

**MILFORD PUBLIC LIBRARY
BOARD OF DIRECTORS
REGULAR MEETING
DECEMBER 7, 2011
(Draft)**

Board President, Mr. Peter Vita called the regular meeting of the Board of Directors of the Milford Public Library to order at 7:10 pm on December 7, 2011.

PRESENT

Mr. Vita, President
Mrs. Wanosky, Vice President
Mrs. Creedon, Secretary
Ms. D'Anna, Treasurer
Mr. McGovern
Mrs. Gaynor
Mrs. Paula Smith, Aldermanic Liaison
Mr. Frank Smith, Aldermanic Liaison
Mrs. Tsang

EXCUSED

Dr. diFate
Mr. Barnett
Ms. Smith

ABSENT

Public Presentation: Mrs. Tsang introduced three members from the executive board of the Friends of the Milford Public Library. Present from the Friends was Mr. Fred Chidester, Board President, Mrs. Margot Sahlmann, Treasurer and Mrs. Cynthia Myers, Publicity Chair. Mrs. Cathy Goldbach, Secretary to the Friends sent regrets through Mrs. Tsang because she was unable to attend.

Disposition of minutes: Mrs. Gaynor moved to approve the minutes of the November 2, 2011 Library Board meeting. Mr. McGovern seconded the motion. Because they were not in attendance at the November meeting, Mrs. Creedon and Mrs. Wanosky abstained from the vote. The motion carried.

Secretary's Report: Mrs. Creedon read a letter from Ms. Sandy Smith in which she offered her resignation from the Library Board. She stated her gratitude for the opportunity to serve on the Library Board and stated in her letter that she will continue to be committed to and work for the success of the institution.

Treasurer's Report: Ms. D'Anna read a transfer for the Passport Office. From Unallocated Contingency account \$1,500.00 was transferred into the DVD account.

President's Report: For the President's report, Mr. Vita stated that there is not much to report except that there were more ceiling tiles that have fallen. Mrs. Tsang stated that currently the ceiling light fixtures are being replaced. Mrs. Tsang stated that she has asked Mr. Sly Moura of Building Maintenance about the possibility of having a few lights installed at the interior front entrance. She would like to revisit the issue with the Board in the future.

Librarian's Report: Mrs. Tsang stated that she and Mrs. Wanosky attended the Trustee Leadership Conference sponsored by the Association of Connecticut Library Boards (ACLB) and the Connecticut State Library. Topics included library advocacy as well as Trustees and Friends working together. Keynote speakers addressed the changing uses of our public libraries. Although we are still providers of books, media items, and information, our role has shifted to community centers. The library provides materials, wireless access points, programming, educational databases, and a place to study. Library Boards, Friends and staff need to become advocates for our libraries. Mrs. Tsang handed out a copy of to the Board of "Responsibilities of Trustees, Library Directors and Friends" which is a guide to the difference in responsibilities between Trustees, the Library Director and the Friends. Mrs. Tsang stated that Ms. D'Anna is the Board liaison to the Friends. She thought it might be beneficial to have an alternate liaison from the Board in the event Ms. D'Anna cannot attend the Friends meeting. Mr. McGovern volunteered to be the alternate liaison to the Friends. Mrs. Tsang also encouraged the Friends executives to attend the Library Board meetings as well.

Mr. Vita commented on the budget hearing he attended with Mrs. Tsang. Mr. Vita stated that Mrs. Tsang offered concessions to Mayor Blake. One of the concessions she offered was to decrease the amount of the Seasonal Temp account in exchange for the reinstatement of the full time position that was lost. Mrs. Tsang also offered to increase the price for library fines and fees to cover the cost of the staff position that was cut. Discussion ensued. Mrs. Tsang is waiting to hear from Mayor Blake on the decision to her offer of concessions. Mrs. Tsang stated that a staff member in Circulation is retiring January 27, 2012. She stated that she is submitting the job requisition necessary for the position to be filled as soon as possible. Mrs. Tsang stated that the Board needs to vote on a Board Meeting schedule for 2012. The Board meets the first Wednesday of each month except August. In 2012, July 4th falls on a Wednesday. Discussion ensued. **Mrs. Wanosky motioned to approve the 2012 meeting dates as the first Wednesday of every month with an exception for July. The July meeting will be held on the second Wednesday, July 11th, 2012 and that the May Board meeting will be held in Woodmont and there will be no meeting in August. Ms. D'Anna seconded the motion. The motion carried.**

Old Business: Mrs. Creedon asked about the redevelopment issue noted in November's Board meeting. Mrs. Tsang stated that it is true and that the Milford Progress Committee has booked the Program Room for one of their meetings on redevelopment. Mrs. Paula Smith stated that she believes this will not come to pass because she does not believe that the taxpayers in Milford will approve of replacing the open space and tearing down the library in order to put up hotels and shops. Discussion ensued. Mrs. Smith stated that at this point it is pure speculation and she believes it will not come to pass. Mrs. Wanosky described to the Board her experiences at the ACLB conference. She stated that she feels that the Board as a whole is doing well as to what is required of a Board to accomplish, yet stated that it would be beneficial for the Board members to advocate and also participate in fundraising, especially with the Friends. Mrs. Wanosky stated that it would be beneficial to have a job description available for new Board members to be crafted by the Board and that the criteria for choosing a new Board member should be offered to those who are making the appointments. Mrs. Smith stated that recommending someone is also a good way to gain Board members. Discussion ensued. Mrs. Wanosky stated that many of the topics can be taken up at another time. Mrs. Wanosky asked to note in the minutes the website for the Association of Connecticut Library Boards which is www.aclb.org where a handbook can be obtained. Mrs. Tsang asked Mrs. Sahlmann to detail to the Board the amount of support from the Friends for fiscal year 2010-2011. Mrs. Sahlmann stated that the Friends funded Children's programs totaling \$3,390.00, Adult programs \$2,200.00, Museum passes \$2,500.00, furnishings and repairs \$950.00, a movie license at \$720.00, Adult and Child media \$7,195.00, hospitality at \$354.00 and promotional materials and supplies \$2233.00 all of which totals approximately \$19,500.00. Mrs. Tsang stated that it shows what can be done with limited resources and limited man power. As another example this year including the Republican Women's golf fund raiser, from May through October the Friends income was \$12,116.00 including book sales. Discussion ensued on fundraising. Mr. Chidester stated that a mass mailing has gone out. There was a general mailing to approximately 1500 people that was sent out via email. Through this mailing a relationship had been established with the Chamber of Commerce which led to the Friends obtaining pages of mailing labels free of charge. Mr. Chidester stated that there will be another mailing going out soon. In return the Friends donated to the Chamber and placed an ad in their booklet. He also wanted to state that the Friends website address is www.foml.ct.org. He detailed the aspects of the website and stated that the website seems to be doing well. He talked about the wish list that you can access through the website which brings you directly to www.amazon.com. Discussion continued on fundraising ideas. Mrs. Paula Smith stated it is really important to get the word out to the many organizations that would be very willing to know that the library would benefit from their donations.

New Business: There was no new business.

Ms. D'Anna moved to adjourn the meeting at 8:45 p.m. Mr. McGovern seconded the motion. The motion carried.

Respectfully submitted,

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