

**Town of Hamden
Library Board
Meeting Minutes of February 3, 2010**

Attendance: Christine Esposito, Evelyn Hatkin, Jan Glover, and Robert Whelan. **Absent:** Irene Fiss. **Also in attendance:** Friends of the Library, Louise Brundage; Library Director, Robert Gualtieri; and Associate Library Director, Nancy McNicol.

Call to Order: E. Hatkin opened the meeting at 7:00 p.m. Ms. Hatkin noted Joan Zurolo's term expired this January 31, 2010 and she was not reappointed. The Town Council approved the appointment of Ms. Christine Esposito to the Library Board who was introduced to the Library Board this evening.

Approval of Minutes: E. Hatkin asked the Board to review the minutes of the January 6, 2010 meeting. Mr. Gualtieri made one correction to page two of the budget proposal for 2010-2011: "A total of \$240,000 is proposed for the Library Materials," not Library Department. J. Glover made **the motion to approve the minutes of the January 6, 2010 meeting as amended. R. Whelan seconded the motion. All were in favor.**

Correspondence: A letter from the Mayor's office regarding Ms. Zurolo's term expiring and the appointment of Ms. Esposito was shared with the Board.

Meeting with Mayor S. Jackson: Ms. Hatkin welcomed Mayor Jackson to the Library Board and thanked him for attending the meeting. Ms. Hatkin first spoke of the Library's goals as we are approaching 2010 and 2011. She began with the Library's mission statement, with an emphasis of the staffing, library materials, and future structure. J. Glover gave her presentation on staffing among the surrounding towns of similar size, and Hamden has more hours, more activity as far as circulation and visitors, which means the importance of staffing to Hamden Libraries. She spoke of the importance how knowledge is power and is a resourceful connection to several entities which strengthens the Town's position. There is a critical need to be able to be a strong resource in technical and further knowledge and meet the future demand from the public (popular areas may suffer if we continue to ignore or address the growth of the Hamden Library). Economics will affect the library and an increasing number will turn to the Library for more resources; not just library books, but for music, arts, DVDs, audio books and more. A number of library cardholders have increased 5% annually. An average library budget expends \$400,000 annually for library materials, where Hamden's budget is approximately 50% of this amount. The Library Board asked for Mayor Jackson's, including the Town Council, support to investing in the Hamden Library of a great importance for education, growth and opportunity, since this is a community asset.

The Library Board then approached Mayor Jackson on the situation of contracting a security service for the Library. There were a few examples of incidents that have occurred at the branches and Miller Library. Mayor Jackson believes instead of the hiring of a security service, we should focus on retaining library personnel, and the library staff can work on some of these situations; which can be prevented and contact the police department for emergency situations.

The topic of the Building project for the Library was raised. A future review of the Library for future services is important and the Library currently occupies 33,000 square feet of space and there is a need for an additional 10,000 s.f. The library would need to conduct a survey with the library patrons, the Town, and the hiring of a consultant, which requires funding.

Ms. Hatkin shared the opinion of Library Board member Irene Fiss, who could not be present this evening, on the importance to having the main and branch libraries in this Town look to become

a more inviting and interactive place. The last construction of the Miller Library was 1980 and in comparison to five similar towns their libraries have had major upgrades. With the present economy and the renewed interest in stronger literacy for tomorrow, the Board asked for the Mayor's help to prepare for a future of a bigger and better library in Hamden. R. Gualtieri shared the recent Library's Needs Assessment created by both staff and Board. R. Whelan added the Board of Education looks to our tax payers for increases at every budget review each year for the education (for our resident's children), and the Library should be considered of something similar as the Board of Education, as an education for children and adults, not just a resource, and we cannot operate without a budget.

Mayor Jackson spoke of his support to the Library and with the upcoming challenges the Town Administration and Finance Departments are facing for the upcoming 2010-2011 year, would make it difficult to increase the Libraries budget. He noted, as mentioned before, a need to sacrifice the cost of a security service so the Town can afford Library Materials and Staffing opportunities. Mayor Jackson is very supportive of working with the Library if there can be some level of creativity and flexibility. He added to let us embrace the opportunity to make recommendations for the Town to consider new ideas that will work under these very interesting times.

Public Media:

Friends of Library were present at the meeting and they voiced their concerns and spoke on behalf of many parents regarding their wishes to ask the Hamden Library to give more to the facilities for the children's area and to the patrons. There is much criticism about the Children's section that it is lacking so much to the visitors. We should make the areas more inviting and more accessible to the children. Mayor Jackson recommended look to enhancing at what space we currently occupy and the Town would welcome for us to be more innovative and channel our energy to gain new funding and ideas of utilizing the Town's grant writer for new opportunities.

The Library Board further discussed with Mayor Jackson suggestions and recommendations and will continue to create and present some new ideas for the Town to consider. Members of the Board and Friends of the Library thanked Mayor Jackson for his time and discussion.

Personnel: No one was scheduled to meet this evening.

Hamden Library Director's Report: R. Gualtieri presented his report for review. Ms. Kerzner will return from medical leave February 15th and Ms. DellaRocco is returning from medical leave February 16th. With the Mayor's permission, the Library was able to hire K. Condin as a Library Page. For the recent hiring of the Library Page position, Civil Services received 53 applicants and 23 of those applicants passed. R. Gualtieri will meet with Civil Services to review the list of eligible candidates. One Page will be hired and will be assigned to the Whitneyville branch. Mr. Gualtieri noted a Page can also work as a Library Clerk, which is a \$2.00 per hour pay differential. At the appropriate time, Mr. Gualtieri will ask the Mayor not to eliminate any vacant Library positions that may occur over the next year.

