

**MILFORD PUBLIC LIBRARY  
BOARD OF DIRECTORS REGULAR MEETING  
MINUTES OF DECEMBER 6, 2006  
(draft)**

President, Telka diFate called the regular meeting of the Board of Directors of the Milford Public Library to order at 7:40 PM on December 6, 2006.

**PRESENT**

Ms. diFate, President  
Mrs. Wanosky, Vice President  
Mrs. Creedon, Secretary  
Mr. Vitali  
Mr. Arnold  
Mrs. Politi, Alderman  
Mr. Hardiman, Alderman  
Mr. Peter Vita, Chairman, Renovations Committee  
Mrs. Tsang

**EXCUSED**

Ms. D'Anna  
Ms. Sundell

**ABSENT**

Mr. Willis

Ms. diFate called the meeting to order at 7:40 p.m.

There was no **Public Presentation**.

Ms. diFate asked for a motion to accept the minutes of the November 1, 2006 meeting. Mr. Arnold made a motion to accept the minutes. Mr. Vitali seconded the motion. The motion carried.

There was no **Secretary's Report**

For the **Treasurer's Report**, there was a transfer from the Educational Software account into the Periodicals account for \$300.00 to cover Newspaper costs.

For the **President's Report**, Ms. diFate updated the Board on the Renovations Project. Ms. diFate stated there are issues remaining on the punch list created by the Architect, Mr. Ray Oliver. The estimated date of installation of the front entrance has been rescheduled for December 14, 2006. The Renovations Committee discussed the possibility of changing the lower level entrance to an automatic door if a grant can be obtained from Community Development. There are window leaks and blind issues that will be addressed by the New Haven Glass Co. Under the atrium counter top the walls will have laminate installed. The contingency fund is approximately \$55,000.00. Ms. diFate noted that Mrs. Tsang has a wish list for improvements she would like to see for the Library. Ms. Tsang has requested adding wooden shelving and display items to the Young Adult section as well as Media browsers for item display in the Media area. She has been in contact with the Department of Corrections to repair her conference table and a few coffee tables in the library. She has also requested shelf end bulletin boards for display purposes. Ms. diFate asked Mr. Peter Vita to give the Board an update on the exterior signage issue. Mr. Vita stated he has been in contact with Mr. Bruce Kolwicz, Director of Public Works. He stated that there is a strong possibility of having the masonry work for the sign done by the City. The brick that will be used on the sign is left over from the original contract, so Mr. Vita stated the only additional cost would be that of the sign. Mr. Vita and Mrs. Tsang both commended Mr. Kolwicz and Mr. Sly Moura of Public Works for all their assistance in the Renovation project.

For the **Librarian's Report**, Mrs. Tsang stated that as of today, the wireless internet service is up and running. She commended Ms. Jean Lasczak and the MIS Department for all of their assistance. Mrs. Tsang stated that any concerns for the service running 24 hours, 7 days a week was discussed with the City Attorney, Ms. Marilyn Lipton. Mrs. Tsang stated Ms. Lipton found that the wireless cannot be controlled and did not see leaving the service open as a source of liability. For library improvements, Mrs. Tsang has ordered Thin Clients and LCD screens to replace the public Access Catalogues that are currently being utilized by the public. She also stated that the staff is in the process of retaining patrons email addresses in an effort to streamline late notices which will inevitably save postage costs. There is still discussion needed on updating the library Internet Policy. Mrs. Tsang stated that Ms. Sundell has no computer access at this time and is having surgery so the issue should be addressed at a later meeting.

Mrs. Tsang made mention of the Passport Office and the media exposure that has been given to the library and the positive feedback she has received. Mrs. Tsang continued to note that a library volunteer Mr. Fred Chidester, has offered to create a website for The Friends of the Library with the hope of connecting Amazon.com to the Friends of the Library page. She stated that because of their 501C3 status any donations to the Friends can go toward a library wish list. On this web page there will be links to Amazon.com, the City's website as well as the Library website. Mrs. Tsang has goals for the second half of the fiscal year. Mrs. Tsang's goals are to fine tune the new computer system and get the new Envisionware Laser printers up and running. On outreach programs, Mrs. Nancy Abbey, Assistant Library Director and Mrs. Tess Battad visited the Milford Youth Forum on two different occasions and Mrs. Tsang attended a focus group for the United Way.

Mrs. Tsang spoke about her proposed budget requests for fiscal year 2006-2007. Mrs. Tsang noted that the library is under funded in comparison to other libraries in the state but she felt as if the city would make cuts if she asked for additional funds. Discussion ensued on the amount of funds requested in the budget. Mr. Vitale questioned whether the amount requested was enough to operate the library and if the funds requested were an accurate representation of what is needed. Mrs. Tsang expressed hope for additional income from the new Passport Office. Mrs. Politi noted that the Passport Office should be included in Mrs. Tsang's budget presentation but that it is necessary to request enough in the budget until the Passport Office is a known success. Mr. Vitale noted that a \$15,000.00 loan from the City for startup costs for the Passport Office has to be repaid before a profit can be realized.

The Board requested information from Mrs. Tsang on the library Gift Accounts and the availability of the funds for use by the library. Mrs. Tsang described some of the accounts to the Board and how they are used. The Board would like an update on the current balances of the Gift Accounts, especially the Finan Account which is an account in trust. Mrs. Tsang stated that it is the decision of the heirs of Mrs. Finan and the discretion of the Library Board how the funds are spent. Mrs. Creedon did not recall voting on the Finan account in her tenure and suggested revisiting the Finan account issue. She asked Mrs. Tsang for balances, resolutions and wording on the account. Mrs. Tsang stated that she will research the Gift Accounts and furnish the Board with this information by the next meeting. Mrs. Tsang stated that she plans to meet with the Director of Finance, Ms. Judy Doneiko to go over these accounts. Mr. Vitale asked Mrs. Tsang if the library offers Community Service opportunities for young adults especially for those with technical abilities. Mr. Vitale also requested to have the Agenda, Librarian's report and Board minutes e-mailed versus through the Postal Service to save money. Discussion ensued. All Board members present would like these documents emailed. The remaining Board members will be asked if they would like the same.

There was no **Old Business**.

There was no **New Business**.

Mrs. Creedon moved to adjourn the meeting at 8:45. Mr. Arnold seconded the motion. The motion was unanimously approved.

Respectfully submitted,

Joanne Beurer, Clerk to the Board

Mrs. Linda Creedon, Secretary