scheduled to meet other City Administrators. Ms. Angeli stated that she has planned to meet Mayor Blake at the library's standing Tuesday meeting and that after settling in she plans to make the rounds to meet others City Administrators as well. Mrs. Wanosky asked that if there is anything the Board can do to facilitate a meet and greet to let them know.

Dr. diFate moved to adjourn the meeting at 8:15 p.m. Mrs. Oliver seconded the motion. The motion carried.

Respectfully submitted,

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