

**MILFORD PUBLIC LIBRARY
BOARD OF DIRECTORS REGULAR MEETING
MINUTES OF OCTOBER 4, 2006
(Draft)**

President, Telka diFate called the regular meeting of the Board of Directors of the Milford Public Library to order at 7:40 PM on October 4, 2006.

PRESENT

Ms. diFate, President
Mrs. Creedon, Secretary
Ms. Sundell
Ms. D'Anna
Mr. Vitali
Mrs. Politi
Mrs. Tsang

EXCUSED

Mrs. Wanosky, Vice President
Mr. Hardiman, Alderman

ABSENT

Mr. Willis
Mr. Arnold

Ms. diFate called the meeting to order at 7:40 p.m.

For the **Public Presentation**, Ms. diFate introduced Mr. Fred Danowski, the Milford Public Library's Automation librarian. Mr. Danowski provided the Board with a Web presentation featuring the new catalogue, databases and the 24 hour virtual reference site that is now available on the website. He proceeded to demonstrate the new features and how to access them. Discussion ensued. Some of the issues discussed related to linking the library website to the schools in Milford and wireless accessibility in the Library. Mr. Danowski stated the new system has some minor issues that are currently being worked out with Dynix but overall it is operating quite well. The Board thanked Mr. Danowski for his time. Mrs. Madeline Salustri of the Friends of the Library was introduced by Ms. diFate. Mrs. Salustri updated the Board on the status of the Friends. She noted the success of the September meeting especially with the performance of Davina Porter. Mrs. Salustri noted that Ms. Porter was given an honorarium for her performance which she donated back to the Library. Mrs. Salustri asked for the support of the Board regarding the first annual Friends of the Library Banquet which will be held at Aldario's on Thursday, October 26, 2006. She provided details on the banquet and provided the Board members with forms to attend. She also noted that there will be a performance given by James Baird, a musician. Mrs. Salustri mentioned that their meeting which is scheduled for Wednesday, November 8, 2006 will include Richard Clark, an actor performing in a one man Shakespeare reading. Mrs. Salustri stated that a check for \$6000.00 was presented to Mrs. Tsang for the Library. Mrs. Tsang stated that the donation was used to buy two computers. One computer for word processing and one for database searching. Mrs. Salustri also noted that the children's programs, museum passes and library bags are funded by the Friends. She also wished to acknowledge three of the volunteers of the Friends. Mr. Tom Harkness, Mrs. Aida Lucke, and Ms. Kaye Cuprynski. These individuals devote at least a few days every week volunteering for the Friends.

Ms. diFate asked for a motion to accept the minutes of the September 6, 2006 meeting. Mrs. Creedon noted that one correction was needed. The minutes will be corrected as requested. Mr. Vitale made a motion to accept the minutes. Ms. D'Anna seconded the motion. The motion carried.

For the **Secretary's** report, Mrs. Creedon read a thank you note from Mrs. Phyllis Cullen. Mrs. Cullen recently retired from her position as the head of the Circulation Department. In the note she thanked the Board for the engraved Silver Bowl which she received upon retirement.

For the **Treasurer's** report, Ms. D'Anna read the account transfers to the Board. There was a transfer made from Regular Wages to the Seasonal Temporary account for \$3500.00. There was also a transfer made from Education Software to the Microfilm account for \$93.31.

For the **President's** report, Ms diFate updated the Board on the renovations. The renovations committee estimates completion of the project to be within one month. Ms. diFate stated a punch list will be created by the Architect, Mr. Ray Oliver.

The list will be presented to Olympus Construction for any unresolved issues. The last major change will be the installation of the front door which is Handicap Accessible and was funded through a grant. Mr. Moura of Public Works is obtaining a written estimate for updating the security system. The renovations committee discussed ground signage. Ms diFate showed the Board a diagram provided by Mr. Oliver. The sign will be set in brick base and will be illuminated at night. The staff room is mostly completed. A plaque will be given to the students at Platt Technical High School acknowledging their work in building the cabinets. The library renovations celebration is scheduled for Saturday November 18, 2006. Mrs. Tsang will be sending out invitations. Discussion ensued and suggestions were offered on sending invitations and types of activities.

For the **Librarian's** Report, Mrs. Tsang updated the Board on the new computer system. She commended Mr. Fred Danowski, Automation Librarian and Mrs. Nancy Abbey, Assistant Library Director and the staff for their hard work during the transition. Mrs. Abbey is currently working on bringing the Acquisitions module up. This will enable patrons to put books on hold that are on order but not physically present. Mrs. Tsang addressed the Board about amending the Internet Agreement Policy. The wireless service cannot be filtered. Mrs. Tsang wanted to shutdown the wireless service at 9 PM at night due to liability. The shutdown was the suggestion of the MIS Department. Ms. Sundell advised against shutting it down. Discussion ensued on whether changes were needed to the policy with the wireless service. Ms. Sundell suggested looking into this issue with an idea towards updating the current policy to include the word wireless where necessary. Ms. Sundell offered to research the issue. Mrs. Tsang stated that the library stayed within budget of the allocated computer project. A previous credit from Sirsi Dynix was used to purchase receipt printers for all for of the Circulation computers. Mrs. Tsang noted that the staff is still short one full time position. The testing for the applicants was on October 3, 2006. The names of the top three applicants will be submitted to Mrs. Tsang. She is hoping to have this person in position by mid-November. Mayor Richetelli has scheduled the budget meeting for Thursday, October 19, 2006. Mrs. Tsang invited all Board members to offer input on next year's budget. Mrs. Tsang asked the Board to approve the transfer of funds into the Finan Trust Fund for \$8500.00 to continue to add to the books on CD collection. Mr. Vitale had questions on spending options within this fund. Discussion ensued on spending restrictions for the Finan Trust and the Friends of the Library accounts. Mrs. Creedon made a motion to approve the transfer of \$8500.00 to the Finan Trust account. Ms. Sundell seconded the motion. The motion carried. Mrs. Tsang asked the Board to approve changes to hours for two holidays. Mr. Vitali made a motion to approve closing the library at 6 P.M. on Wednesday, November 23, 2006 and to close the library on Saturday December 23, 2006. Ms. Sundell seconded the motion. The motion carried. Mrs. Creedon asked to amend the vote for November 23, 2006 to close at 5 P.M. The amendment was accepted. The motion carried.

Under **Old business**, Mrs. Creedon is awaiting an appointment for a meeting with Mayor Richetelli in regard to the Passport office. Mrs. Politi suggested calling Elinor at the Mayor's office to be put on his calendar.

There was no **New business**.

Mr. Vitali moved to adjourn the meeting at 9:10. Ms. D'Anna seconded the motion. The motion was unanimously approved.

Respectfully submitted,

Joanne Beurer, Clerk to the Board

Mrs. Linda Creedon, Secretary