

**Town of Hamden
Library Board
Meeting Minutes of October 7, 2009**

Attendance: Evelyn Hatkin, Irene Fiss, Robert Whelan, and Joan Zurolo. **Also in attendance:** Library Director, Robert Gualtieri; Associate Library Director, Nancy McNicol; and Louise Brundage.

Call to Order: E. Hatkin opened the meeting at 7:01 p.m.

Approval of Minutes: E. Hatkin asked the Board to review the minutes of the September 2, 2009 meeting. R. Whelan made **the motion to approve the minutes of the September 2, 2009 meeting as presented. J. Zurolo seconded the motion. All were in favor.**

Correspondence: R. Gualtieri shared a letter from Mayor Henrici, dated September 17th, to appoint Ms. Jan Glover to the Hamden Library Board. This appointment is pending the Town Council's approval. Ms. Glover's resume and impressive background was shared with the Board.

Mimsie Coleman sent a letter thanking the Hamden Library Board for their support of a \$500 contribution to the upcoming Saturday Afternoon Family Entertainment Series.

A letter was shared from a patron regarding a returned, damaged book will be discussed later in the meeting.

Public Media: L. Brundage from the Friends of the Library shared an announcement from ACLB regarding the Leadership Conference.

Personnel—

Meet the Staff—Nothing was scheduled.

Staffing—The Library recently promoted R. Coates to the position of Library Technical Assistant. This promotion was due to J. Carolla's retirement. The Library recently hired M. Rousseau to fill the Page position at the Whitneyville Branch.

Old Business—

The budget report for 2009-10 as of September 30, 2009 was reviewed. A brief overview of the Overtime budget for Regular Hours and Sunday Hours was provided. R. Gualtieri noted the Microfiche Reader/Printer will require to be scheduled for maintenance; therefore, a transfer of \$300 will be made to support this expense.

A transaction of \$25,000 from Library Materials line item in a purchase order to Engram Book Services. This deduction will be reflected next month.

R. Whelan inquired about the overtime hours for Saturdays. Staff are eligible to sign-up to work additional hours when staff are needed for Saturdays, and they are paid time and one-half. The Board reviewed and discussed the budget of \$16,000 for Sunday hours and whether this is a sufficient amount for the year. R. Gualtieri noted a total budget of \$25,000 is allocated for Sundays, and the budgeted amount should be sufficient.

Security Services—Updates regarding the service agreement to contract a service for the Miller Library. The Mayor placed the signing and approval of the purchase order on hold. A brief discussion was held and Mr. Gualtieri will keep the Hamden Library Board updated on the progress of this agreement.

New Business—

Holiday Schedule/Contract Language—The upcoming Christmas and New Year's holidays falls on a Friday this year. After a review of the contract, Ms. Hatkin requested the Board to entertain a motion. **J. Zurolo made the motion for the Hamden Library to close Thursdays, December 24 and December 31, 2009. After a discussion was held, I. Fiss seconded the motion. Three voted in favor of the motion, one was against the vote; the motion was passed.**

The topic of the Library's Thanksgiving hours was then mentioned. E. Hatkin requested the Board to entertain a motion. **I. Fiss made the motion to approve the day before Thanksgiving (Wednesday), the Hamden Library will close at 5:00 p.m. with the agreement the staff is working a full 7.50 hour day. After a discussion of the motion, E. Hatkin suggested the Board to entertain the subject at another meeting. I. Fiss then made the motion to withdraw the first motion regarding. J. Zurolo seconded the motion. All were in favor.**

Library Gift Fund—The Media YA/Renovation carried a balance of \$12,575, which are restricted. The funds have been encumbered for the Hamden Library to utilize the funds for future projects. R. Gualtieri reviewed and noted the Library Enhancement Funds. Mr. Gualtieri noted \$8,000 was debited from TD Bank checking account and was deposited to the Webster MoneyMarket account. The ConnectiCard account funds were used and new monies will be received for renewal of our membership. The donation was received for the recent Book Discussion Group held last month. A guest was so impressed with the book session, the guest gave a very thoughtful donation. Clarification of the McGuinness Endowment account and the restrictions with this account was provided.

Library Director's Report—

Annual Report—R. Gualtieri provided the Board with a copy of the Hamden Public Library Annual Report for 2008-09.

A copy of an article from "Do You Love Books" was presented. The article on Keep Excitement High, Costs Low by Henry Myerberg was shared.

A letter received from a parent regarding the payment of paying for a returned, damaged book. There is a processing fee included in the purchase price of a replacement book. The Library looks to charge \$5.00 per item and there are times when the patron does not realize the time and cost involved in reordering a new or replacement of the book. Discussion was held regarding the condition of the book and other examples of similar situations. I. Fiss made the motion for the Library to cancel the "processing fee" of \$5.00 and \$12.00 charged to the public for replacement copies, effective October 15, 2009. R. Whelan seconded the motion. All were in favor.

Mr. Gualtieri noted he will contact Ms. Glover to invite her at our next Library Board meeting.

The Libratech workshop is Thursday, October 8th at 10:00 a.m. A few Board members, L. Brundage, and R. Gualtier will be attending the workshop.

I. Fiss inquired about running the “Mother Goose on the Loose” program at the Hamden Library. There are funds available for staff to attend the training program. The program is to incorporate this in the story time sessions.

Executive Session: Nothing to present.

Next Meeting: The next meeting is scheduled for **Wednesday, November 4, 2009** at 7:00 p.m.

Adjournment: With nothing further to discuss, E. Hatkin requested a motion to adjourn the meeting. R. Whelan made the motion to adjourn at 8:06 p.m. J. Zurolo seconded the motion. All were in favor.

Respectfully submitted,

Patrice A. LeMoine

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Clerk of the Commission