

**MILFORD PUBLIC LIBRARY
BOARD OF DIRECTORS REGULAR MEETING
MINUTES OF February 4, 2009
(Draft)**

Board Vice President, Mrs. Linda Wanosky called the regular meeting of the Board of Directors of the Milford Public Library to order at 7:35 PM on February 4, 2009.

PRESENT

Mrs. Wanosky, Vice President
Mrs. Creedon, Secretary
Ms. D'Anna, Treasurer
Dr. diFate
Mrs. Librandi
Ms. Smith
Mrs. Tinti
Mr. Barnett
Mr. Rosen, Aldermanic Liaison
Mrs. Tsang

EXCUSED

Mr. Vita, President
Mr. Willey, Aldermanic
Liaison

ABSENT

Public Presentation: None

Disposition of minutes: Mrs. Wanosky requested a motion to accept the minutes of the January 7, 2009 meeting. Mrs. Tinti motioned to accept the minutes. Ms. D'Anna seconded the motion. The motion carried.

Secretary's Report: None

Treasurer's Report: Ms. D'Anna read a transfer within the General Fund. \$1,033.00 was transferred from the Information Services account into the Computer Software Maintenance account. Asked the reason for the transfer, Mrs. Tsang stated it was for insufficient funds.

President's report: In Mr. Vita's absence Mrs. Wanosky asked Mrs. Tsang if there were any new updates. Mrs. Tsang stated that Mr. Vita called and stated that he had been in contact with the project Architect, Mr. Ray Oliver and the contractor, Olympus Construction about the leaking issues. They determined it might be beneficial to repair the pointing around the perimeter where there is peeling of paint before taking other measures. Mrs. Tsang stated that there were additional leaks in new areas of the building caused by melting ice on the roof and that there is not much that can be done about that. Mr. Vita advised Mrs. Tsang that he does not have a balance for the Renovation account at this time. He also stated that there is a punch list being created to address any unresolved issues. Dr. diFate asked when there would be a Renovations Committee meeting. Mr. Vita advised Mrs. Tsang that he is waiting for the completion of punch list before scheduling the meeting.

Librarian's Report: Mrs. Tsang advised the Board that the Board of Finance meeting is scheduled for Monday February 23rd at 7pm in Conference Room B at the Parsons Building. Mrs. Tinti asked Mrs. Tsang if she would like any of the Board members to attend. Mrs. Tsang stated that any Board members who wish to attend are welcome to do so. Mrs. Tsang stated that she met with Mr. Ben Blake to discuss the budget. She said that Mr. Blake stated that the State Legislature is trying to pass a resolution that would ask Municipal and State employees to forego pay increases for the next fiscal year. Mrs. Tsang appreciated Mr. Blake's input. Mrs. Tsang described to the Board recommended cuts that are being proposed by the State which will affect the library.

Mrs. Tsang advised the Board that the City of Milford is implementing a new policy which requires proof of insurance and signed indemnity forms for users of any City facility such as the Library Program room. Past program room patrons have been notified and are being assisted by Ms. Toni Weeks of the City Attorney's office on a case by case basis. At this time, the library is not accepting new requests for use of the Program room at the request of Ms. Weeks until the policies are in place. Discussion ensued. Mrs. Tinti asked for further information. She wanted to know who the Risk Manager is for the city. Mrs. Tsang stated that Ms. Kim Kell is the City's Risk Manager. Mrs. Tinti asked who originated these policies. She would like to obtain a cogent analysis of what is behind these policies. She is concerned that the day could arrive when all library programs will be stopped due to policies such as these. Mrs. Tsang referred Mrs. Tinti to the City Attorney's office. Dr. diFate stated that she researched the expense for an individual(s) to obtain this type of insurance and that she felt it would be a burden on most program room or gallery area users. She did not have the quotes available for this meeting.

Mrs. Tsang stated that she still has many questions, one of which she has already asked. She asked Ms. Weeks if the Friends of the Library are covered by the City or do they have to obtain insurance for their programs. Mrs. Tsang is also concerned for the Genealogy and Quilter's groups. She has asked that these groups be covered under the City's policy as it is the library who solicited these programs years ago. Mrs. Tsang stated she is waiting to hear from the City Attorney's office. Mrs. Tinti motioned to have the Chairman of the Library Board request in writing the presence of the City Attorney and/or the Risk Manager at the next Board meeting to answer their questions on these policies. Dr. diFate seconded the motion. The motion carried. Mrs. Creedon suggested that Mrs. Tsang invite the President of the Friends to attend this meeting as well.

Mrs. Tsang stated that the library has been very active and busy with library programs. Mrs. Nancy Abbey, the Assistant Library Director, used the Women's Retirement Grant to print brochures of upcoming programs which Mrs. Tsang handed out to the Board. Mrs. Tinti asked about the difference in the statistics. Mrs. Tsang stated that she thinks it may have to do with the door counters malfunctioning. Mrs. Tinti asked about the decline in program attendance. Mrs. Tsang stated that she thinks it is due to weather. Mrs. Tsang noted the increase in DVD and Books on CD circulation. Mrs. Tsang has been researching the benefits and costs of downloadable books. The cost is approximately \$4,000.00 per year based on the population and registered users. The cost is much higher for this option but it allows multiple patrons to read the same book. Mrs. Tsang intends to ask for the funding for this in a future budget proposal.

Old Business: Mrs. Creedon asked Mrs. Tsang if she had looked into additional advertising for the Passport Office. Mrs. Tsang did speak with Mr. Dennis Guaglianone of the local cable channel and he said he would advertise the Passport Office but she stated she will follow up with a call to him. Mr. Barnett asked about the status of the LCD monitors. Mrs. Tsang stated that there are concerns with people bumping into one of the monitors. She described where they are likely to be placed and that they should be installed in the coming week by Public Works. Mr. Barnett suggested hiring a consultant to avoid any problems with installation that may arise.

New Business: Ms. D'Anna asked about the process of donating Books and Books on CD. Mrs. Tsang stated that the library accepts donations but that duplicates may be given to the Friends to sell. Mrs. Wanosky suggested that it might be wise to include in with any advertising done by the library a statement that the library accepts donations of Books, Books on CD's, DVD's and CD's. Mrs. Creedon stated that because of budget cuts that would be a good idea. Mr. Barnett asked Mrs. Tsang if she is aware of any other library Friends or institutions that have a Facebook site. He asked if anyone would be willing to do that. Mrs. Tsang stated that she would need to ask the MIS Department for permission. Mr. Barnett described to Mrs. Tsang how they accomplish this at the university where he works. He suggested that the Friends of the Milford library would be an ideal fan page on Facebook which you can then post events for the younger public's viewing.

Mrs. Tsang wanted to make the Board aware of an incident in the library this past week. A man who Mrs. Tsang had noticed lurking for a few days was subsequently found by a staff member using one of the library's public computers drinking a beer and watching pornography. There was a younger female patron nearby. The computer was shut down, a police report was filed and the man has been banned from the library. Discussion ensued. Mrs. Tsang has asked for an increased police presence. Mrs. Tsang is not only concerned for the younger people but for the elderly patrons as well. Mrs. Creedon asked about staff procedure when incidents like this happen. Mrs. Tsang commended the staff on their response. She also stated that the staff has brought people and incidents to her attention as they arise.

Mrs. D'Anna moved to adjourn the meeting at 8:45 p.m. Mrs. Tinti seconded the motion. The motion was unanimously approved.

Respectfully submitted,

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