

**MILFORD PUBLIC LIBRARY
BOARD OF DIRECTORS
REGULAR MEETING
NOVEMBER 2, 2011
(draft)**

Board President, Mr. Peter Vita called the regular meeting of the Board of Directors of the Milford Public Library to order at 7:10 pm on November 2, 2011.

PRESENT

Mr. Vita, President
Dr. diFate
Mr. Barnett
Ms. Smith
Mr. McGovern
Mrs. Gaynor
Mrs. Paula Smith, Aldermanic Liaison
Mrs. Tsang

EXCUSED

Mrs. Wanosky, Vice President
Mrs. Creedon, Secretary
Ms. D'Anna, Treasurer

ABSENT

Mr. Patterson, Aldermanic Liaison

Public Presentation: There was no Public Presentation

Disposition of minutes: Mr. Barnett motioned to approve the minutes of the October 5, 2011 Library Board meeting. Ms. Smith seconded the motion. The motion carried.

Secretary's Report: Mrs. Tsang stated that a card of condolence was sent from the Board to Mrs. Linda Creedon, Board Secretary, on the loss of her mother.

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

President's Report: For the President's report, Mr. Vita stated that he spoke with Mr. Sly Moura, Superintendent of Building Maintenance about the ceiling tiles that have fallen and the ceiling light fixtures that are not working throughout the building. Mrs. Moura advised Mr. Vita that due to budget cuts they have only two electricians working but told Mr. Vita that he will get these issues resolved as soon as he can. Mrs. Tsang stated that there is a Capital Improvement project due by November 15th, 2011. She asked the Board their thoughts on asking for the possibility of roof repair or replacement. The Board members present were in agreement with her making that request.

Librarian's Report: Mrs. Tsang stated that the budget meeting with Mayor Richetelli is scheduled for December 1st, 2011 at 2:00 pm. She stated that she and Mrs. Wanosky will be attending the ACLB conference together this year. The discussion will be on Trustees and also on Library Boards and Friends organizations working together. Mrs. Tsang thought that after she and Mrs. Wanosky attend the ACLB conference it might be a good idea to combine a Friends meeting with a Board meeting.

Mrs. Tsang stated that the library is holding an informal "Thank You Celebration" on November 19th at 2:00 pm for all library donors and volunteers. She invited the Board members to attend if they wish. The Friends have purchased a "Nook" for the library. Mrs. Tsang stated that in order to use it, you must use a credit card. Mr. McGovern suggested buying a disposable debit card. Mrs. Paula Smith suggested that Mrs. Tsang contact the City Clerk's office and also Ms. Jocelyn Mathiasen, the City's Permitting and Land Use Director, as to what method they are using to accept payments.

Mrs. Tsang asked the Board members for their input on next year's budget. The most important issue she felt is whether or not to ask to have the full time staff position reinstated. The Board members felt that she should certainly ask to have the position reinstated. She also asked if she should ask for a \$1,000.00 increase in the book account. The Board members approved. Discussion ensued on different line items in the General Fund. To save on postage costs, Mr. Barnett asked Mrs. Tsang to run a campaign geared towards increasing the number of people who receive late notices via email. Dr. diFate suggested posting the request on the library monitor and/or website. Mrs. Tsang agreed to both requests. Mr. Barnett asked to go on record to state that it is abhorrent how the Training funding for the staff is only \$500.00 for an organization the size of the library. He stated that considering how quickly technology changes and how the public demands that the library stay with the current trends, he believes the Training budget should be at least three to five times more than it currently is. Mrs. Tsang stated that the library's Para Professionals should have access to training and that she has asked for as little funding as she possibly can to keep within the request of zero increases to the budget. She stated that supplies for books, media and for office supply are constantly increasing in cost and necessity which is why she has asked for increases in both accounts.

Mrs. Tsang stated that she has been in contact with Ms. Nell Moll, IOM Director of Membership and Opportunities & Enthusiasm with the Chamber of Commerce. Mrs. Tsang asked Ms. Moll if she would be available to talk about marketing at an upcoming Friends meeting. Mrs. Tsang stated that Ms. Moll stated that the Friends get one free set of member labels, one email blast and one free paper mailing through annual membership. Mrs. Paula Smith stated that she believes that emailing reaches far more people than regular mail. Mrs. Tsang suggested holding a joint meeting with the Board and the Friends. The Board members agreed to the request. Mrs. Tsang asked Mrs. Paula Smith if she was aware of a plan to tear down the library building and consolidating the ball fields because of the value of the land the library is built on. She stated she has heard this from reliable sources. Mrs. Paula Smith stated that she has not heard of such a plan. Mrs. Tsang stated she believes it may be part of the Yale Architecture project. Mr. Barnett suggested she search for information through available public records. Mrs. Tsang agreed to try to locate them.

Mrs. Tsang asked the Board to approve the transfer of \$1,500.00 from the Passport Unallocated into the DVD account. **Mr. Barnett motioned to approve the transfer of \$1,500.00 from the Passport Unallocated Account into the DVD account. Dr. diFate seconded the motion. The motion carried.** Mrs. Tsang asked the Board to approve the transfer of \$5,000.00 from the Finan Trust to the Book Account. **Dr. diFate motioned to approve the transfer of \$5,000.00 from the Finan Trust to the Book Account. Mr. McGovern seconded the motion. The motion carried.**

Old Business: There was no Old Business

New Business: For new business, Mr. Barnett suggested that as the relationship with the Chamber of Commerce continues to develop with the library, it might be an idea to have Chamber members become a member of the Friends as a delegate on a rotating basis. He thought that a young person would be advantageous to the Friends organization if anyone would be interested. Mrs. Tsang stated that she will suggest this to the Friends to ask Ms. Moll of the Chamber. Mr. Barnett asked if there is any provision in the by-laws that would keep a Board member from becoming active in a leadership role with the Friends. Mrs. Tsang stated that there was nothing written in the by-laws that would prevent that. Mrs. Tsang stated that she feels that it might be necessary to be more aggressive on fund raising. Dr. diFate suggested having students participate in fundraisers with the Friends. Discussion ensued on what avenues to take to increase membership in the Friends and for fundraising. Mrs. Tsang suggested that these might be good topics for the joint meeting she will arrange of the Board members and the Friends in the near future.

Dr. diFate moved to adjourn the meeting at 7:50 p.m. Mr. Barnett seconded the motion. The motion carried.

Respectfully submitted,

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