

HAMDEN LIBRARY BOARD
(via Zoom/Telephonically)
Minutes of a Regular Meeting of
July 14, 2020 at 7:00 p.m.

A regular meeting of the Hamden Library Board took place on Tuesday, July 14, 2020, via Zoom/ telephonically.

In Attendance: Jan Glover (Chair), Christine Esposito, Irene Fiss, Evelyn Hatkin, and Philip Kuchuk.
Also in Attendance were: Melissa Canham-Clyne, Library Director; Nancy McNicol, Associate Director of the Library; Liana Paglia and Patrice LeMoine, Clerks for the Town of Hamden.

1. **Call to Order:** Chairman Glover called the meeting to order at 7:06 p.m. Ms. Glover requested a roll call and established the procedures for running the meeting via Zoom.
2. **Approval of Minutes:** Ms. Glover requested a motion to approve the minutes of the June meeting. Ms. Hatkin motioned to approve the minutes of the June 9, 2020 meeting as presented. Ms. Esposito seconded, and the motion passed unanimously.
3. **Correspondence:** Nothing to present.
4. **Public | Media Comments on Agenda:** No one present, therefore, no comment(s) received.
5. **Old Business:**
 - a. Library Budget FY 2019/20 update – At this time Ms. Canham-Clyne provided a few of the closing balances of budget items. The library reached approximately \$39,000 from collections and those funds were used toward library resources. A request for a transfer of funds was requested, however, nothing was reflected on the library’s system. She made a second request.
 - b. Library Budget FY 2020/21 Update – Ms. Canham-Clyne said since the legislative council approved the library’s budget, the department has not received a report from the finance department. She is unable to retrieve a final copy of the library’s budget.

Ms. Fiss requested the Board hold a discussion at the next meeting about alternatives for the future of library branches. It was agreed and Ms. Canham-Clyne will add this subject to the September’s agenda.
 - c. Library Gift Fund Reports – Ms. Canham-Clyne presented the reports for the first and second quarter of 2020 (January 1 to March 31 and April 1 to June 30).
 - d. Reopening of the Library – Ms. Canham-Clyne shared a plan with the Board. Ms. McNicol prepared a survey for the patrons of the library and shared the results, indicating that the patrons are anxious to have access to the libraries and several are without access to a computer. Ms. Canham-Clyne noted the current phase and the next phase will be for computer access to be scheduled by appointment with limited access. One of the delays to opening is the computer set up and the Wi-Fi. She met with Adam from IT services regarding the installation of the Wi-Fi, and the set-up of the computer stations so that there is physical distancing for the patrons. We expect this to be completed by late July. The Board discussed ideas for notifying the public via

news television and radio, and possibly through the town's "robo" system. Ms. Canham-Clyne will meet with the library managers and request their input for suggestions. During the meeting, she will confirm that the staff is ready and confident to open to the public. She noted facilities is installing at the Miller location the safety shields at the work areas. We will conduct an opening at Miller and set up the branches for the next phase.

Human Resources held mandatory trainings to all staff, which has been very helpful. An online course was made available, which helped prepare the staff to opening and interacting with the public. Ms. Canham-Clyne has spoken to other directors of libraries and they are not experiencing any issues with the patrons.

6. **New Business**

- a. Fine policy review – Ms. Glover requested the Board to review the draft of the policy for discontinuing fines. Through the LION membership, an automatic three-day notice is sent to the patrons reminding them loaned books or library resources are due. The library Board manual needs to be addressed regarding the current fines policy. A discussion was held regarding permanently eliminating fines or only during the COVID pandemic. Fines will be applied for a lost book or video, or if an item is received damaged. Ms. Glover requested a motion. Mr. Kuchuk motioned that effective immediately the library will eliminate the fines for borrowing library resources from the library. This amended policy will be entered in the board's policy and procedures manual. Ms. Hatkin seconded the motion and passed unanimously. Mr. Kuchuk agreed to review the current policy/ies and amend accordingly.
- b. Review appropriateness of cultural icons – Ms. Canham-Clyne forwarded to the Board the background materials of information about the totem pole that is displayed at the library. The totem pole is a very large piece of artwork that was given to the library several years ago, however, it is being neglected and needs attention. The Board discussed the purpose of the art and whether it should be returned to the family who made the donation or find an alternate source. After a discussion was held, the Board agreed to remove the totem pole from the library and pursue finding it a future home.

In addition to removing the totem pole, Ms. McNicol agreed to locate the documents regarding the ownership and maintenance of the "white lady" that is also displayed at the library.

- c. Teleworking policy – The staff were required to sign a telecommuting policy. Ms. Canham-Clyne noted we had to address temporary changes to the staff's working schedules and this was presented due to the current hours vary from their normal hours of operation, which included evening hours. Basically, one or two changes were applied to the agreement and the staff handled the adjustment smoothly.

At this time, Ms. Glover requested a motion. Mr. Kuchuk motioned to add this policy to the Library Board's manual, personnel section including the dress code policy. Ms. Hatkin seconded the motion, and all were in favor.

- d. Computer project – The plan to implement the number of computers to accommodate the patrons and agree to the physical distancing restrictions was presented. Ms. Canham-Clyne noted some work is required by IT services and facilities for the rewiring to allow the new layout of the computers. The total project should cost \$7,000. The library can afford this project through the gift fund. At this time Ms. Glover requested a motion to support the expenses for the computer

project. Ms. Hatkin motioned to approve the transfer of \$7,000 from the Library's gift fund account to afford the costs of the rewiring for the computers at the reference area for patron access. Ms. Esposito seconded the motion. The motion passed unanimously.

7. **Library Director's comments:** Ms. Canham-Clyne presented a report for the Board to review.

8. **Associate Director's comments:** Ms. McNicol presented her report, noting her attention to the survey, the library's newsletter, and the online services for the library patrons.

9. **Executive session: if needed.**

10. **Adjourn:** Ms. Glover requested a motion to adjourn. Ms. Hatkin motioned to adjourn the meeting at 8:12 p.m. Ms. Esposito seconded the motion. All were in favor. The next meeting is scheduled on Tuesday, September 8, 2020 at 7:00 p.m.

Respectfully submitted,

s/Patrice A. LeMoine

Clerk for the Library Board