

**MILFORD PUBLIC LIBRARY  
BOARD OF DIRECTORS REGULAR MEETING  
MINUTES OF FEBRUARY 7, 2007  
(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 February 7, 2007.

**PRESENT**

Ms. diFate, President  
Mrs. Wanosky, Vice President  
Mrs. Creedon, Secretary  
Ms. D'Anna  
Mr. Arnold  
Mr. Peter Vita  
Mrs. Librandi  
Mr. Barnett  
Mrs. Tsang

**EXCUSED**

Mr. Vitali  
Mrs. Politi, Alderman  
Mr. Hardiman, Alderman

**ABSENT**

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

Before the **Public Presentation**, Ms. diFate welcomed the new Board members and asked that all persons present introduce themselves. The new Board members are Mrs. Maria Librandi, Mr. Peter Vita and Mr. Scott Barnett. For the **Public Presentation**, Mrs. Nancy Abbey, Assistant Library Director updated the Board on the status of the Passport Office. Mrs. Abbey stated that she received the acceptance letter designating the Milford Public Library as a Passport Acceptance Agency. The scheduled opening date for the Passport office is March 3, 2007. The employees who will be responsible for accepting Passport applications are the first to train and test via the internet. Mrs. Abbey detailed to the Board the names of the Passport employees, what supplies were ordered and what work needs to be done before the opening. Due to the volume of public inquiries, Mrs. Abbey's opinion is that it will be busy enough to have two Passport acceptance employees working at a time. She detailed her findings of the trip to the Ferguson Library in Stamford and that one of the issues is that it may be noisy. Mrs. Creedon suggested using a number taking system to allow people to visit other parts of the library while they are waiting and also to have families call ahead for an appointment. Discussion ensued between the Board members and Mrs. Abbey with suggestions and options for keeping the library as quiet as possible. Mrs. Abbey will have Passport applicants schedule appointments for the first month or so until the staff is comfortable with Passport acceptance procedures. She also offered the Board details about the procedures for Passport processing. Mrs. Abbey is optimistic and will update the Board via email on any new developments.

Ms. diFate asked for a motion to accept the minutes of the December 3, 2006 meeting. Ms. Beurer noted a correction needed. Mr. Arnold made a motion to accept the minutes. Ms. D'Anna seconded the motion. The motion carried.

For the **Treasurer's Report**, Ms. D'Anna read the latest account transfers. There was a transfer from Info Services into Computer Software Maintenance for \$1630.81, a transfer from Video Tapes into the DVD account for \$500.00 and a transfer from Other Supplies & Charges to the Magazine Data Index account for \$39.25.

For the **President's Report**, Ms. diFate updated the Board on the Renovations Project. The renovation meeting scheduled for tonight was cancelled due to the lack of a quorum but Ms. diFate offered the Board any current information available. Ms. diFate stated that the new front entrance has been completed. The installation of additional security cameras will be completed in the near future. The Department of Corrections has picked up the conference table and coffee tables from the library. They will be repaired, refinished and delivered back to the library. The brick left over from the renovation project will be utilized to create a base for new exterior signage. Mr. Vita spoke with Mr. Bruce Kolwicz, Director of Public Works and he has agreed to the masonry work which will most likely be done in the spring. Mrs. Tsang updated the Board on renovations items that she has requested and changes that were being considered. Discussion ensued on the options related to these items. The contingency fund is approximately \$37,500.00.

For the **Librarian's Report**, Mrs. Tsang welcomed the new Board members and handed to the Board information obtained from The Connecticut State Library which details the responsibilities of the Library Director, Board members, and Friends. Mrs. Tsang invited any Board members who wish to attend the Board of Finance Budget Hearing on Wednesday, February 21, 2007 at 7 p.m. to do so. Mrs. Tsang handed out to the Board the list of the 2007 meeting dates with the July meeting date omitted due to the July 4<sup>th</sup> holiday. She suggested adding a date for July in the future if it is determined that a meeting is necessary. Ms. diFate requested a motion to approve the 2007 Library Board meeting dates. Ms. D'Anna made a motion to accept the Board Schedule as discussed. Mr. Barnett seconded the motion. The motion carried.

Mrs. Tsang stated that the Wireless system is working well. The City MIS department is working with the library to get the Envisionware system up and running. Mr. Fred Chidester, a volunteer, is making progress in the setup of the Friends of the Library website. Mrs. Tsang detailed the benefits to the library gained from the Barnes & Noble Grand Opening that resulted in the donation of books, CD's and DVD's which was valued at approximately \$1800.00. Lastly, Mrs. Tsang discussed security issues at the Library. There was a night where a patron hid in the upper level bathroom with the intent of sleeping overnight in the library. Mr. Sly Moura of Building Maintenance and Officer Vaughn Dumas visited the library and advised Mrs. Tsang on additional security measures that should be taken. This advice led to the decision of installing locks on the bathroom doors. Ms. diFate asked that locks also be installed on the doors of the bathrooms in the Program room. Mrs. Tsang will ask to have that done. Mr. Moura of Building Maintenance suggested giving each full time employee individual Sonitrol codes to enter the building. Mr. Moura also stated that it is best to have cameras on all entrances of the building. Officer Dumas will be returning to the library to give another program with the staff on Security.

The library statistics levels are up. Mrs. Tsang has asked the Renovations Committee to purchase two door counters to determine how many people visit the library. There is increased usage of the library but some of the visitors are using the Wireless Service and computers but not checking out books. Mrs. Tsang feels that counting the visitors to the library will make the statistics more accurate. Ms. D'Anna asked to know the range of access the wireless service has. Mrs. Tsang stated that it reaches to the island in the rear of the building and to the sidewalk in the front of the building. Mrs. Tsang stated that she needs to discuss the Internet Policy with the Board so it can be sent for approval by the City Attorney. Discussion ensued on Internet Policy issues. To protect children from possibly seeing offensive materials displayed on computers or laptops, Mr. Barnett suggested having a wireless zone on the upper level versus the Children's Department. Mrs. Tsang stated that the wireless would be too hard to control and there is a disclaimer in the Internet Policy under consideration. Due to the addition of new Board members, Ms. diFate suggested that the Board review the Internet Policy before discussion at the next Board meeting. Mrs. Librandi asked Mrs. Tsang about books that are available for Teenagers. She stated her concern is that young adults are not reading enough in this computer age. Mrs. Tsang stated that there is a Young Adult Department. Mrs. Tsang noted that most students are expected to complete a level of required reading especially in the summer months and she also stated that the library is currently making changes in improving the Young Adult department. Mrs. Librandi suggested trying to obtain more funds at the Budget hearing. Mrs. Tsang suggested that she or any Board member contact the Board of Finance to request more funds. Mrs. Creedon asked for the Board of Finance e-mail addresses if available. Mrs. Tsang stated she does not have their email addresses.

There was no **Secretary's Report**. There was no **Old Business**.

Under **New Business**, the slate was proposed for Board elections. President, Ms. diFate stated her wish to step down as Board President. The Board members thanked Ms. diFate for her service as President. Mr. Vita accepted the position as President; Vice-President, Mrs. Wanosky; Ms. D'Anna accepted the position as Treasurer; Secretary, Mrs. Creedon. There was a motion to submit the slate. The Secretary cast one vote and the slate was approved.

Mrs. Wanosky suggested to the Board the purchase of a book in honor of Ms. Linda Sundell who left the Board in December. All members agreed to the purchase of a book with a nameplate.

Ms. D'Anna 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