

**MILFORD PUBLIC LIBRARY
BOARD OF DIRECTORS
REGULAR MEETING
JUNE 6, 2012
(draft)**

Board President, Mr. Peter Vita called the regular meeting of the Board of Directors of the Milford Public Library to order at 7:58 pm on June 6, 2012.

PRESENT

Mr. Vita, President
Mrs. Wanosky, Vice President
Ms. D'Anna, Treasurer
Mr. McGovern
Dr. diFate
Mrs. Oliver
Ms. Paula Smith, Aldermanic
Liaison
Mr. Frank Smith, Aldermanic Liaison
Mrs. Tsang, Library Director

EXCUSED

Mrs. Creedon, Secretary
Mr. Barnett
Mrs. Gaynor

ABSENT

Public Presentation: There was no Public Presentation.

Disposition of minutes: Mrs. Wanosky moved to approve the minutes of the Board meeting of May 2nd, 2012 as amended reflecting that she seconded the approval of the motion on e-Books and summer Saturdays. Dr. diFate seconded the motion. The motion carried.

Secretary's Report: There was no Secretary's report.

Treasurer's Report: Ms. D'Anna read the transfers. In the General Fund \$5,000.00 from Regular Wages and \$450.00 from Professional Fees totaling \$5,450.00 was transferred into the Seasonal Temp Account. \$299.00 was transferred from Computer Software Maintenance, \$300.00 from Postage, \$3,850.00 from Information Services and \$190.00 from Membership of which \$299.00 went to Magazine Index Database, \$1,190.00 into Book Supply, \$2,900.00 into Office Supply and \$250.00 into Office Equipment Upkeep.

President's Report: For the President's Report Mr. Vita stated that he had nothing to report. He did state that Mrs. Tsang had requested to have another surveillance camera installed in the lobby of the library. Mrs. Tsang stated that she is currently researching the option of purchasing the camera with any remaining renovations funds. Mrs. Tsang stated she advised Mayor Blake and Mr. Bruce Kolwicz that there was another leak in the roof and that she hopes that when the city approves buildings for roof replacement through Capital Expenditures that the library will be included as one of the buildings.

Librarian's Report: Mrs. Tsang stated that the resolution to establish a special revenue fund from the collection of library fines, fees and discards was passed by the Board of Aldermen. Currently, she believes the account total to be approximately \$1,000.00. She stated that this fund operates the same as the Passport Funds needing Board approval for expenditures. Mrs. Tsang stated that two accounts need to be established with Board approval at this time, in order to get e-Books purchased to meet the deadline requested by Mayor Blake of July 1st, 2012. Discussion ensued on what can be included under the line item title and how to proceed. Both Mrs. Wanosky and Mrs. Oliver asked that the account title for the purchase of Electronic Media be broad enough to provide flexibility for purchasing of electronic items. **Mrs. Wanosky made a motion to approve the set up of the accounts for expenditures from the Fine Accounts. One account would be named Seasonal Temporary and one will be named Electronic media. Dr. diFate seconded. The motion carried.** Mrs. Tsang stated that the order for e-Books has already been placed and offered a list of titles to the Board members for their review. Mrs. Tsang asked the Board to approve an increase in some of the library fine costs and printing fees. Discussion ensued. Mrs. Tsang asked that the printing fees be kept as low as possible for the economic benefit of the library patrons who use the printers. Mrs. Wanosky asked for a break even amount on printing which Mrs. Tsang stated would be hard to obtain. Mrs. Oliver agreed with Mrs. Tsang and stated that if it becomes necessary, the fees can be increased again at a later date. Mrs. Oliver asked Mrs. Tsang to try to determine what the cost is to the library for offering printing to the public.

