

**MILFORD PUBLIC LIBRARY
BOARD OF DIRECTORS
REGULAR MEETING
DECEMBER 5, 2012
(draft)**

Board President, Mr. Peter Vita called the regular meeting of the Board of Directors of the Milford Public Library to order at 7:37 pm on December 5, 2012.

PRESENT

EXCUSED

ABSENT

Mr. Vita, President
Mrs. Wanosky, Vice President
Mrs. Creedon, Secretary
Ms. D'Anna, Treasurer
Dr. diFate
Mr. Barnett
Mrs. Gaynor
Mrs. Oliver
Mrs. Zabinsky
Ms. Paula Smith, Aldermanic
Liaison
Mr. Frank Smith, Aldermanic Liaison
Mrs. Tsang, Library Director

Public Presentation: There was no Public Presentation.

Disposition of minutes: Mrs. Creedon moved to approve the minutes of the Board meeting of October 3, 2012. Mrs. Oliver seconded the motion. The motion carried.

Secretary's Report: Mrs. Creedon read a letter sent from Mrs. Tsang on behalf of the Board to Ms. Jennifer Keohane, Executive Director of the Connecticut Library Consortium thanking her for her presentation on future trends in libraries at the October 2012 meeting.

Treasurer's Report: Ms. D'Anna read two transfers. \$1,020.00 was transferred from the Passport Unallocated Contingency fund into the FF&E account. \$2,879.00 was transferred from the Book account in the General Fund into the Electronic Media Account. Mrs. Tsang stated that Morningstar will no longer be available as a print publication so the transfer in the General Fund was to cover the purchase of the electronic version as a database.

President's Report: Mr. Vita stated that he attended the budget meeting with Mrs. Tsang and Mayor Blake today and referred that update to Mrs. Tsang. Mr. Vita complimented Mrs. Tsang on the painting of the Program Room and the pictures that were reframed. He stated he is pleased with the outcome.

Librarian's Report: Mrs. Tsang stated that the Mayor offered a zero percent increase in the upcoming budget. She described to the Board what differences will be seen in next year's budget especially related to technology. Discussion ensued. Mrs. Tsang asked for questions. Ms. Smith stated that the numbers do not reflect the 2% increase for wages so the zero percent leaves everything as is except wages. Mrs. Oliver questioned Mrs. Tsang on book expenditures. Mrs. Tsang stated that the balance reflects funds that will be pro-rated over the remaining months to allow coverage for the purchase of books that become available during different seasons. Mrs. Tsang stated that there has been an increase in the acquisition of downloadable Audio Books and e-books. Mrs. Tsang asked for the approval of \$3,000.00 from the Fines and Fees funds for the purchase of additional downloadable Audio Books. Discussion ensued. **Mrs. Wanosky made a motion to approve \$3,000.00 from the Fines & Fees Fund for the purchase of additional Downloadable Audio Books for the library collection. Dr. diFate seconded the motion.** Discussion ensued. **The motion carried.**

Mrs. Tsang stated that the library currently has 337 e-book titles and would like to add more. Ms. Zabinsky asked about the public interest in e-books. Mrs. Tsang stated that 57 e-books were checked out in November so patron use is increasing as the public becomes more aware. She also stated that the library holds e-book demos as programs which usually have an attendance level of a dozen or more people. Mrs. Zabinsky stated that as a Board, it would be beneficial to promote e-books. Ms. Smith stated that she has been asked out in public about the library having e-books. Mrs. Wanosky stated that some of the public still currently has Kindles who cannot access the e-books yet. Mrs. Tsang explained that a person can trade in their Kindle with Amazon which will then be applied to the purchase of a Kindle Fire for those who would like to upgrade.

Mrs. Tsang asked for the Board to approve \$6,000.00 from the Fines & Fees fund for the purchase of e-books to increase the library's collection. **Ms. Zabinsky made a motion to approve \$6,000.00 from the Fines & Fees Fund for the purchase of additional e-books for the library collection. Dr. diFate seconded the motion.** Discussion ensued. Mrs. Creedon asked if it's possible to track the types of e-books that are most popular. Mrs. Tsang stated that she can get that information for her. Mr. Frank Smith asked if it is possible to obtain additional public domain titles. Mrs. Tsang stated she will find out from the Library's Automation Librarian. **The motion carried.** Mrs. Tsang asked the Board to approve the funding to upgrade the library's wireless service which would include virus protection and a firewall which the current service does not provide. She stated that there would be an annual fee of \$760.00 per year which would most likely have to be funded from Passport Funds. Mr. Barnett asked if it would be possible to put a gated page which can be installed through access points. He stated that it is a good way to advertise and a way which will require the user to accept the library's wireless policy and terms. **Ms. Zabinsky made a motion to approve an amount not to exceed \$2,600.00 from the Passport Fund for an upgrade of the library's wireless system. Mrs. Oliver seconded the motion.** Discussion ensued. **The motion carried.**

Mrs. Tsang asked the Board to approve the holiday library closing times of 1:00 pm on Monday, December 24th for Christmas Eve and 5:00 pm Monday, January 31st for New Years Eve. Mrs. Tsang stated that the staff will use vacation or personal time for the balance of hours needed on Christmas Eve. **Dr. diFate made a motion to accept the holiday hours as stated. Ms. D'Anna seconded the motion. The motion carried.** Mrs. Tsang presented the list of the 2013 Board meeting dates to the Board for their approval. Discussion ensued. **Mrs. Wanosky made a motion to accept the 2012 Board meeting dates as presented. Mr. Barnett seconded. The motion carried.**

Old Business: There was no old business.

New Business: Ms. Zabinsky forwarded an article to Mrs. Tsang on "the future of the library" which Mrs. Tsang included with the Board monthly documents. She stated that she feels it's a worthwhile read because the library is not just about books anymore, but is a place of social outreach for the community. She stated that the article referred to a library as no longer being a center of dead books, but a nerve center of information such as job search and community resources. She stated that the article is just a good reminder of all the good things that libraries do.

Mrs. Tsang advised the Board that the Jr. Women's Club is in need of volunteers to lead the library's Children's Story hour on Monday's at 10:00 am if anyone might be interested to let her know. The majority of the Board volunteered so Mrs. Tsang suggested that anyone who is interested to please let her know by email. Mrs. Tsang will connect all volunteers with Suzanne Thomas, the Children's Librarian, for more information. Mrs. Wanosky asked to make a suggestion. She suggested that Mrs. Tsang consider hosting Mahjong which is now available at the Woodmont library. Ms. Zabinsky suggested a Chess night and Ms. D'Anna suggested a combined game night as a possibility. Mrs. Tsang stated they she will research these ideas as a possibility for the future. She also stated that the library holds game nights such as Scrabble which is scheduled for December 27th, 2012. Discussion ensued. Mrs. Tsang suggested a table that is a chess board. The pieces are checked out in order to play. Dr. diFate suggested that as an option for the future. Mrs. Tsang stated she will research that option.

Mrs. Oliver moved to adjourn the meeting at 8:40 p.m. Mr. Barnett seconded the motion. The motion carried.

Respectfully submitted,

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