

**MILFORD PUBLIC LIBRARY
BOARD OF DIRECTORS REGULAR MEETING
MINUTES OF SEPT 5, 2007
(draft)**

President, Mr. Peter Vita called the regular meeting of the Board of Directors of the Milford Public Library to order at 7:40 PM on September 5, 2007.

PRESENT

Mr. Vita, President
Mrs. Creedon, Secretary
Mr. Vitali
Mr. Arnold
Mrs. Librandi
Mrs. Joan Politi, Alderman
Mrs. Tsang

EXCUSED

Mrs. Wanosky, Vice President
Ms. D'Anna, Treasurer
Ms. diFate

ABSENT

Mr. Barnett
Mr. Hardiman, Alderman

Public Presentation: Mrs. Helen Pariza could not be present for the Public Presentation.

Disposition of minutes: Mr. Vitali noted a spelling error. Mr. Vitali made a motion to accept the minutes. Mr. Arnold seconded the motion. Motion carried.

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

Treasurer's Report: The transfers were read by Mrs. Tsang. In May 2007, \$4391.00 from Passport Regular Wages in which \$3891.00 was transferred into Passport Seasonal Temp and \$500.00 into Passport Overtime. June 2007, \$1000.00 from CD's Educational in which \$500.00 was transferred into the DVD account and \$500.00 into the CD account. \$1000.00 was transferred from Office Equipment Upkeep into Office Supplies account.

President's Report: Mr. Vita and the Board members present commented on the state of the Passport Office noting how well it has done in a short period of time, commending the staff involved. Discussion ensued on how the Passport funds will be obtained and used for the Library. This clerk advised the Board that she, Mrs. Tsang and Mrs. Nancy Abbey will visit the Finance Department to obtain a better understanding of the workings of the Passport funds. Mrs. Creedon requested that discussion take place at the next meeting regarding Passport funds and how we should proceed in the future with the revenues. Mrs. Tsang stated she will contact the Finance Department. Mr. Vita brought up the subject of fines and fees collected by the library that are deposited into the General Fund. Discussion ensued. It was determined that this is an area where a better explanation is needed. Mr. Vita stated that it will be addressed.

Mr. Vita updated the Board on the Renovations project. Mr. Vita stated that no major work is left undone. Olympus Construction will be finishing the minor items needing completion as soon as possible. The masonry construction of the exterior sign has begun by Public Works and the sign is in the process of being fabricated by Mr. Sign. The new interior signs were installed and the additional staff parking spaces that were lost during the renovation have been restored. Although they were painted two years ago, the walls in the Program Room are in ill repair. It was decided at the Renovations meeting to research a better option in wall covering for the Program Room including a chair rail. The Children's Program room will be repainted as well. Mr. Arnold asked about the new security cameras and the door counters. Mrs. Tsang stated that the cameras are currently being installed and the patron counters are installed and operating. Discussion ensued by the Board for next years Oyster Festival. It was decided that discussion is needed by the proper parties on possibly closing the library early or completely on the Friday before the festival because of increased traffic from vendors and lack of parking for patrons and staff including the handicapped. The Mayor and the Oyster Festival Committee both need to be contacted.

Librarian's Report: Mrs. Tsang recapped on what she stated was a great year for the library with the addition of wireless internet, the Passport Office and the ongoing Renovation project and also what the Friends have contributed to the library during this time.

She stated that the basic goals were met and she commended the staff for their hard work. Mrs. Tsang emailed to all Board members a part of the Library Policy Manual which she had hoped to address at this meeting. Some of the Board members were unable to download the document. Copies were distributed to the members present. Copies will also be mailed to all Board members not present. Discussion ensued and it was decided that beginning with November's meeting, a portion of each Board meeting will be devoted to updating the Policy Manual. Mrs. Tsang reminded the Board that she invited Mrs. Christine Bradley from the Connecticut Library Consortium to speak at the October meeting. Mrs. Bradley will discuss library trends.

Mrs. Tsang asked for approval from the Board to transfer funds from three passbook bank accounts of funds that were bequeathed to the library from individual's estates. Mrs. Tsang described the nature of the accounts. The funds are classified as the Hull Allen Fund, the George M. Gunn fund and the Brandin fund. Discussion ensued. The purchases made with these funds will be according to the requests made by each estate. Mrs. Creedon made a motion to approve the transfer of \$3187.27 from the estate passbook bank accounts into the Fund 76 Gift Account. Mr. Vitali seconded the motion. The motion carried.

Mrs. Tsang stated how grateful she was to The Lion's Club for a donation made through the Friends of the Library. The Lion's Club donated a magnifying machine for the sight impaired. Our Friends volunteer, Mr. Tom Harkness was featured in an article in the Connecticut Post which featured him using the machine to read the newspapers. The Lion's Club also donated a chair and a three year warranty on the machine. Mrs. Tsang gratefully acknowledged a donation by The Indian River Grange for \$1000.00 which was used to purchase a glass enclosed bulletin board for the lower lobby. Mrs. Tsang and Board member Ms. Telka diFate will be attending a leadership conference given by the Association of Connecticut Library Boards on October 12th, 2007.

Mrs. Librandi had a question about the ease with which the public could obtain a Library Board meeting agenda. Mrs. Tsang advised her that they can be obtained by accessing the City's website and it is also included in the library's monthly calendar. The agenda is posted outside of the City Clerk's office at the Parsons building and is listed in the newspaper.

Old Business: There was no Old Business.

Mrs. Librandi moved to adjourn the meeting at 8:50 p.m. Mr. Vitali seconded the motion. The motion was unanimously approved.

Respectfully submitted,

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