

**MILFORD PUBLIC LIBRARY
BOARD OF DIRECTORS REGULAR MEETING
MINUTES OF APRIL 4, 2007
(draft)**

Vice President, Mrs. Linda Wanosky called the regular meeting of the Board of Directors of the Milford Public Library to order at 7:40 PM on April 4, 2007.

PRESENT

Mrs. Wanosky, Vice President
Mrs. Creedon, Secretary
Ms. D'Anna, Treasurer
Mr. Arnold
Mrs. Librandi
Mrs. Tsang

EXCUSED

Mr. Vita, President
Mr. Vitali
Ms. diFate
Mr. Barnett
Mrs. Politi, Alderman
Mr. Hardiman, Alderman

ABSENT

Mrs. Wanosky called the meeting to order at 7:40 p.m.

There was no **Public Presentation**.

Mrs. Wanosky requested a motion to accept the minutes of the February 7, 2007 meeting. Mr. Arnold made a motion to accept the minutes. Mrs. Creedon seconded the motion. The motion carried.

For the **Secretary's Report**, Mrs. Creedon read aloud to the Board a note from former Board member, Ms. Linda Sundell. Ms. Sundell thanked the Board and Mrs. Tsang for the purchase of a book in honor of her service to the Board and to the library. She wished all the Board members well in their future endeavors.

For the **Treasurer's Report**, Ms. D'Anna noted one account transfer from Info Services into the Magazine Index Database account for \$1540.00 to cover the P4 Antiques Database.

There was no **President's Report**. Mrs. Tsang updated the Board on the Renovations project. There was no quorum for the Renovations meeting but a few items were discussed by the committee members present. There are leaks in a few window areas around the perimeter of the Library. Mrs. Tsang stated that the contractor is aware of these issues and will have these areas caulked. Mrs. Tsang displayed to the Board members a sample of the interior signage. There will be an email vote by the Renovation's committee for additional signs to be placed throughout the library. Mr. Arnold asked about the security cameras. Mrs. Tsang stated that the cameras are on order. There were also Patron counters ordered, which have arrived but have not been installed. The laminate below the atrium counter is being installed this week. Mrs. Tsang will request that the committee approve installation of the same laminate at the Children's Department circulation desk as well. Mrs. Tsang described what the exterior signage will look like and also advised that construction of the exterior signage will begin when the weather is warmer.

For the **Librarian's Report**, Mrs. Tsang commented on the Passport Office. She commended Mrs. Nancy Abbey, Ms. Joanne Beurer and Mrs. Phyllis Cullen for their hard work and attention to detail in getting the Passport Office up and running. Mrs. Tsang stated that the Passport Office telephone number has been setup with voicemail. The library bookmarks are being updated and appointment cards are being created for passport patrons. Mrs. Tsang described the April calendar to the Board members and described a few of the programs that are scheduled. She noted that a two year subscription for a movie license was purchased through the Friends of the Library. The license will allow the library to show feature films. A feature film will be shown once a month in the daytime. Mrs. Tsang stated that permission was obtained by Mrs. Suzanne Harrison-Thomas, the Children's Librarian, to show the movie "Charlotte's Web" which is scheduled during school vacation. Mrs. Thomas also submitted a grant proposal for to the American Library Association for "**Read a People Bookshelf**". She won which earned the library fifteen bookshelf titles, four Spanish translations and a CD. The library's Media Librarian, Mr. Arthur Bargar, will show the movie "**My Man Godfrey**" and will also be hosting and performing in a program titled "**Before the Music Dies**" which will include his live band.

Another item scheduled on the April calendar is a book discussion hosted by Mrs. Nancy Abbey, Assistant Library Director. This program "One Town, One Book" is in conjunction with Milford Public Schools. A guest moderator will be leading the discussion of Among the Hidden by Margaret Peterson Haddix. This will take place in the Children's program room on April 25th during Turn off the TV week. Mrs. Tsang stated that the library is currently researching current trends of other libraries with an emphasis on the libraries located in Fairfield County. She is particularly interested in downloadable books. She stated that her hope is to use Grant funds to purchase the downloadable books in the future.

Mrs. Creedon requested to add to the Board agenda a discussion on future trends. She stated that it would be beneficial to look into what trends and additions could be obtained for the library in comparison to what the other libraries are doing. Mrs. Creedon also noted that the long range plan needs to be revisited. Mrs. Tsang stated that other libraries currently have downloadable books and laptop bays in their program rooms. They host programs on computer use and she would like to see these things obtained for the library in the future.

Under **New Business**, Mrs. Tsang reminded the Board that the May meeting will be held at the Woodmont Library on Dixon Street on May 2nd, 2007. Mrs. Tsang also invited the Board members to the Budget hearing which is scheduled for Wednesday, April 11, 2007. Mrs. Tsang stated that she would like to look into updating the agreement with the Woodmont Library. Some of the terminology in the lease is outdated. She requested permission from the Board to contact Mr. Richard Austin, Warden of the Borough and consult with Ellen Aftamonow, Volunteer Coordinator of the library.

Mrs. Tsang asked the Board for approval on holiday closings. Mr. Arnold made a motion to close May 26th, the Saturday of Memorial Day weekend. Ms. D'Anna seconded the motion. The motion carried. A motion was requested for an early close for July 3rd, 2007. Discussion ensued on whether to close at 5 p.m. or 6 p.m. Mrs. Librandi motioned to close at 5 p.m. on July 3rd. Mr. Arnold seconded. The motion carried. Saturday hours were discussed. Mrs. Tsang advised the Board that the summer hours will include Saturday hours through August 11th. The library will be closed on the Saturdays between August 18th and Labor Day Saturday which is September 1. Mrs. Tsang through the advice of the City Attorney, Ms. Marilyn Lipton, asked the Board to close the Saturday of the week of July 4th. Mrs. Wanosky had an issue with how that would affect the Passport Office. Discussion ensued and it was decided to schedule Passport patrons who would have scheduled an appointment on Saturday July 7th to be accommodated on the Friday, July 6th. Mrs. Wanosky made a motion to accept the summer Saturday schedule as open on all Saturdays between June 23rd through August 11th, 2007, with the exception of a closure on July 7th and an alternate date of July 6th for acceptance of Passports. Mr. Arnold seconded the motion. The motion carried.

Under **Old Business**, Mrs. Tsang requested a vote on the Internet Policy to cover the wireless which is currently running without an Internet policy. Discussion ensued about the Internet Policy and what changes need to be in place. Mrs. Wanosky requested a motion to approve the changes to the Internet Policy. Mrs. Creedon motioned to accept the changes to the Internet Policy. Mr. Arnold seconded the motion. The motion carried.

Mrs. Creedon moved to adjourn the meeting at 8:25. Mr. Arnold seconded the motion. The motion was unanimously approved.

Respectfully submitted,

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