Old Business:

2009-10 Budget: The report as of January 31, 2010 was provided. R. Gualtieri noted the budget for the Library may have a small surplus in Salary, and we should be okay in Temporary Wages/ Sunday Hours. He noted a few adjustments in small amounts were made to a few general accounts. Mr. Gualtieri reviewed the remaining line items and the balances for the remainder of the year.

2010-2011 Budget: A meeting with the Finance Director and the Mayor was held about the Library budget. R. Gualtieri asked the Hamden Library Board for input since he is going to meet with Mayor Jackson regarding the subject of where reductions can be made to the proposed budget and to consider discontinuing the Sunday Hours in lieu of reducing the budget for Library Materials. The Board discussed the cost of operating the Miller Library on Sunday 2010 through 2011. There is also the upcoming 5% pay increases for union staff. Following a discussion on the subjects, R. Whelan made the **motion: Hamden Library Board recommends suspending for the July 1, 2010 to June 30, 2011 the Library Sunday Hours (an expense of \$23,800), which will be allocated to Library Materials and to maintain funding for vacant Library positions. J. Glover seconded the motion. All were in favor.**

R. Gualtieri confirmed he will recommend a starter security camera in lieu of hiring a security service. After a brief discussion, it was agreed there is nothing else in the budget that can be reduced.

New Business: R. Gualtieri requested to add to the agenda the item of Library Manual: Borrowing Privileges for discussion. **J. Glover made the motion to amend the agenda, under New Business, and add this subject. E. Hatkin seconded the motion. All were in favor.**

Review of the Fines and Fees Schedule. The annual review of the Fines and Fees Schedule was presented. The Library is projected to earn \$32,000 in fees and fines. A fee schedule was presented and the Library Board reviewed the "Other Fees" category. A request to add a new item, which is the Out of State Inter-Library loans, a charge of 5.00.

R. Whelan made the **motion to change the Fines and Fees Rates under Other: (as listed) Maximum fine for CD Rom(s)/Videos, Books, Music CDs, (TBK) Talking Books, Paperback Books, and Magazines "Not to exceed the Item Price."** J. Glover seconded the motion. All were in favor.

The subject of Out of State Inter-Library Loans was discussed and **J. Glover made the motion to add to the Fines and Fees Schedule under "Other" fees for borrowing and lending Out-of-State Inter-Library Loans of \$5.00 to be included. Discussion was held. C. Esposito seconded the motion. R. Whelan was against the motion. E. Hatkin was in favor of the motion. The motion carried.**

R. Gualtieri noted a six week notice is published before the new rates go into effect. It was agreed for the new rates to be effective March 15th.

Library Manual / Borrowing Privileges: Discussion regarding the section of the manual, #9., b. ii. "He has unpaid fines totaling \$5 or more; and c. Borrowing privileges may be restored when fines and/or fees are paid in full." **Ms. Glover made the motion to delete statement #9. c. from the Hamden Library Manual, under Borrowing Privileges. C. Esposito seconded the motion. All were in favor.**

Library Gift Fund Report—The quarterly report for January 2010 was presented. R. Gualtieri gave a summary of the various accounts. He noted one correction to the report. AV Gifts are restricted funds and were categorized under Enhancement Funds (unrestricted) and had been changed to Restricted Funds. The adjustment to the total for Restricted Funds is actually \$43,468.14 and the total for Library Enhancement Funds is \$23,329.93.

The proposal from some of the Departments requesting the Library Board to approve expenses for special projects and materials was presented. Review of those funding requests would cost a total of \$10,990, leaving the Library Enhancement Funds with \$12,429 approximately. A reminder that new monies will be coming in from ConnectiCard over the course of the year, and some of these expenses can be supported by the Friends of the Library.

After a discussion, postponement of some of the individual requests for later in the fiscal year was suggested. A planning process will be added to the next Library Board agenda. The concern of the Library hiring a consultant to write a program proposal may be funded through the Enhancement Gift Funds and the Library may not have enough funding to support the special requests and contract a consultant.

The Town of Hamden Block Grant request is to support purchase of educational toys in the Children's Section. The goals and purpose of using the Enhancement Funds was reviewed. The money is used for special projects that cannot be supported by the Town's Library budget. A further review was made of the type of projects we wish to support and certain needs for the Library.

E. Hatkin made the **motions as follows:**

E. Hatkin requested the Hamden Library Board support the Brundage Community Pre-School Community Block Grant proposal; where the Library will support 50% of this project. The Library made the motion to support the request for \$1,500 for the completion of the Young Adults/Media Room.

Whereas, a total of \$3,000 will come from the Library's Enhancement Gift Fund to support \$1,500 to furnish the completion of the Media/Young Adults areas; and \$1,500 for the Brundage Community Branch Pre-School Play Area proposal.

And, the Hamden Library Board agreed to table the decision of the remaining proposals to a future meeting (April 2010).

J. Glover seconded the motion. All were in favor.

Election of Officers—The Library Board agreed to defer the annual election to the next meeting.

Executive Session: Nothing to present.

Next Meeting: The next meeting is scheduled for **Wednesday, March 3, 2010** at 7:00 p.m.

Adjournment: With nothing further to discuss, E. Hatkin requested a motion to adjourn the meeting. J. Glover made the motion to adjourn at 9:20 p.m. C. Esposito seconded the motion. All were in favor.

Respectfully submitted,

Patrice A. LeMoine

Patrice A. LeMoine
Clerk of the Commission