

**MILFORD PUBLIC LIBRARY
BOARD OF DIRECTORS REGULAR MEETING
MINUTES OF OCTOBER 7, 2009
(draft)**

Board President, Mr. Peter Vita called the regular meeting of the Board of Directors of the Milford Public Library to order at 7:45 pm on October 7, 2009.

PRESENT

Mr. Vita, President
Mrs. Creedon, Secretary
Ms. D'Anna, Treasurer
Mrs. Librandi
Ms. Smith
Mrs. Tinti
Mr. Barnett
Mr. Rosen, Aldermanic Liaison
Mrs. Tsang, Library Director

EXCUSED

Mrs. Wanosky, Vice President
Dr. diFate

ABSENT

Mr. Willey, Aldermanic Liaison

Public Presentation: For the Public Presentation Mrs. Tsang introduced Mrs. Dolores Hannon, who has accepted an invitation to facilitate the Library's Strategic Planning. Also present at the meeting were two staff members and two members of the Friends of the Library. The library is working on a five year strategic plan which will involve three sessions and a questionnaire. In the first of the three sessions Mrs. Hannon led Board members, Friends members, and several staff members in a discussion. She read the library mission statement and then led a discussion incorporating the SWOT method. Everyone participated in a look at the strengths, weaknesses, opportunities and threats facing the library. Discussion ensued on the thoughts submitted by all present focusing on the similarities, differences and which issues are priorities. Mrs. Hannon explained that a staff session would be held the following day and a Community Forum will be held on Wednesday evening, October 21. After information from the three sessions is integrated, a questionnaire for the public will be developed. The resulting input will be used to address library goals. Mr. Vita thanked Mrs. Hannon for her presentation.

Disposition of minutes: Mr. Vita requested a motion to accept the minutes of the September 2, 2009 meeting. Mrs. Tinti moved to accept the minutes. Mr. Barnett seconded the motion. The motion carried.

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

Treasurer's Report: Ms. D'Anna read the following transfers for the Passport Funds in September: \$3,142.00 was transferred from the Unallocated Contingency Fund into Furniture Fixture & Equipment account. \$3,300.00 was transferred from the Unallocated Contingency of which \$3,000.00 was credited to the Seasonal Temp account and \$300.00 into the Fringe Benefits account.

President's Report: There is no President's report.

Librarian's Report: Mrs. Tsang thanked Mrs. Hannon and all the participants in the Strategic Planning session. Mrs. Tsang asked for approval to purchase fourteen stackable upholstered chairs for the program room from Passport Funds. She stated that she will ask the Friends of the Library to match that purchase by buying fourteen more chairs for the library. Mrs. Tinti motioned to approve \$ 1,254.54 for the purchase of program room chairs. Ms. D'Anna seconded. The motion carried. Mrs. Tsang stated that she is unsure of the October date for the first budget meeting of Department Heads with the Mayor but asked the Board members to submit to her any budget requests. Mrs. Tinti asked Mrs. Tsang about Passport Fund expenditures. Discussion ensued with different ideas and suggestions for using the Passport Funds to enhance the library. Mrs. Tsang advised the Board that the library is short staffed again. There is one person who is out sick for an extended period and another who has accepted a position in another city department so the library has been forced to use Seasonal Temporary staff to cover the shortage.

Old Business: There is no old business.

New Business: There is no new business

Mrs. Creedon moved to adjourn the meeting at 9:05 p.m. Mr. Barnett seconded the motion. The motion was unanimously approved.

Respectfully submitted,

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