

**MILFORD PUBLIC LIBRARY
BOARD OF DIRECTORS REGULAR MEETING
MINUTES OF JUNE 6, 2007**

President, Mr. Peter Vita called the regular meeting of the Board of Directors of the Milford Public Library to order at 7:37 PM on June 6, 2007.

PRESENT

Mr. Vita, President
Mrs. Wanosky, Vice President
Mrs. Creedon, Secretary
Ms. D'Anna, Treasurer
Mr. Vitali
Mr. Arnold
Mrs. Librandi
Mr. Barnett
Mrs. Joan Politi, Alderman
Mr. Martin Hardiman, Alderman
Mrs. Tsang

EXCUSED

Ms. diFate

ABSENT

For the **Public Presentation**, Mrs. Tsang introduced Mrs. Helen Pariza who is the newly elected President of the Friends of the Library. At the meeting of the election of officers, Mrs. Pariza stated that approximately forty to fifty people attended the meeting. She also invited the Board members to the meeting of the Executive Officers on June 20th, 2007 at 7 p.m. She stated that she will have more information for the Board after the June 20th meeting. Mrs. Tsang wanted to add that there will be another fund raiser at Barnes and Noble Thanksgiving weekend which is scheduled for the 23rd through the 25th of November. Mrs. Tsang described how the program works. A voucher is needed to make a purchase at Barnes and Noble which will go to the Friends of the Library. A portion of the purchases made with the vouchers will go to the Library through the Friends in the form of a gift card. The gift card can be used to purchase DVD's, Music CD's and Children's board books. The vouchers will be available at the Library or through the Friends of the Library website.

Mr. Vita requested a motion to accept the minutes of the May 2, 2007 meeting. Mrs. Creedon made a motion to accept the minutes. Mrs. Wanosky seconded the motion. The motion carried.

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

For the **Treasurer's Report**, Mrs. D'Anna read the account transfers for the month of May. From the Cooperative Membership and the Office Equipment Upkeep accounts, \$500.00 each was transferred out and put into the Office Supply account for a total \$1000.00. There was also a transfer from the Training account to the Travel Conference account for \$50.00.

In the **President's Report**, Mr. Vita updated the Board on the renovations project. Mr. Ray Oliver, the Architect for the project, advised the Renovations Committee that the items on the punch list are mostly complete. There are still leaking issues with the windows but these issues are being diligently addressed. The only unfinished item is the exterior sign. Mr. Vita has been in touch with Mr. Bruce Kolwicz, Director of Public Works and he was advised that the masonry work for the sign should begin very shortly. Mr. Vita asked for an update on the Passport office. This clerk distributed to the Board a report on the current financial status and stated that the Passport office is running smoothly and has done very well financially in only three months time. Mr. Vita and the Board were very impressed with the results thus far. Discussion ensued and ideas were offered to Mrs. Tsang on ways to let the public know that there is a Passport office at the library. Mrs. Tsang stated that she hoped she wasn't offending anyone on the Board by stating that to her the Passport office is a secondary source to help supplement the library and other issues such as the new computer system and more advertising for the Friends of the Library are primary to her. She also stated that she felt it might be a burden on the staff for vacation coverage but as Mr. Vitali noted that additional staff had been hired specifically for the Passport office. Mr. Vitali asked for the figures for the Passport office to date. Mr. Vita read the financial statement which reflected that from the \$15,000.00 loan borrowed by the library from the City to begin the Passport office only \$6,700.00 was still outstanding. Mr. Vita again stated that financially it is doing well and he stated that he has received positive feedback from the public.

Mr. Vita continued to discuss an ongoing issue about the lack of parking available in the library lot. Most of the Board members who attended tonight's meeting had difficulty finding a parking space. Discussion ensued about parking issues and what options are available for improvement. Mr. Vita stated that Mr. Vetro from the Renovations Committee will get in touch with the City's Traffic Department to have signage restored on three parking spaces that were originally used for library staff parking.

For **Librarian's Report**, Mrs. Tsang stated that the Woodmont Borough Library lease has been drafted. The Board decided to continue to hold their May meetings at the library in Woodmont. Mrs. Tsang will advise Ms. Ellen Aftamonow of their decision. Mrs. Tsang continued to state that the summer hours have been established. The City Attorney, Ms. Marilyn Lipton advised Mrs. Tsang that the Union has asked for a permanent established written policy on Saturday hours. A motion was made by Mr. Vitali to discuss the permanent policy issue before a vote would be taken. Mr. Arnold seconded the motion. Discussion ensued. Mrs. Librandi made a motion to accept a permanent established policy for Saturday summer hours with the following conditions; the Library will be opened on Saturdays on the eight of the nine Saturdays between the third Saturday in June to the Saturday before the Oyster Festival and then closed Saturdays from the Oyster Festival until the Saturday after Labor Day; the library would also be closed the Saturday of July 4th week. Mr. Vitali seconded the motion. The motion carried.

Mrs. Tsang reminded the Board that due to the Fourth of July holiday, there will be no July meeting and traditionally there is no August meeting. Mrs. Tsang stated that she has asked Ms. Christine Bradley to speak to the Board at the October meeting about library trends. With Board permission, she would like to invite Board members from Case Library in Orange and possibly Stratford Library Association. Mrs. Tsang stated that she would like to make a tradition of the Library Board and staff breakfast that was held last summer at the library. She would also like to include the newly elected officers of the Friends of the Milford Library. All Board members agreed. The date of August 23, 2007 was scheduled for the Library Board, Friends officers and staff breakfast.

There was no **Old Business**.

Under **New Business**, Mrs. Tsang wanted to note that she invited Mr. Donald F. deGraffenried, the Program Director from the Beth-el Shelter to the library to speak with the staff. There is interaction with the shelter's residents and the library staff so his insights were helpful. She also stated that some of the staff members have been or will be going over to the shelter for a tour. Mrs. Tsang also wanted to ask the opinion of the Board on having certain programs. One of the ideas suggested to the Board was a program teaching the game of Black Jack. She stated that the programs on authors have not had a great turnout and she would like to try something new and different. Mrs. Librandi made suggestions to Mrs. Tsang for book ideas to target the baby boomer generation. Mr. Barnett wanted to commend two of the library staff members From Local 3322, Council 4, AFL-CIO who attended and donated to the Milford Land Trust and he felt it was a nice gesture on their part.

The Board members congratulated Mr. Ray Vitali on his recent retirement and wished him well. Mr. Hardiman reminded everyone present that the Irish festival is scheduled for September 15th, 2007 at the Pavilion behind the library. There will be satellite parking and transportation available as no parking will be allowed in the Library parking lot.

Mrs. Wanosky moved to adjourn the meeting at 8:35 p.m. Mr. Barnett seconded the motion. The motion was unanimously approved.

Respectfully submitted,

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