

**MILFORD PUBLIC LIBRARY  
BOARD OF DIRECTORS  
REGULAR MEETING  
DECEMBER 1, 2010  
(draft)**

Board President, Mr. Peter Vita called the regular meeting of the Board of Directors of the Milford Public Library to order at 7:10 pm on December 1, 2010.

**PRESENT**

Mr. Vita, President  
Mrs. Wanosky, Vice President  
Mrs. Creedon, Secretary  
Dr. diFate  
Mr. Barnett  
Ms. Smith  
Mrs. Paula Smith, Aldermanic Liaison  
Mrs. Tsang

**EXCUSED**

Ms D'Anna, Treasurer  
Mrs. Tinti  
Mr. McGovern

**ABSENT**

Mr. Patterson, Aldermanic Liaison

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

**Disposition of minutes:** Mr. Barnett made a motion to accept the minutes of the November 03, 2010 meetings. Ms. Smith seconded the motion. The motion carried.

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

**Treasurer's Report:** There was no Treasurer's Report

**President's Report:** Due to today's storm, Mr. Vita spoke with Mr. Ray Oliver about the leaking reported to him by Mrs. Tsang. Mr. Oliver advised Mr. Vita that he had spoken with Mr. Dan Pino of Olympus Construction about the front portion of the building and stated that the re-pointing has been completed. Mrs. Tsang advised that the leaks are coming from the parking lot side of the building. Mrs. Tsang stated that Mr. Pino went up on the roof, took pictures and showed Mrs. Tsang a pool of water at the drain site. Mr. Oliver suggested to Mr. Vita that the drain needs to be checked for a cracked pipe. Mr. Vita stated that it may be a Building Maintenance issue. Mr. Vita stated that Mr. Oliver advised him that on a recent tour of the building he noticed a separation on some of the paneling on the main counter and advised Mrs. Tsang about it. Mr. Oliver assured Mr. Vita that Olympus will make the repair of the peeling paneling. Mr. Vita stated he will continue to work on the issue of the leaking roof.

**Librarian's Report:** Mrs. Tsang wished to commend and thank Ms. Amy Peck, a volunteer for the Friends of the Library who has done a great job reorganizing their book storage area. Mrs. Tsang stated that the Friends had a book sale during the library's recent Boomer Fair and earned \$75.00-\$80.00 in the sale. The Friends have approved funding for canvas gallery wrap pictures which will hang in the upper gallery area. The photography is the work of Mr. Paul Hromjak whose work was recently seen at Milford Bank. Mrs. Tsang asked a few Board members to go to the library website and attempt to download a book from the library's new downloadable book link. Mrs. Wanosky stated she had already done so and offered observations on her experience. Two things she noted are that there is no indication as to whether a book is from the Adult or Children's collection. She suggested inserting a visual indicator. Mrs. Wanosky stated that she wasn't sure how to download the book. Mrs. Tsang stated that you can obtain clear directions through the website **ICONN.org** or she invited all Board members who can to attend one of two classes that will be taught in December. Mrs. Tsang will provide the Board members with dates and times when available.

Mrs. Tsang stated that the budget hearing with Mayor Richetelli has been scheduled for tomorrow, Thursday, December 02, 2010 at 2:00 p.m. Mrs. Wanosky has volunteered to accompany her.

Mrs. Tsang stated that when the Board reviews the Performance Report, they will notice drops in Circulation. The loan periods for some books and DVD's have been lengthened 14 days and 7 days respectively which affects the circulation statistics. She stated that at this writing there are currently 720 holds and reserves in our system and over the summer there were over 1000 holds which reflects public demand not being met. All that being said, Mrs. Tsang felt it was important to point out that our materials budget is affecting circulation.

Mrs. Tsang advised the Board that she received a complaint from a patron that the library does not have E-books. The patron stated that when she went to purchase a Nook at Barnes and Noble, they told her that the Milford Public Library had E-books available. Mrs. Tsang stated that the library is building the electronic media collection in accordance with available funding and that she is not ready to purchase E-books now. Mrs. Tsang stated that the patron has sent an email to Mayor Richetelli and the Board of Alderman and that this will be discussed at tomorrow's budget hearing with the Mayor. Mrs. Paula Smith suggested to Mrs. Tsang that she recommend to patron's who have complaints to attend the public hearing session of the Board of Alderman meetings to voice their concerns.

Through grant and gift funds, Mrs. Tsang stated that the library has purchased a self-check unit for the Children's Department which is scheduled to be installed in late December 2010. Funds obtained from the fundraising effort for the library by Red Robin Restaurant will be used to purchase a locking cabinet. Mrs. Tsang is not aware of the amount of the donation at this time, but believes it to be substantial.

Lastly, Mrs. Tsang stated that a vote on holiday closings is not necessary this year. The library will be closed on December 24<sup>th</sup> and 25<sup>th</sup>, December 31<sup>st</sup> and January 1<sup>st</sup> for the holidays.

**Old Business:** Mr. Barnett asked Mrs. Tsang how the library monitor's are working out for the library. Mrs. Tsang stated she is pleased with them.

**New Business:** Mrs. Tsang stated that there have been security issues at the library. It was discovered that a person was staying in a stairwell at the library over the Veteran's Day weekend. Mrs. Tsang and Mr. Sly Moura of Building Maintenance were both alerted by Sonitrol when the lower exit door was opened. After researching, Mr. Moura decided to lock the doors from inside the stairwell. If someone goes through the doors they will not be able to get back into the library and will have to use an exit door to get out of the stairwell. Mrs. Tsang has asked the Police Department to increase walking patrols through the library. She has also asked Officer Jeff Neilson, a Public Safety Officer with the Milford Police Department to re-educate the staff on their safety when dealing with these types of issues. Discussion ensued. Mrs. Wanosky suggested that a sign be put in the stairway that if someone enters the stairwell, their only option is to use the exit. It was decided the sign should read "No Re-admittance". Mrs. Tsang's concern is that either the weekday custodian or staff members on Saturday are checking stairwells alone and that it may be beneficial to do this in pairs assisting the custodian during the week. Discussion ensued on security cameras and options to increase the amount of surveillance. Mr. Barnett suggested IP Based Security Technology which is the least expensive option.

Mrs. Creedon moved to adjourn the meeting at 7:50 p.m. Mr. Barnett seconded the motion. The motion was unanimously approved.

Respectfully submitted,

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