

**MILFORD PUBLIC LIBRARY
BOARD OF DIRECTORS REGULAR MEETING
MINUTES OF December 3, 2008
(draft)**

Board President, Mr. Peter Vita called the regular meeting of the Board of Directors of the Milford Public Library to order at 7:38 PM on December 3, 2008.

PRESENT

Mr. Vita, President
Mrs. Wanosky, Vice President
Mrs. Creedon, Secretary
Ms. D'Anna, Treasurer
Ms. Smith
Mrs. Tinti
Mr. Barnett
Mrs. Tsang

EXCUSED

Dr. diFate
Mrs. Librandi

ABSENT

Ms. Manning, Aldermanic Liaison
Mr. Scott Willey, Aldermanic Liaison

Public Presentation: None

Disposition of minutes: Mr. Vita requested a motion to accept the minutes of the November 5, 2008 meeting. Mrs. Tinti motioned to accept the minutes. Mrs. Wanosky seconded the motion. The motion carried.

Secretary's Report: Mrs. Creedon read a letter given from the Srivichitranond Family who was donating Children's books to the library. In her letter, Mrs. Srivichitranond commended the Children's staff for their service and stated that the Children's library was one of her children's favorite places to visit. Now that the children are older and using the adult section of the library, she thought it would be nice to donate their children's books to the library in their name so that other children might benefit from them.

Treasurer's Report: None

President's report: Mr. Vita updated the Board on the status of the renovations. The exterior re-pointing of the south and east sides of the building has been completed. There has been no indication of any leaking since the completion. Mr. Vita stated that most of the work has been completed but he intends to meet with the committee members to see if there are any unresolved issues remaining. Mrs. Tsang mentioned that the flat paint used for the renovations has become an issue because it is not washable and the walls are already marked. Mr. Vita is waiting to hear from Mr. Dan Pino on obtaining a lower price for the paneling needed in the Children's area and upper level wall. In the original quote given, the cost for the paneling materials was thought to be excessive.

Librarian's Report: Mrs. Tsang has submitted the 2009/2010 library budget to the City. Mr. Vita has offered to accompany Mrs. Tsang for a budget meeting at the Mayor's office on Tuesday, December 9th at 2:30p.m. Mrs. Tsang went over the library statistics with the Board. She felt justified with her budget requests. The funds are needed to meet public demand based on increased library circulation. Discussion ensued. The Board asked questions and offered suggestions to Mrs. Tsang on what requests should be made in next year's budget. Mrs. Tsang has spoken with Ms. Jean Lasczak, Director of the MIS Department. Mrs. Tsang was assured by Ms. Lasczak that the computers needed for the library have been ordered. Mrs. Tsang has decided to take a few of the older staff computers and install them out in the library and replace staff needs with the new computers.

Mrs. Tsang wanted to thank the Friends of the Library for their contribution to the needs of the library. The Friends fund items such as museum passes, library programs, art prints, acrylic book displays and have generously offered to pay for three book carts which have been ordered. Also, Barrett Outdoor Sign Company graciously donated funds through the Friends which were used to purchase a limited edition lithograph for the Children's Department. Mrs. Tsang stated that the Library will benefit from another Book Fair at Barnes and Noble from Friday December 12th through Sunday December 14th. A percentage of all sales 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.

The Friends of the Library have teamed up with [Amazon.com](https://www.amazon.com). There are books listed on [Amazon.com](https://www.amazon.com) that are available for purchase which can then be donated to the library. Mrs. Tsang surprised Mrs. Wanosky by telling her that her son and daughter-in-law purchased books on the wish list for donation to the library in her name. Mrs. Tsang stated that the wish list is growing and media items will be added to it very soon. Mrs. Tsang stated that the vacant position in the Circulation Department has been filled. Mrs. Nancy Rotas has been hired to fill the position. She is scheduled to begin work on December 15th. Mr. Barnett helped Mrs. Tsang determine what type of LCD displays to purchase for the library. At November's meeting she had requested Board approval to purchase the displays using Passport funds. Discussion ensued. Mr. Barnett suggested getting one thirty seven inch display along with the thirty two inch display. The Board asked Mrs. Tsang to try to get the increased size display for the same price. Mr. Vita stated that he intends to request from the Finance Board that the library retain the revenues generated from fees charged for printing. The intention of making the request that the printing fees be retained is to offset the cost of printer ink and toner that the library has to pay for out of their budget. Discussion ensued. Mrs. Tsang stated that she is inquiring with BBI Technologies about possibly purchasing remanufactured cartridges to try to save on printing costs.

Old Business: There was no old business.

New Business: Mrs. Tinti asked the Board members if they would consider donating towards a holiday gift for the staff. The staff members agreed and donated towards the gift. Mrs. Tinti will arrange for a fruit tray or something comparable to be given as a gift to the staff.

Mrs. Creedon moved to adjourn the meeting at 8:40 p.m. Mr. Barnett seconded the motion. The motion was unanimously approved.

Respectfully submitted,

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