MILFORD PUBLIC LIBRARY
BOARD OF DIRECTORS
REGULAR MEETING
OCTOBER 6, 2010
(draft)

Board President, Mr. Peter Vita called the regular meeting of the Board of Directors of the Milford Public Library to order at 7:08 pm on October 6, 2010.

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

Mr. Vita opened an informal meeting with roll call at 7:05 p.m. All normal business was dispensed with due to the scheduled presentation.

Public Presentation: There was no Public Presentation.
Disposition of minutes: There was no disposition of minutes.
Secretary's Report: There was no Secretary's Report.
Treasurer's Report: There was no Treasurer's Report.
President's Report: There was no President's Report.
Librarian's Report: There was no Librarian's Report.
Old Business: There was no Old Business.
New Business: There was no new business.

Also Present: Mrs. Sharon Brettschneider, Mrs. Burke, Ms. Betsey McIlvane, Ms. Meryl Farber, Case Library Director and two Commission members, Ms. Nancy Ciarleglio of the West Haven Board of Trustees.

For this year's presentation, Mrs. Tsang introduced Mrs. Sharon Brettschneider, Director of the Division of Library Development at the Connecticut State Library. Mrs. Brettschneider introduced Mrs. Shani Burke of the Bethel Public Library Board of Directors and Ms. Betsy McIlvane of the Brookfield Public Library Board of Directors all of whom are members of the Association of Connecticut Library Boards.

The first part of the three part presentation was given by Mrs. Burke. The topic was Board Development. Mrs. Burke stated that the primary function of the Library Board is governance, policy making, accountability, and effectiveness of the organization. The Board, after debate and discussion only acts as a collective through their vote. She stated the Directors function is to implement policy, manage staff, library operations and to keep the Board informed. The purpose of the Friends of the Library is to fundraise, volunteer and to advocate for the library. Mrs. Burke described her Board and how it functions. She stated that it is beneficial if the Board defines its objectives and strategies and monitors their progress at every meeting. She stated that her Library Board accomplishes all their work through committees but come together once a month to vote their actions into place. She also stated that it is important to recruit Board members of varied backgrounds and talents. Mrs. Burke summarized that the Library Board should want to be sure that the library is relevant to the community it serves, develop and monitor key performance standards, hire and review the Library Director and advocate for the library especially in areas such as the library budget. The Board can also perform self-evaluation in executive session. Before self-evaluation, Mrs. Burke suggested contacting Mr. Tom Hennick, the Public Information Officer of the Connecticut Freedom of Information Commission, to get clarity on FOI rules. Self-evaluation is beneficial to see what has been accomplished, what has not and to keep a collective direction. Mrs. Burke stressed the need for Board Members to advocate on behalf of the library especially in regard to the library budget.

Mrs. Brettschneider began her presentation on funding and budgets by stating that Library Boards need to take a strategic approach to fund raising during the current economic climate and that it is the role of the Board to insure that the library has adequate funding to provide the services to meet public need.

She stated that the State of Connecticut is facing a $3.26 billion dollar deficit and that the State Library has been asked to submit plans for a 15% budget reduction. She recommended adding members to the Board that are strong in fund raising skills and that the Board should be involved at the Municipal level to advocate for the needs of the library and for what the library provides to the community. She also stated that the Board needs to look for ways to obtain alternative funding for the library, not relying on a municipal budget. Discussion ensued. She sees support for public libraries declining in the future. Mrs. Brettschneider foresees the possibility of large budget cuts for ICONN Databases, the statewide cataloging systems, Connecticard and State Aid grants. She reinforced that the Library Board should be active in fund raising to offset future budget cuts and to be advocates for the library in regard to local and state funding. One of the cuts she foresees in the future is Connecticard Interlibrary Loan and book return delivery service which is a vital service to libraries. She recommended putting the municipal fiscal issues as an item on the monthly Board Agenda. She also suggested that Board members and members of the public be encouraged to attend the Board of Finance hearings voicing expectations and concerns for the library's needs.

Ms. Betsy McIlvane began her presentation on Library Trends. She talked about how current trends will affect the way the library is run operationally and from a Board point of view. She stated that due to the economy there has been an increase in library visits, circulation and programming statistics. and that libraries are doing a better job servicing the public. Ms. McIlvane spoke on different ways the library can be kept current. In order to accomplish this, the Board must advocate on behalf of the library. It is also important to understand demographics and population trends to determine what the needs of the library are. She stated that libraries will be forced to provide more services to the public without expecting an increase in their budget. Ms. McIlvane stated that the library should be considered a community center. One way is by hosting programs, but she believes the library should be portrayed as an extension of the schools. The library should be a place that offers the opportunity for the public to obtain 21st century skills and a place of life long education. She stated that a necessity in the current economic climate is for libraries to provide internet access for the public for online employment applications and to provide a place of learning for people to stay current in technology skills.

Ms. McIlvane spoke on the current state of the Web. She stated that it might be more advantageous for the library to discontinue using a website and switch to using social networking sites such as Facebook. She stated that the top 10 websites account for 70% of all internet use and as trends go it may not be as beneficial having a website versus having a Facebook page. She stated that Connecticut History Online and Connecticut Treasures have been digitized. Ms McIlvane stated that due to their cost, E-books are a challenge for libraries but she sees costs decreasing over time. She believes E-books are becoming increasingly popular and stated that Amazon sold more E-books than hardbacks last year. She also sees paper magazines and newspapers becoming obsolete because they are available online. Attendees asked questions and discussion ensued on E-books, Downloadable Books and technologies of the future. Mrs. Brettschneider advised everyone that the CSLB has an upcoming workshop on fundraising. For anyone interested in attending, she stated that they can get information from their Director on how to access the website for the Connecticut State Library Board Trustee List Serve. She also mentioned that the Board members can go to the website **ct.webjunction.org** to access links to online coursework, fund raising ideas, sample policies and other helpful items for Trustees. Mrs. Tsang thanked Mrs. Brettschneider, Mrs. Burke and Ms. Betsy McIlvane for the presentation and thanked all Board members and guests for attending.

Mr. Vita adjourned the meeting and presentation at 8:50 p.m.

Respectfully submitted,

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