

**MILFORD PUBLIC LIBRARY  
BOARD OF DIRECTORS  
REGULAR MEETING  
SEPTEMBER 4, 2013**

Board President, Mr. Peter Vita called the regular meeting of the Board of Directors of the Milford Public Library to order at 7:38 pm on September 4, 2013.

**PRESENT**

Mr. Vita, President  
Mrs. Creedon, Secretary  
Ms. D'Anna, Treasurer  
Dr. diFate  
Mr. Barnett  
Mrs. Gaynor  
Mrs. Oliver  
Ms. Paula Smith, Aldermanic Liaison  
Mr. Frank Smith, Aldermanic Liaison  
Mrs. Tsang

**EXCUSED**

Mrs. Wanosky, Vice President  
Mrs. Zabinsky

**ABSENT**

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

**Disposition of minutes:** Mrs. Creedon moved to approve the minutes from the Library Board meeting of June 5, 2013. Mrs. Oliver seconded the motion. The motion carried.

**Secretary's Report:** Mrs. Creedon read a thank you note from Mrs. Tsang to Board members and Aldermen thanking them for the retirement celebration and gift of a bowl given in her honor at June's Board meeting. In her card, Mrs. Tsang stated that it was the best Board meeting ever! She also offered best wishes for a wonderful working relationship with the next director and she knows they will work together to make the library the best it can be.

**Treasurer's Report:** Ms. D'Anna read the transfers.

**Mayor's Transfers**

\*Fund 10      \*Educational Software (\$175), CD's Educational (\$100), Computer Other \$150), Microfilm (\$232) into Books (\$657)  
                  \*Seasonal Temporary into Professional Fees (\$310).  
                  \*Information Services (\$130), Mileage (\$200) into Travel & Conference (\$330).  
                  \*Mileage (\$150), Cooperative Membership (\$50), Information Services (\$130) into Travel & Conference (\$330).  
                  \*Information Services into Book Supply (\$650)

\*Passport Accounts    \*Unallocated Contingency into the Bookcase Account (\$665).

**Mrs. Oliver motioned to approve the Financial Report. Mrs. Creedon seconded. The motion carried.**

**President's Report:** Mr. Vita stated that he had nothing new to report except for a Renovations update. Mrs. Tsang arranged for two new camera's to be installed in the library. One of the cameras faces the lobby and the other is in the closed stack area of the library and that there will soon be strip lighting installed in the Program Room.

**Librarian's Report:** Mrs. Tsang reviewed the Annual Report that was emailed to the Board. Mrs. Tsang thanked the staff for their hard work during the summer, especially during Summer Reading. She then reviewed the summer statistics. Mrs. Tsang stated that Mr. Fred Danowski, the Library's Automation Librarian, has been asked to join the City's committee for upgrading Virtual Town Hall. Mrs. Tsang stated that she knows that moving forward; one of the desires of the Board is to modernize the web pages. She suggested that upon negotiation of a new Sirsi Dynix contract it might be beneficial to include upgrades such as a calendar on the library website and eliminating third party searches for downloadable's. She stated that Jean Lasczak, Director of MIS, should be asked to sit in on demos and help with contract issues. Mrs. Tsang stated that the Sirsi Dynix contract expires in 2014. Added prices are negotiable and may be part of the renewed contract. She also stated that this is not a budgeted item because these are additions to the existing services the library currently has. Discussion ensued on ways to cut costs in the future and possibly having the cost incorporated into the regular budget. Mrs. Tsang stated that she will leave this to the Board and new Director but that the contract must be approved by Mayor Blake and the Board of Aldermen. Mrs. Tsang stated that she has put together a notebook for the new director with contact names and other useful items.

Mrs. Tsang asked for the Board to approve the expenditure of Passport Funds for two book carts for the library. She stated that one is for the Children's Department and the other for the Circulation Department. **Dr. diFate motioned to approve the expenditure of \$767.53 from the Passport Funds for the purchase of two book carts. Mrs. Gaynor seconded the motion. The motion carried.**

Mrs. Tsang asked the Board to approve a transfer in the Fines & Fees account. She asked for a transfer of \$10,000.00 from the Project Fund to the Electronic Media account for the purchase of downloadable audio and e-Books. Discussion ensued. **Dr. DiFate motioned to approve the transfer of \$10,000.00 for the purchase of downloadable audio and e-Books. Ms. D'Anna seconded the motion. The motion carried.**

Mrs. Tsang stated that she sent the Board members a link to the website for ACLB regarding their upcoming conference on "Exploring the role of Technology". She recommended that the Board members attend if they can because it is a great source of networking and an opportunity to interact with others. Dr. diFate recommended the program as she attended with Mrs. Tsang in the past. The Board members requested that Mrs. Tsang re-send the link to them.

**Old Business:** There was no Old Business.

**New Business:** Mrs. Creedon stated that Mr. Christopher Lindquist has taken another position and will not be the new Director at the Milford Public Library. He has taken a position in Massachusetts at a much larger library that had 65 staff members and two branch libraries. Mrs. Creedon added that he did not contact either herself or Mrs. Gaynor before 4:00 pm on August 30<sup>th</sup>, which was the Friday before Labor Day. Mrs. Creedon stated that she and Mrs. Gaynor tried extensively to contact Mayor Blake, Mrs. Tsang and Ms. Deb Kelly and was unable to contact anyone until work commenced on Tuesday the September 3<sup>rd</sup>, 2013. Ms. Deb Kelly from Personnel has reached out to candidate #2. Mrs. Creedon stated that at this time there is no answer on the offer. Dr. diFate asked for better e-mail communication on what is taking place because she was unaware that this had happened and would have liked to have known. Mrs. Tsang asked how they would like to inform the staff because she was asked by the Committee not to reveal what was taking place. Mrs. Creedon stated that the committee was waiting until they had more information. Dr. diFate asked how the staff would be informed. Mrs. Gaynor stated that the committee would like to wait until they have an answer on the offer made. Discussion ensued. It was decided that Mrs. Tsang would let the staff know about Mr. Lindquist because it is already common knowledge outside of the library. Discussion ensued. Mrs. Gaynor will let Mrs. Tsang know as soon as she has an answer.

**Dr diFate moved to adjourn the meeting at 8:10 p.m. Mrs. Oliver seconded the motion. The motion carried.**

Respectfully submitted,

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