

**MILFORD PUBLIC LIBRARY  
BOARD OF DIRECTORS  
REGULAR MEETING  
NOVEMBER 6, 2013  
(draft)**

Board 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 November 6, 2013.

**PRESENT**

Mr. Vita, President  
Mrs. Wanosky, Vice President  
Mrs. Creedon, Secretary  
Ms. D'Anna, Treasurer  
Dr. diFate  
Mrs. Gaynor  
Ms. Angeli

**EXCUSED**

Mrs. Oliver  
Mrs. Zabinski  
Ms. Paula Smith, Aldermanic Liaison  
Mr. Frank Smith, Aldermanic Liaison

**ABSENT**

Mr. Barnett

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

**Disposition of minutes:** Mrs. Creedon motioned to approve the minutes of October 2nd, 2013. Ms. D'Anna seconded the motion. The motion carried.

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

**Treasurer's Report:** Ms. D'Anna read one transfer.

Mayor's Transfers

\*Passport Accounts      \*Unallocated Contingency (\$500.00) into the Passport Postage account.

**The Board approved the Financial Report.**

**President's Report:** Mr. Vita updated the Board on what he has learned pertaining to the installation of strip lighting in the Program Room. After discussion with Mr. Sly Moura, Superintendent of Building Maintenance, he learned that the installation was attempted by the city's electricians, when it was discovered that the ceiling tiles and associated metal structures were unable to support the installation which meant they were unable to proceed. He stated that they were unable to locate replacement ceiling tiles as well. At this time, alternative options are being considered along with proceeding with the installation of an additional light switch in the program room. Discussion ensued. Mr. Vita stated that Public Works is limited on personnel at this time, including having only two electricians on staff, so this issue cannot be considered a priority for them right now. Ms. Angeli stated that the electricians have been working on other issues in the building such as replacing ballasts and repairing the lobby area door counter. Mr. Vita also stated that the computer situation is unchanged from last month's reporting.

**Librarian's Report:** Ms. Angeli began her report by detailing the statistics to the Board. She stated that overall there was a 6% decrease in items circulated, but highlighted that there was a considerable increase in usage of downloadable content. Mrs. Angeli has been learning how the library orders, and looking at both the circulation and database usage statistics to better allocate the library's resources as we head into the budget season. Ms. Angeli stated that there was a 3% increase in library program attendance and that she is very impressed with both the adult and children's programming staff. Ms. Angeli wanted to update the Board on her first month as Director. She stated that it has been very busy and that within the first month she submitted the CT Public Library Survey and will be submitting the Library Budget on November 8th. She stated that while this has taken time away from public and staff activities, she took an in-depth look at the usage statistics and financial standing of the library. Ms. Angeli stated that so far she had met with Mayor Blake, Ms. Jean Lasczak, Director of MIS, Mr. Sly Moura, Mr. Peter Erodici, the Director of Finance, and will be meeting on Friday with the Board of Aldermen. She stated that the residents of Milford should be proud of the quality of library service provided within the financial constraints of the department and that she looks forward to building upon these services to ensure the library remains a vital presence to all residents. Ms. Angeli stated that she also had meetings with the Milford Chamber of Commerce, past Director Jean Tsang, Dawn La Valle, Director of the Division of Library Development for the State of Connecticut, the ILS representatives regarding new products, and attended the ACLB Conference with two trustees. Ms. Angeli advised the Board that she had been interviewed by the Milford Mirror. The interview is available online.

Ms. Angeli reviewed the state of the library technology report that she had prepared and included in their packets. She stated that overall there are nine adult (which includes two that are non-functioning) and three children's computers. She advised that small fixes can be done by the library's technology staff but anything larger has to go through the MIS Department. Discussion ensued. Ms. Angeli stated that she is looking at the line items. Mrs. Creedon asked Mrs. Angeli if she knows based on the population in Milford, how many computers the library should have for public use. Although not a statistic Ms. Angeli answered that according to her experience she would guess; twenty five. Mrs. Creedon noted how under served the library is with the number of computers the library currently has which is twelve with only ten functioning.

