

**MILFORD PUBLIC LIBRARY
BOARD OF DIRECTORS REGULAR MEETING
MINUTES OF DECEMBER 2, 2009**

Board President, Mr. Peter Vita called the regular meeting of the Board of Directors of the Milford Public Library to order at 7:41 pm on December 2, 2009.

PRESENT

Mr. Vita, President
Mrs. Wanosky, Vice President
Mrs. Creedon, Secretary
Mrs. Librandi
Ms. Smith
Mr. Barnett
Mrs. Paula Smith,
Aldermanic Liaison
Mrs. Tsang, Library Director

EXCUSED

Ms. D'Anna, Treasurer
Mrs. Tinti
Dr. diFate

ABSENT

Mr. Patterson, Aldermanic Liaison

Public Presentation: There was no Public Presentation.

Disposition of minutes: Mr. Vita requested a motion to accept the minutes of the October 7, 2009 meeting. Mr. Barnett moved to accept the minutes. Mrs. Creedon seconded the motion. The motion carried.

Secretary's Report: Mrs. Creedon read a card from Board member Mrs. Maria Librandi in which she expressed deep appreciation for their remembering her at the passing of her brother.

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

President's Report: There was no President's report.

Librarian's Report: Mrs. Tsang stated that although the three sessions of Strategic Planning were held, she is still working on the questionnaire. The Moderator, Mrs. Dolores Hannon, is working on the consensus from the groups as well. It was determined that there was a strong appreciation for the staff, library parking issues need improvement and the requests were made for better public relations showing more of the library resources to the community. Students from one of the sessions requested the addition of a Young Adult Librarian to the library staff for the needs of younger patrons like themselves. Mrs. Tsang stated that although many surrounding towns have a Young Adult Librarian, she did not feel that this budget year would be the time to ask for another staff position to be added but stated that she will try to pursue the possibility over the next few years. Mr. Barnett stated that it is good to plan ahead when asking for funding for a Young Adult Librarian. He suggested partnering with groups like the YMCA and with schools for outreach to attract and promote library services to the young adult age group. Mrs. Tsang detailed the outreach that has recently been done and is scheduled for the future. She reminded the Board that the library has been dealing with reduced staff due to illness and position changes. Mrs. Tsang detailed the Statistics for November, 2009. Discussion ensued on bringing forth the statistics when presenting budget requests to the Board of Finance. Mrs. Paula Smith stated that it is important to show the statistical increases when presenting the library's budget to justify the requests for funds. Mrs. Tsang stated that since the renovations and the downturn in the economy, library usage has increased significantly which is reflected in the statistics.

Mrs. Tsang discussed budget items and revisions with the Board. One of the revisions she noted was that in the next fiscal year, lower priced computer supplies will be paid from the Office Supply account instead of Computer Other. The requests for funds in both accounts have been adjusted to reflect the change. Mrs. Tsang's first budget meeting with Mayor Richetelli is Thursday, December 3rd at 2:00 p.m. Mrs. Wanosky agreed to accompany Mrs. Tsang.

Regarding holiday hours, Mrs. Tsang advised that the library will close at 1:00 p.m. on Friday, December 24th and 5:00 p.m. on Friday, December 31st, 2009. In addition, the library will be closed on the Saturday's of December 26th and January 2, 2009. Mrs. Tsang asked for a vote on the dates of the Board of Trustee meetings for 2010. Discussion ensued on any possible conflicts with the 2010 dates. Mrs. Wanosky made a motion to accept the meeting dates of the Library Board for 2010. Mr. Barnett seconded the motion. The motion carried.

Mrs. Tsang stated that SirsiDynix has approached the library with an upgrade option to the library's system which would require signing a new Master License Agreement. Mrs. Tsang will present this before the Board of Aldermen on Monday, December 7th, 2009. The SaaS migration and contract would allow the library to store data offsite. It will eliminate the need to replace two end of life servers and free up staff time for downloads and back-ups. She stated that the library has been happy with SirsiDynix. Mrs. Tsang stated that a seven year agreement would provide the greatest cost savings. The sooner an agreement is signed the greater the credit that will be given. The MIS Dept. agrees this contract would benefit the City both in cost and in manpower hours.

Old Business: There is no old business.

New Business: There is no new business

Mrs. Librandi moved to adjourn the meeting at 8:40 p.m. Mr. Barnett seconded the motion. The motion was unanimously approved.

Respectfully submitted,

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