

**Milford Public Library  
Board of Directors  
Regular Meeting  
December 4, 2013  
(Draft)**

Board Vice President Linda Wanosky called the regular meeting of the Board of Directors to order at 7:34PM, 12/4/2013 in President Peter Vita's absence.

**Present**

Mrs. Wanosky  
Mrs. Creedon  
Dr. diFate  
Mrs. Gaynor  
Ms. Angeli  
Mrs. Zabinski  
Alderman Frank Smith

**Excused**

Mr. Vita  
Mr. Barnett

**Absent**

Ms. D'Anna  
Alderman Suzanne Fontina

**Public Presentation:** None

**Disposition of Minutes:** Linda C., moved to accept as printed, Linda W. seconded, motion approved.

**Secretary's Report:** None

**Treasurer's Report:** Director Angeli read one transfer of \$3000.00 from Unallocated Contingency to Seasonal Temporary. Report to be filed.

**President's Report:** Linda W. spoke on Peter's behalf regarding the status of the requested recessed ceiling lights for the right facing wall of the Program Room. There is only one box of ceiling tiles remaining for the entire Library and they are being used upstairs. They cannot be reordered, so we will have to wait until the whole ceiling needs to be replaced in the Library to get the fixtures installed.

**Director's Report:** See attachment.

- Mrs. Angeli added to her report that she is looking to other sources and or funding for needed computers for the Library. We have currently 12 public computers working when statistically we should have around 25 based on population numbers.
- Door counts are off due to a non-working back door counter.
- She and the staff have made several back of the house changes at the various desks to increase organizational efficiencies.
- Ms Angeli reported to the Board that the current set of Policies needs to be reviewed both by Staff and the Board and that updates/changes need to be made. Board discussion ensued with a suggestion that a subcommittee of the Board be formed to make the necessary changes. Mrs. Oliver offered to be part of the

committee and Mrs. Wanosky indicated that she would possibly help. An email will be sent to absent Board members asking for their participation.

- Ms. Angeli instituted regular staff meetings and asked the Board if we would like to invite one Department Head to attend a Board Meeting and report to the Board on their function (for those who might not know), needs, new projects etc. The Board agrees with the suggestion.
- Milford's 375 Anniversary Committee has begun to meet, former Director Jean Tsang is on the committee, and they have asked the Library to host a Gala scheduled for Spring 2014 at the Library. Under current policies, no catering or consumption of alcohol can take place in the Library unless the Board waives its current policy for this event. Motion to waive the policy; Toby Z., and Connie G. Discussion ensued:
  1. Toby Z. asked who is on the committee; it was suggested that Jean Tsang might periodically report to the Board what is going on with the event.
  2. Dr. diFate had concerns over alcohol consumption and the legal ramifications. Ms. Angeli stated that the City Attorney and Risk Manager have been consulted and there seems not to be any issue and that the Committee and the Library will need the proper insurance waivers.
  3. Motion Approved.
- Jody has left her position as Clerk to the Board and is now a Library Assistant. Her job was not filled from within so now it will be posted for the public. Ms. Angeli thinks it might be several months before we have the position filled.
- Statistics – Circulation is down from YTD 2% which as Linda Wanosky commented that number is low given the fact we had two major weather issues last year which increased library usage.
- Ms. Angeli spoke to the Friends Group. We have an ok for a Facebook Page for the Library so changes will be made accordingly as the Friends already have one.
- The Library has not yet connected to a new Fiber Optic Network. It appears it will have positive and negative implications at the Library due in part to the various systems we have in place.
- A new timecard procedure will be installed at the Library.
- Ms. Angeli is investigating an e-mail newsletter sent through Constant Contact. Possible cost \$75.00 per month. It was asked how will we pay for this and Ms. Angeli stated that she is scrutinizing the line items in the Budget, looking for ways to save \$\$ and cover these new costs.
- January 2<sup>nd</sup> is the go live date for the Virtual Town Hall Milford Website. Our current page will be submitted and then there will be a workshop for all City Departments and then individual sessions. Chris, Fred and Will Daley will attend the individual session and then make needed changes to our page.
- Ms. Angeli submitted an outline of 5 Goals for the 2013 – 2014. Dr.diFate had concern over Goal #2 "advocating for increased funding and by exploring outside funding sources". She wondered what impact that would have on future budgets. Discussion ensued about the financial constraints coming from the city; that we need to look at Grants, which at times are limited to a specific timeframe and other funding sources. Consensus is that we are woefully behind other neighbor Libraries in the amount of Technology we have and as Ms. Angeli

indicated our computer programs are less advanced than the school computers in Milford and that puts students who come to the Library to research or work at a deficit. Discussion on goals will be on the agenda for next month.

**Old/New Business:** Mrs. Creedon presented two drafts for a Technology Vision Statement and three year Technology Plan outline for the Library. (Enclosed)

- Discussion: Are we considering eliminating obsolete technology currently in the Budget?
- How much will this cost and where will we get the funding?
- Ms. Angeli saw Technology as two separate pillars; 1 – to raise the standards of the current systems in the Library bringing them up to par and compatible with our schools and 2 – Identify new technology needs. In January 2014, Ms Angeli and Fred Danowski Information Systems Librarian will be taking part in the Edge Initiative which will identify community needs, where we are lacking in technology and what segments of the community are not being served.
- Anyone wanting to be part of this committee, please contact Linda Creedon or Ms. Angeli.

**Motion to adjourn:** Toby Z and Alice O. at 8:40PM. Approved.

**Respectfully Submitted**  
**Linda M. Creedon**  
**Secretary to the Board**