

**MILFORD PUBLIC LIBRARY
BOARD OF DIRECTORS REGULAR MEETING
MINUTES OF NOVEMBER 1, 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 November 1, 2006.

PRESENT

Ms. diFate, President
Mrs. Wanosky, Vice President
Mrs. Creedon, Secretary
Ms. Sundell
Mr. Vitali
Mr. Arnold
Mrs. Politi, Alderman
Mr. Hardiman, Alderman
Mrs. Tsang

EXCUSED

Ms. D'Anna

ABSENT

Mr. Willis

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

There was no **Public Presentation**. The Friends of the Library were scheduled for the Public Presentation but were not available for the beginning of the meeting. Ms. Sundell requested to reorder the agenda to accommodate the Friends later in the meeting if needed. Mr. Arnold made a motion to defer the Public Presentation. Mr. Vitale seconded the motion. The motion carried.

Ms. diFate asked for a motion to accept the minutes of the October 4, 2006 meeting. Mrs. Creedon made a motion to accept the minutes. Mr. Vitale seconded the motion. Mrs. Wanosky abstained from voting due to absence. The motion carried.

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

For the **President's** report, Ms diFate updated the Board on the Renovations Project. Ms. diFate stated that a punch list has been created by the Architect, Mr. Ray Oliver and presented to Olympus Construction for completion of unfinished items. There was an issue with an air conditioning unit that caused leaking in the Library. This issue is being addressed by Public Works. There is masonry work that needs to be completed on the outside of the building. This is not part of the Renovations Project but has to do with city upkeep. The options for signage for the front of the building are still under discussion by the renovations committee. Due to the cost of approximately \$15,000.00 for the original plan, the committee discussed possible alternatives. One of the options would be to approach Mr. Bruce Kolwicz, the Director of Public Works, about the possibility of having the city do the masonry work or finding a volunteer mason in the community who would donate his time and skills. Ms. diFate stated that the balance of the contingency fund is approximately \$51,000.00. Ms. diFate noted that Platt Technical High School has asked to be considered to do additional work at the Library if needed. The date for the Renovations Celebration has been confirmed for Saturday November 18th between 11:00 a.m. through 3:00 p.m. Mrs. Tsang stated that most of the invitations have been sent out.

For the **Librarian's** Report, Mrs. Tsang addressed the wireless internet service at the Library. The city's MIS department is currently trying to work on a free DSL line through the state of CT which will alleviate firewall issues. Ms. Sundell suggested to Mrs. Tsang that if the free DSL is not an option, to have the MIS Department contact the City of Hartford to research how they are handling their 24/7 wireless operation. Mrs. Tsang will look into Ms. Sundell's request. Mrs. Tsang noted that there will be a presentation on November 22nd at 7p.m. by Mr. Paul Brunelle of Microsoft and the new Technology Group that has been formed by the City. The presentation is on "Net Safety-Keeping Your Family Safe on the Internet". The program will be geared towards wireless concerns.

Mrs. Tsang stated that her goal is to obtain a few donated laptops for use in the program room for instructional purposes. Mr. Vitale suggested to Mrs. Tsang that she contact the Associate Superintendent of Teaching and Learning, Mr. Larry Schaeffer for guidance on obtaining additional laptops or PC donations for the Library.

Mrs. Tsang stated that she attended a Performance Statistics Workshop at Middletown Library. Circulation at the library is approximately 1500 items above September 2005's statistics. Mrs. Tsang has noticed an increase in library traffic recently. She suggested installing counters at both entrances of the library to measure traffic flow as there are many people who use the facility without checking out materials. Mrs. Tsang is currently working on the budget for fiscal year 2007-2008. The two major items Mrs. Tsang will request is additional funds for new copy machines and a stronger internet protection program. Discussion ensued related to budget issues.

Mrs. Tsang stated that Ms. Pat Mitchell has been hired as the new Library Aide and is scheduled to start work on November 13th, 2006. For the Renovations Celebration, Commerce Bank has donated the funding for a program entitled Drum Tales by Mr. Jeff McQuillan, a story weaver. There will also be a coin machine that will count spare change donations from attendees that day. The funds will go the Friends of the Library and will be used towards the library's wish list. Mrs. Tsang stated that she received a call from the management of the Barnes and Noble store which is scheduled to open Tuesday, December 5th, 2006 in Milford. The Library has been chosen by Barnes and Noble as the literary recipient of 10% of all sales from the store that day which will be donated to the Friends of the Library. The donation will be given in the form of Gift Certificates that the library can use to purchase Books and Books on CD. Mrs. Tsang finished the Librarian's Report by describing to the Board the upcoming programs for November.

Under **Old business**, Mrs. Creedon has scheduled a meeting with Mayor Richetelli for Monday, November 20th at 4:30 p.m. regarding the Passport office. The resolution that has been drafted by the City Attorney, Ms. Marilyn Lipton will be on the agenda of the Board of Alderman meeting scheduled for December 4th, 2006. Ms. diFate requested to have access to copies of the resolution for the Board's discussion previous to that meeting. Mrs. Creedon stated that she will contact Ms. Lipton. Mrs. Creedon invited all Board members to attend the meeting. Discussion ensued about postponement of the resolution going before the Board of Alderman until January. It was decided to wait on postponement until after the meeting with the Mayor. Discussion continued about options and issues related to the Passport office. Aldermanic Liaison's to the Library Board, Ms. Politi and Mr. Hardiman offered their assistance in resolving some of the issues that were discussed.

There was no **New business**.

Mr. Vitali moved to adjourn the meeting at 8:30. Mr. Arnold seconded the motion. The motion was unanimously approved.

Respectfully submitted,

Joanne Beurer, Clerk to the Board

Mrs. Linda Creedon, Secretary