

**MILFORD PUBLIC LIBRARY
BOARD OF DIRECTORS REGULAR MEETING
MINUTES OF January 7, 2009
(draft)**

Board President, Mr. Peter Vita introduced the new Board Aldermanic Liaison. His name is Justin Rosen and he has replaced Ms. Manning. Mr. Vita called the regular meeting of the Board of Directors of the Milford Public Library to order at 7:37 PM on January 7, 2009.

PRESENT

Mr. Vita, President
Mrs. Wanosky, Vice President
Ms. D'Anna, Treasurer
Ms. Smith
Mrs. Tinti
Mr. Barnett
Mr. Willey, Aldermanic
Liaison
Mr. Rosen, Aldermanic Liaison
Mrs. Tsang

EXCUSED

Dr. diFate
Mrs. Librandi
Mrs. Creedon, Secretary

ABSENT

Public Presentation: None

Disposition of minutes: Mr. Vita requested a motion to accept the minutes of the December 3, 2008 meeting. Mrs. Tinti motioned to accept the minutes. Mrs. Wanosky seconded the motion. The motion carried.

Secretary's Report: In the absence of Mrs. Creedon, Mrs. Tinti read a letter to the Board from the library staff thanking them for the holiday treats they had provided to the staff for the holiday season. The staff also wished the Board "Happy Holidays". Mrs. Tsang stated that in the 28 years she has been at the library, this is the first time the Board has done something like that for the staff and she thanked them all.

Treasurer's Report: Ms. D'Anna read a transfer for the Passport Office Account. \$5,620.00 was transferred from the Unallocated Contingency Account into the Sign Account to cover the purchase of LCD monitors. Discussion ensued on how to keep the LCD monitor's secure from theft. Mr. Barnett provided Mrs. Tsang with suggestions on how to keep them secured.

President's report: Mr. Vita updated the Board on the status of the renovations. Mr. Vita stated that there were several occurrences of new leaks found in the library which resulted in fallen tiles in certain areas. Mr. Vita has contacted Mr. Ray Oliver, Renovations Architect, who will contact the contractor, Mr. Dan Pino from Olympus Construction. Discussion ensued about the location of the new leaks. Some of them were around the perimeter of the building even though the repointing had been completed. There was a leak found in the Genealogy Department located below an AC unit. Mr. Vita will contact Mr. Sly Moura of Building Maintenance on that leak. Discussion ensued on what can be done and how much is left in the Renovations account. Mr. Vita stated that the \$21,000.00 UI Energy Rebate Account is still intact but the Renovations Fund Account is nearly depleted. The funding for the repointing was provided by another account that Mayor Richetelli had available. Mr. Vita stated that there will be a Renovations committee punch list done in the near future and that the leaks will be addressed before they sign off on the project. Mrs. Tsang also brought up a few things that need to be finished. Mr. Vita read a plaque of recognition that will be presented to the students from Platt Technical Institute who worked on the creation of the new Periodical racks in the Reference Department. Along with Mr. Andy Charland, Mrs. Tsang hopes to have the presentation here at the library along with Mayor Richetelli. Mr. Barnett also suggested giving each individual student a paper certificate as well. Ms. D'Anna volunteered to make those if Mrs. Tsang can obtain the names. Mrs. Wanosky commented on how nice the library logo looks on the plaque.

Librarian's Report: Mrs. Tsang stated that she and Mr. Vita attended a meeting on December 9th, 2008 with Mayor Richetelli and Ms. Judy Doneiko, the City Finance Director. There were cuts of a few thousand dollars to the budget. Discussion ensued. Mrs. Tsang stated that considering the current economic times, the Mayor found it necessary to make some minor cuts. She stated that although the cuts are understandable, there is no room for growth in terms of services or materials. Library circulation and public demands continue to increase, but the budget remains stagnant. She feels that the public should be made aware that budgetary constraints keep the library from having the collection and resources that other libraries have. She hopes that in better economic times, the Library's budget will increase proportionally.

Mrs. Tsang stated that the Friends of Milford Library continue to be continued supporters. Currently, they are working on a business plan and other issues that will help them streamline. There have been grants donated through the Friends as well as non profit donations. Through a donation from the Junior Woman's Club the Children's Department is about to unveil a Semi-Tough Laptop which will provide the department with a second game computer. Mrs. Tsang has seen an increased influx of patrons who are looking for work. There are computers that are not currently in operation at the library which doesn't meet public demand. Due to an increase in people looking for employment help online, Mrs. Tsang and Mr. Fred Danowski, Automation Librarian went to the City's Employment and Training Department. They have limited computers and appointments for resume help must be scheduled but have agreed to hold two seminars on how to write a basic resume that may benefit the public at the library. Mr. Willey commented on the increase in statistic numbers. He asked Mrs. Tsang if she had visually noticed an increase in library circulation and visitors. Mrs. Tsang stated that she and the staff have seen and discuss what is needed due to the increased patronage.

Old Business: There was no old business.

New Business: For Board elections, Mrs. Tinti presented the current slate of Board members. President, Mr. Vita; Vice-President, Mrs. Wanosky; Treasurer, Ms. D'Anna; Secretary, Mrs. Creedon. Mr. Vita asked the Board members for any additional nominations. There were none. There was a motion to submit the slate. The Vice President cast one vote and the slate was approved.

Mrs. Tinti suggested that a plaque also be done for the Renovations committee to be displayed in the library. The Board agreed. Mrs. Tinti made a motion to have purchased and prepared a plaque in recognition and gratitude for the outstanding work of all the members of the Library Renovations Committee including any who held office at the time of the renovation process. Ms. D'Anna seconded the motion. The motion carried.

Mrs. Wanosky stated that a person who she commutes with made a complaint. She informed her that every Children's DVD that she has checked out of the library has been damaged and non functional. Mrs. Wanosky asked her if she had advised the library staff and asked her to do so in the future upon returning them or they will continue to go out damaged. Mrs. Tsang offered to assign a volunteer to the task of weeding out damaged DVD's. Mrs. Wanosky stated that this woman wishes to donate DVD's for library use. Mrs. Tsang stated that she needs to mark them as such and noted that if they are triplicates they will be given to the Friends for sale. Mr. Willey added that he has taken out several DVD's and he had never encountered a damaged DVD. Mrs. Wanosky stated that the woman also made mention that she was not aware that the library had a Passport Office. Mrs. Wanosky asked Mrs. Tsang if she thought more advertising was needed. Mrs. Tsang stated that the Passport Office is listed in the Milford Mirror, on the library's calendar, website, bookmarks and possibly the Friends website. She stated that it is also listed on paid advertisements that the Friends have funded. Mr. Barnett asked if the Passport Office is advertised on the local cable channel. Mrs. Tsang will research that. Ms. D'Anna suggested that it be displayed on the new LCD monitors. Mrs. Tsang agreed. Discussion ensued on the Passport Office. Mrs. Tsang has checked with the Stamford Library and with the Westport Post Office and all stated that business is down due to the economy.

Ms. D'Anna moved to adjourn the meeting at 8:40 p.m. Mrs. Wanosky seconded the motion. The motion was unanimously approved.

Respectfully submitted,

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