

**MILFORD PUBLIC LIBRARY
BOARD OF DIRECTORS REGULAR MEETING
MINUTES OF JUNE 3, 2009
(draft)**

Board President, Mr. Peter Vita called the regular meeting of the Board of Directors of the Milford Public Library to order at 7:45 pm on June 3, 2009.

PRESENT

Mr. Vita, President
Mrs. Wanosky, Vice President
Ms. D'Anna, Treasurer
Dr. diFate
Mrs. Librandi
Mrs. Tinti
Mr. Willey, Aldermanic Liaison
Mrs. Tsang, Library Director

EXCUSED

Mr. Rosen, Aldermanic Liaison

ABSENT

Mr. Barnett
Mrs. Creedon

Public Presentation: There was no Public Presentation.

Disposition of minutes: Mr. Vita requested a motion to accept the minutes of the May 6, 2009 meeting. Ms. D'Anna moved to accept the minutes. Ms. Smith seconded the motion. The motion carried.

Secretary's Report: In the absence of Mrs. Creedon, Mrs. Tsang stated that a letter was sent to Ms. Barbara C. Griffin, President of Laurelton Hall High School on behalf of the Library Board in support of the renovation of the Charles Pond carriage house. Mr. Vita stated that he phoned as well and they were appreciative of the effort on behalf of the Board.

Treasurer's Report: Ms. D'Anna read the following transfers for the General Fund; Transferred from Professional Fees \$320.00, Shift Differential \$110.00, and Overtime \$250.00 into Seasonal Temp (\$680.00). From Office Equipment Rental \$675.00, Info Services \$590.00 and Coop Membership \$250.00 into Book Supply (\$1,250.00), Other Supplies & Charges (\$225.00) and Printing & Binding (\$40.00). From Microfilm \$249.00 and Computer \$195.00 into DVD's (\$389.00) and Periodical (\$55.00). From CD's Educational \$360.00 and Computer \$185.00 into Educational Software (\$545.00). Passport Office transfers were from Unallocated Contingency \$3,900.00 into Seasonal Temp (3,500.00) and Overtime (\$400.00).

President's Report: Mr. Vita updated the Board on the status of the renovations. A Renovations meeting was held earlier in the evening to go over the final punch list items which were minimal. A decision was made to replace the lights in the Program Room restrooms with sensors for energy efficiency. All of the contracted items have been completed by Olympus and paid. Mr. Oliver, the Architect for the project had contacted Mr. Dan Pino of Olympus Construction regarding the leaking at the window area in the Passport Office. Also there is a leaking pipe in the Genealogy Room which will be repaired through Public Works over the next week. Dr. diFate asked if the committee will meet again to discuss what items will be done with the available funds left in the account. Mr. Vita stated the committee asked Mr. Oliver to research the cost to put chair railing in the corridors and areas where the book trucks have scuffed the walls. The balance in the Renovations account is \$9,762.00. The UI Rebate account remains at \$21,000.00. Mr. Vita stated that the UI Account funds can only be released through the approval of the Board of Aldermen and can only be withdrawn in increments as needed.

Librarian's Report: Mrs. Tsang stated that the Friends of the Library hosted their annual meeting which was attended by approximately 40 people. They have a new slate of officers. Mrs. Dolores McNelis has been elected as the new President of the Friends. Mrs. Tsang began discussion on the approved budget for fiscal year 2009-2010. She estimated the difference in the budget totals to be \$1,294.00 from fiscal year 2008-2009. She stated that although the difference seems small, contractual increases in the regular wage account is \$6,875.00. Taking these two figures into account it is an \$8,079.00 cut to the other accounts with the biggest cut made to the Seasonal Temporary wage account. She also reminded the Board that when they were considering opening the library on Saturdays, the Board of Alderman had promised to support the Library and fund the additional Saturday hours.