Ms. Angeli stated that she signed the library up with an organization called "Tech Soup" which is a company that facilitates corporate donations for software and hardware for educational institutions and libraries. She stated that the MIS Department needs to be notified before accepting donations. She continued on to discuss the website. Mrs. Angeli stated that the City uses Virtual Town Hall as its website platform and as a City department; we have a page on the site. Currently, access to page updates is limited to in-house; however the site should be migrating soon. The library is allowed to maintain a Facebook page, which needs approval from MIS and any blocks have to be removed by them as well. Lastly, Ms. Angeli stated that she attended the ACLB conference with two trustees; Mrs. Creedon and Mrs. Zabinsky. She wanted to comment on one called "The Edge Initiative". It is a national coalition of organizations that are looking to improve technology services in libraries. They have developed a series of questions and benchmark which libraries fill out and are used to lobby for better funding for their technology resources. She has signed the library up for this program which begins in January 2014.

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

**New Business:** Mrs. Creedon spoke about her experiences at the ACLB conference which she attended with Mrs. Zabinski and Ms. Angeli. Mrs. Creedon stated that the whole day was geared toward exploring technologies in libraries. Mrs. Creedon stated that the keynote speaker was Dr. Renee Hobbs, who is a professor and founding director, Harrington School of Communications and Media, at the University of Rhode Island. Mrs. Creedon learned that there are five components to expanding the concept of digital literacy; which needs to be integrated into the library. The five components are Accessibility, and then to Analyze, Create, Reflect and Act. She stated that a survey needs to be done to determine what the community wants and needs from the library. Mrs. Creedon offered to email a copy of her report from the conference to all Board members, which would provide a more in depth description of each component. She noted a YouTube video as an example, where a teacher discovered a video by a very young producer and movie director whom she contacted to ask if he would be willing to interact with her classroom of children. The children were able to ask questions of this young producer via Skype. Mrs. Creedon stated that she would like to see something similar set up at the library. Mrs. Creedon showed a video presentation of a library in Auburn, Maine, that has the first digital library media lab in New England. She described what strategies help public libraries advance digital literacy. Through grants and donations the Media Lab has made available to patron's; computers, microphones, keyboards, cameras, lights and software for music and movies. Patrons are able to create and edit photos and publish them to the web, as well as create music and movies with the ability to edit and post to sites such as YouTube. The strategies to help public libraries advance digital literacy are included in Mrs. Creedon's report. In conclusion, Mrs. Creedon stated that libraries need to be outward facing, community activists and passionate. Discussion ensued on the ideas presented, methods of fundraising and possible technological issues. Ms. Angeli has a link to the YouTube video Mrs. Creedon spoke of and will forward it to all Board members. Mrs. Creedon stated that Mrs. Zabinsky attended the session on New Board Member Orientation which is described in a handout in the Board packet. She stated that Mrs. Zabinsky offered to work on a New Board Member Packet which would be given to a new member upon appointment to the Board. Ms. Angeli stated that an invitation was extended by Ms. Dawn La Valle that if the Board would like Ms. Betsey McIlvane, President of the ACLB, to come and speak to the Board about roles, responsibilities, governance or any related topics, that she would be more than happy to do so. Mrs. Creedon stated that the last presenter at the conference was Mr. Bill Derry; who is the Assistant Director for Innovation and User Experience at the Westport Library. Mrs. Creedon stated the Mr. Derry summed up the conference by stating that libraries need to be reinvented and that they are "no longer about information but are now all about imagination". She wishes to use this as the Board's mantra going forward. Mrs. Creedon will send the Board members information on "**MakerSpace**" which is located at the Westport Library where people go to connect and build. She stated that the Westport Library has evolved into a community hub for many kinds of experiences and some time ago the concept of providing space for creation and production took hold which then evolved into "**MakerSpace**". Discussion ensued. Mrs. Creedon again suggested a survey to assess community needs. Mrs. Wanosky suggested assembling a subcommittee. Mrs. Creedon suggested addressing the creation of a subcommittee at a future meeting.

Ms. Angeli asked for approval from the Board on the upcoming holiday closing hours. **Mrs. Wanosky moved to approve the closing of the library according to past precedent at 5:00 p.m. on the night before Thanksgiving, on Christmas Eve at 1:00 p.m. and on New Year's Eve at 5:00 p.m. Dr. diFate seconded the motion. The motion carried.**

Ms. Angeli asked the Board to approve the Board meeting dates for 2014. **Dr. diFate motioned to approve the 2014 Board meeting dates which will be held on the first Wednesday of each month. At this time, the only change will be the January 1<sup>st</sup> meeting which will be held on January 2<sup>nd</sup>, 2014. Mrs. Gaynor seconded the motion. The motion carried.**

**Mrs. Wanosky motioned to adjourn the meeting at 8:45 p.m. Dr. diFate seconded the motion. The motion carried.**

Respectfully submitted,

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