Mr. McGovern answered the question by stating that the industry standard is between \$.25-\$.27 cents per copy. Mr. McGovern also supported Mrs. Tsang on keeping with a modest increase because of the economic need of patrons who are using the printing service. Mrs. Tsang stated that she cannot charge more for color than for black and white. Mr. McGovern stated that black and white is reasonably inexpensive which will help to offset the cost of offering color copying. **Dr. diFate motioned to recommend increases for overdue fines for Children's books and CD's excluding DVD's to \$.05 per day, to \$.15 for Adult books and CD's excluding DVD's and an increase in printing fees to \$.20 per page. Mrs. Wanosky seconded. The motion carried.**

Mrs. Tsang stated that the regular budget had been finalized but she has not received a printed copy yet. Mrs. Tsang stated that the Passport office will remain open regular hours during the summer except the Saturday's that the library is closed. Mrs. Tsang stated that the library will be closed on June 30th and that United Illuminating will be upgrading the power source into the library on that day. Mr. Sly Moura of Building Maintenance will shut down the power the morning of June 30th and it will be off for approximately five to seven hours. Mrs. Oliver asked that the power outage be noted on the website to inform the public. Mrs. Tsang learned that the public will have access to the library website in spite of the power outage. Mrs. Tsang asked the Board to approve the closure of the library on July 3rd at 5:00 pm for the July 4th holiday. **Mrs. Wanosky motioned to close the library on July 3rd, 2012 at 5:00 p.m. Dr. DiFate seconded the motion. The motion carried.**

Mrs. Tsang asked the Board to approve Passport Funding for the purchase of additional chairs for the program room and the replacement of the Parent Shelf Rack in the Children's Department. The cost is approximately \$1,400.00. Two children cut their hands on another rack that is in the Children's Department, so she feels it is necessary to replace that one as well. The approximate cost of the rack is \$1,000.00. Mrs. Tsang would also like to purchase thirty additional chairs for the Program Room at a cost of \$113.00 each. The Friends funded half of the original purchase of the Program Room chairs and the Passport Funds funded the other half. Mrs. Tsang stated that there is currently \$25,513.00 in the Passport Unallocated Contingency Account. Discussion ensued. **Mrs. Wanosky made a motion to approve \$5,790.00 for the purchase of two racks for the Children's Department and the purchase of thirty chairs for the Program Room. Dr. diFate seconded the motion. Dr. diFate asked Mrs. Tsang if the additional chairs would stay within the City's fire code. Mrs. Tsang stated yes. The motion carried.**

Mrs. Tsang stated that the Friends annual meeting was well received. She very much enjoyed the author Ms. Nina Sankovitch and believes the program attendees enjoyed the program as well. Ms. Smith asked Mrs. Tsang what Sankovitch's thoughts were about the program. Mrs. Tsang stated that she received a lovely card from her which stated that it was one of the best programs she has held especially with the involvement of the attendees. Mrs. Tsang wanted to commend again Mr. David Kaplan on the professional video he produced for the library. Mrs. Tsang showed the video to Mayor Blake. The Friends sent gift cards to both Mr. Kaplan and Ms. Paula Lin who did the voiceover on the video.

Old Business: Mrs. Tsang reminded the Board members that the July meeting is scheduled for July 11th due to the holiday on the 4th of July. Mr. McGovern asked Mrs. Tsang how the IPAD acquisition will be handled. Mrs. Tsang stated that the IPAD will be used in house only. Patrons can use it for training on it but it won't be circulated. She stated that the Kindles have been loaned out. Mrs. Wanosky asked that if someone purchased a title and put it on the Kindle would it still remain. Mr. McGovern stated that it would not because once the person logs off the title would be lost. Mrs. Oliver stated that some of the e-Books she has purchased she lent to friends while others cannot be lent out. Mrs. Tsang stated that she has received a generous check from the Lion's Club for the purchase of large print books. She said she will take some of the money to buy e-books because of the ability to make them large font.

New Business: There was no new business.

Mrs. Wanosky moved to adjourn the meeting at 8:52 p.m. Dr. diFate seconded the motion. The motion carried.

Respectfully submitted,

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