Mrs. Tsang detailed to the Board the funding needed to pay wages for Saturday hours. She stated that included in her wage budget projections was the expected increase in the minimum wage. She also stated that the library staff along with other members of the City's unions voted not to take the 2.5% contractual increase but that three staff members will move up a contractual step in their wages. She also stated that this cut leaves the library with no flexibility for coverage if a staff member is sick or injured. She stated that she is certain the only answer as it stands right now is to close the library on Saturdays in the summer if the funding is not provided by the City. She stated that the Kiwanis Club had funded their first year of summer Saturdays and she suggested possibly finding donors who are willing to help the library remain open. Mrs. Tsang recommended to the Board that the library close on Saturdays for July and August. The library is closed from the Saturday of the Oyster Festival through Labor Day by union contract. Traditionally, Saturday hours begin in mid June; funding is in place for the last two Saturdays in June.

Discussion ensued. Ms. Smith stated that she is not agreeable to closing the library on Saturdays due to public need especially for people who work during the week. She suggested working with less staff or cutting the hourly rate on the Seasonal Temp staff. Mrs. Tsang stated that the library is already short staffed and that some staff members have worked at the library for eighteen years and are now making only \$12.00 per hour. She will not ask a staff member to take a cut in pay. Mr. Willey suggested opening on Saturdays and closing on another day during the week. Mrs. Tsang stated that due to contractual restrictions that would not be possible. Discussion ensued on the possibility of using the funds from the Passport Office. Mrs. Tsang stated she hoped that the City would maintain their consideration to her and the Board that Passport funds would be used for library enhancements and programs and that it would not be used to supplement the City funds. Because of where the cuts were and were not made to the library budget, Mr. Willey stated that since the Board of Aldermen did not fund Saturday wages for the summer, the message seems clear to shut down on those Saturdays. Dr. diFate suggested that an effort can be made through the media to reach out to the public for donations from the public and that if the necessary funds are raised the library will remain open, and if the funds are not raised the library will close on Saturdays in the summer. Discussion ensued on possibly taking this funding from the Book and Postage account but Mrs. Tsang assured the Board that these funds are needed for what they are funded for. Mrs. Tsang stated again that she doesn't agree with funding staff wages from charities or from other accounts and that the City should support Saturday funding. Discussion ensued. Mr. Vita stated that the Board cutting the Seasonal Temp account did not give consideration to what impact it would affect remaining open on Saturdays. He stated that Saturdays is an essential need for the community. Mrs. Tinti stated that at the hearing she attended with Mrs. Tsang, the Board of Aldermen offered no indication of their intention to cut Seasonal Temp wages which left no opportunity for Mrs. Tsang to state that the library would have to close on Saturdays. Mrs. Tinti stated she feels strongly that the library should close but that a compromise needed to be reached. Discussion ensued. Ms. D'Anna reiterated her feelings that the funding for wages should not come from the Passport Funds.

Dr. diFate motioned to close the library on July 25th and August 8th, 2009. Ms. D'Anna seconded. The motion carried. Ms. Smith opposed. Mrs. Tinti asked that if funds should come from an outside source the vote be amended that the library will then be open on the days the Board approved to close. Ms. diFate stated that a second motion can be made. Discussion ensued. Mrs. Wanosky made a motion that if funds should be obtained from an outside source that the library Board has the option to overturn the approval of the closing of the library on July 25th & August 8th. Dr. diFate seconded the motion. The motion carried. Dr. diFate, Mrs. Tinti and Mrs. Wanosky volunteered to be on the committee to raise funds. Dr. diFate stated that she will draft a letter to non-profit organizations. Mrs. Tinti offered to assist her. Mrs. Tsang requested to know for the benefit of the staff and scheduling by June 30th if the library would be closed the approved Saturdays.

Old Business: There was no old business.

New Business: There was no new business

Ms. D'Anna moved to adjourn the meeting at 9:40 p.m. Mrs. Tinti seconded the motion. The motion was unanimously approved.

Respectfully submitted,

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