

HAMDEN LIBRARY BOARD
at Miller Library Director's Office
Minutes of a Regular Meeting of
March 10, 2020 at 7:00 p.m.

A regular meeting of the Hamden Library Board took place on Tuesday, March 10, 2020, at the Miller Library in Hamden.

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; and Patrice LeMoine, Clerk for the Library Board.

1. **Call to Order:** Chairman Glover called the meeting to order at 7:06 p.m.
At this time, Ms. Esposito requested to add the subject of the COVID #19 protocols to the agenda. Mr. Kuchuk seconded. Motion was approved unanimously and added to the agenda.
2. **Approval of Minutes:** After review of the February minutes, Ms. Glover requested a motion. Ms. Hatkin moved to approve the minutes of the February 11, 2020 as presented and Mr. Kuchuk seconded. All were in favor and the motion passed.
3. **Correspondence:** Nothing to present.
4. **Public/Media Comments on Agenda:** No one present.
5. **Old Business:**
 - a. **Budget FY 2019-20** – Ms. Canham-Clyne noted the Overtime line item is reaching its mid-point in the budget. Partly due to the staffing for the Sunday hours. Ms. Canham-Clyne said there was a line of visitors waiting outside before the library opened on Sunday. All other budget items appear to be in order.
 - b. It was noted that information regarding the library's gift fund account was available.
6. **New Business:**
 - a. **COVID #19 Protocols and the Library** – Ms. Canham-Clyne noted that due to the coronavirus the state of Connecticut declared a state of emergency and Mayor Leng presented a statement of protocols for each department to follow. She spoke to the mayor regarding the library's concerns. She met with the staff and they devised several ideas to implement safety measures. Facilities will be scheduling a deep cleaning at all three library buildings. We just don't know when that will be. The library would like to order free-standing dispensers for hand-sanitizing gel.
 - b. All travel is prohibited. Therefore, Ms. Canham-Clyne won't enroll for the upcoming CLA conference this April.

There will be a staff retreat this September. When we come to the July board meeting, she will request the Board to approve the funding from the gift account.

- c. The Board discussed the outcome of the grant and the roll-out of the program. The program will be held at the Brundage branch, which will give us an opportunity to provide computers for the branch and AV equipment.

Discussion regarding the enrichment program and how do we target the population. Ms. Canham-Clyne and Ms. McNicol will work with the support of the schools to identify the participants.

Ms. Fiss inquired if at some point, could the library consider holding a teen movie night and work with the schools to host the night. It was agreed that perhaps the Board could revisit this subject later in the year.

7. **Library Director's Report:** A report reflecting the activities from February were presented to the Board.
8. **Associate Director of the Library's Report:** Ms. McNicol presented her report for the Board to review.
9. **Executive Session:** Nothing to present.
10. **Adjournment:** Ms. Glover requested a motion to adjourn. Ms. Hatkin motioned to adjourn the meeting at 7:58 p.m. Ms. Esposito seconded the motion. All were in favor. The next meeting is scheduled on Tuesday, April 14, 2020 at 7:00 p.m.

Respectfully submitted,

s/Patrice A. LeMoine

Clerk for the Library Board