

**MILFORD PUBLIC LIBRARY  
BOARD OF DIRECTORS REGULAR MEETING  
MINUTES OF NOVEMBER 7, 2007**

President, Mr. Peter Vita called the regular meeting of the Board of Directors of the Milford Public Library to order at 7:46 PM on November 7, 2007.

**PRESENT**

Mr. Vita, President  
Mrs. Creedon, Secretary  
Mrs. Wanosky, Vice President  
Mrs. D'Anna, Treasurer  
Ms. diFate  
Mr. Vitali  
Mr. Arnold  
Mrs. Librandi  
Mrs. Joan Politi, Alderman  
Mrs. Tsang, Library Director

**EXCUSED**

Mr. Hardiman, Alderman

**ABSENT**

Mr. Barnett

**Public Presentation:** There was no Public Presentation.

**Disposition of minutes:** Mr. Vita requested a motion to accept the minutes of the October 3, 2007 meeting. Mr. Arnold asked for a correction. Ms. diFate made a motion to accept the minutes. Mrs. Creedon seconded the motion. The motion carried.

**Secretary's Report:** None.

**Treasurer's Report:** Ms. D'Anna read the account transfers. \$900.00 was transferred from the Computer Other account into the Computer Hardware account. \$7,514.00 was debited from the Passport Revenue account. From those funds, \$7,416.67 was credited to Passport Unallocated Contingency account and \$97.33 was credited to Passport Fringe Benefit account. \$3,300.00 was transferred from Passport Unallocated Contingency. Subsequently, \$3,000.00 was transferred into Passport Seasonal Temp and \$300.00 into Fringe Benefits.

**President's report:** Mr. Vita updated the Board on the Renovation project. Some items are under consideration for completion. The committee will work towards getting these issues resolved and completed. Another item that will be addressed is the outdoor signage. The completion has been delayed due to a cost discrepancy of \$1,300.00 with the company Mr. Sign. Mrs. Tsang has requested the installation of artificial flowers for the library and also projection equipment for the Program room. Mrs. Tsang has agreed to obtain additional bids on both of these requests than what was provided. Mrs. Creedon asked who was responsible for the set up for the use of the equipment in the Program room. Mrs. Tsang stated that current library policy prohibits the use of the existing equipment in the Program room. Mr. Vita asked if there was a charge for use of the room. Discussion ensued. Ms. D'Anna suggested asking for a donation for the Friends of the Library. Mr. Vitali made a motion for an addendum to the Program room contract which states -We are appreciative of your donation. Checks can be made out to the Friends of the Library. Mrs. Tsang will present the motion to the City Attorney, Mrs. Marilyn Lipton.

**Librarian's Report:**

Mrs. Tsang thanked the Library Board for attending the presentation that was held in place of the Board meeting in October. The Board thanked Mrs. Tsang for hosting the presentation. Mrs. Tsang gave all Board members coupons from the Friends for the upcoming Book Fair at Barnes & Noble. Mrs. Tsang requested holiday hour changes. She asked to close the library at 1:00 p.m. on Christmas Eve and at 5:00 p.m. on New Years Eve. Mrs. Creedon motioned to approve closing the library at 1:00 p.m. on Christmas Eve and 5:00 p.m. on New Years Eve. Mrs. Wanosky seconded the motion. The motion carried.

Mrs. Tsang and Ms. diFate attended the ACLB conference in October. They discussed with the Board what was learned at the conference and how this knowledge could benefit the library. The Passport Office is making a profit. The city's Finance Department has set up an Unallocated Contingency account and suggested to Mrs. Tsang that there be six months of operating funds retained in that account. Funds can be withdrawn from this account as needed. The Passport office will be closed on Saturday November 24<sup>th</sup> which is the Saturday after Thanksgiving. Mrs. Tsang distributed to the Board a copy of her proposals for the budget of fiscal year 2008-2009. She described the changes she will request and the justifications for them. She stated that the library statistics reflect an increase in circulation. Discussion ensued on some of the items. Suggestions were made to Mrs. Tsang for the presentation of the budget to the Board of Finance. It was suggested that she hand out justifications to the Board of Finance prior to the hearing.

This is the last meeting for Mr. Vitali as a Board member. He needed to excuse himself early but wished the library and the Board the best of luck in the future. The Board members wished him the best of luck as well.

Mrs. Tsang asked the Board for a vote on the proposed Materials Selection Policy which she previously requested that the Board members review. Mr. Arnold made a motion to approve the Materials Selection Policy revisions. Mrs. Creedon seconded the motion. The motion carried.

Mrs. Creedon asked that Mrs. Tsang present to the Board any specific policy changes which Mrs. Tsang feels that the Board may need to approve in the future. Mrs. Creedon also asked to have the Program room equipment issues brought before the City Attorney in relation to charging a fee or security deposit for use of the Program room projection equipment.

**New Business:** There was no New Business.

**Old Business:** There was no Old Business.

The Mrs. Librandi moved to adjourn the meeting at 8:50 p.m. Mr. Arnold seconded the motion. The motion was unanimously approved.

Respectfully submitted,

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