

**MILFORD PUBLIC LIBRARY  
BOARD OF DIRECTORS REGULAR MEETING  
MINUTES OF JUNE 4, 2008  
(draft)**

President, Mr. Peter Vita called the regular meeting of the Board of Directors of the Milford Public Library to order at 7:35 PM on June 4, 2008.

**PRESENT**

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

**EXCUSED**

Ms. Smith  
Mrs. Wanosky, Vice President  
Mr. Barnett

**ABSENT**

Ms. Manning, Aldermanic Liaison

**Public Presentation:** There was no Public Presentation.

**Disposition of minutes:** Mr. Vita requested a motion to accept the minutes of the April 2, 2008 meeting. Ms. D'Anna motioned to accept the minutes. Mrs. Creedon seconded the motion. The motion carried.

**Secretary's Report:** None.

**Treasurer's Report:** Ms. D'Anna read the account transfers. From Operational Expenses \$1,333.00 was transferred from Computer Software Maintenance, \$200.00 from Cooperative Membership, \$254.00 from Film and Photography and \$1,600.00 from Office Equipment Upkeep. Of these funds \$1,157.00 was transferred into Book Supplies, \$2,180.00 into Office Supplies and \$50.00 into the Mileage account. From Capital Outlays, of \$1,000.00 that was transferred from Computer Other account and \$571.00 from the Microfilm account, \$1,271.00 was transferred into the Books account and \$300.00 into DVD's.

**President's report:** Although there was not a Renovations Committee meeting in June, Mr. Vita updated the Board on the renovation project with information he had available. Mr. Vita asked Mrs. Tsang if there had been any leaking in the library. Mrs. Tsang stated that there have been no additional leaks in the library. Mr. Sly Moura, Superintendant of Building Maintenance turned off the units during any periods of rain. Mrs. Tsang hasn't heard anything additional on the resolution of it. Mr. Vita stated that he will call Mr. Ray Oliver, Architect and Mr. Moura for an update. Mrs. Tsang stated that the students of Platt Technical High School completed and installed the Periodical Racks. She is very pleased with them and is planning to affix a plaque on the racks commending the students. The projection equipment installation is complete. Mr. Vita stated that he attended an Oyster Festival committee meeting and noted that the Health Department will be holding training seminars on food handling safety at the library. Discussion ensued on any unfinished Renovations items. Mr. Vita stated he will get together with Mrs. Tsang in the near future to try to resolve the issues.

**Librarian's Report:** Mrs. Tsang described to the Board members the current circulation statistics which have increased. Mrs. Tsang gave all Board members a copy of the received the 2008/2009 budget approval. Mrs. Tsang stated that she was pleased with the Budget and was grateful that there were no further cuts. Mr. Willey stated that long term the budget will continue to be a challenge because of the portion of the budget that goes to fund the Board of Education. Mrs. Tsang gave an update on some of the programs that the Friends of the Library will be funding and also grants that were obtained by Mrs. Nancy Abbey, the Assistant Library Director and Mrs. Suzanne Harrison Thomas, the Children's Librarian.

Mrs. Tsang began to discuss the revised policy that she had submitted to the City Attorney, Ms. Marilyn Lipton. Ms. Lipton's revisions were included in the copy submitted to the Board. Discussion ensued on topics such as use of the phone by patrons, unattended bags, summer hours and other items. Ms. D'Anna stated to Mrs. Tsang that her husband was using the library during the previous week. He asked Ms. D'Anna to advise Mrs. Tsang that the noise level in the library made it difficult to study. Mrs. Tsang will advise the staff. She also suggested that if he has that problem again to ask for her or to advise the Reference Department.

Mrs. Tsang asked Mr. Vita about the staff parking for the Oyster Festival. She reminded the Board of the problems that she herself and staff members experienced last year with the volunteers who policed the parking lot. Discussion ensued on whether closing early would be an option although the staff members would have to take personal time to accommodate the early closing. Mr. Vita and Mrs. Tsang both decided to work on the issue together. Mrs. Tsang needs to know as soon as possible if there will be an early closing for the library and she wants to know that the staff will have their parking and the assurance that the two handicap parking spots will be available. Dr. diFate made a motion to adopt the policy as revised. Ms. D'Anna noted a few grammatical errors. Mrs. Tsang will correct them. Mrs. Tinti seconded the motion. The motion carried.

Mrs. Tsang stated that she is currently beginning to work on the Annual Report. She asked the Board members if they would like her to schedule another speaker and attendee's from other libraries at the October meeting. The Board members agreed to have another speaker. Mrs. Tinti asked Mrs. Tsang to describe some of her goals for the Annual Report. Mrs. Tsang stated her wish to continue outreach to the community. A representative from ICONN is coming to the library to talk to her and a few staff members. Mrs. Tsang is hoping to invite PTA councils to come to the library to teach them about the benefits of using ICONN. Mrs. Tsang asked for input from any Board members who wished to share ideas on goals for the Annual Report.

Mrs. Tsang asked the Board if they wished to forego the July meeting. It was the consensus of the members present that a July meeting was unnecessary. There will be no July meeting or August meeting in 2008. Mrs. Creedon motioned to cancel the July 2008 meeting. Ms. D'Anna seconded the motion. The motion carried. Mrs. Tsang also asked if any Board members would like to have another Board and Staff breakfast with the staff members. The Board members will try to coordinate their schedules to attend. A Friday morning may work for some members so the breakfast is tentatively scheduled for August 22, 2008. She will email the Board members with a definitive date. Mrs. Tinti agreed to assist Mrs. Tsang with the breakfast.

**New Business:** There was no new business.

**Old Business:** Mrs. Librandi asked Mrs. Tsang if the library has fire drills. Mrs. Tsang stated that she will check with the Fire Department to schedule one.

Mrs. Creedon moved to adjourn the meeting at 8:30 p.m. Mrs. Tinti seconded the motion. The motion was unanimously approved.

Respectfully submitted,

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