

**Town of Hamden
Library Board
Meeting Minutes of October 6, 2010**

Attendance: Christine Esposito, Irene Fiss, Jan Glover, Evelyn Hatkin, and Robert Whelan. **Also in attendance:** Library Director, Robert Gualtieri and Assistant Library Director Nancy McNicol.

Call to Order: E. Hatkin opened the meeting at 7:03 p.m.

Approval of Minutes: E. Hatkin asked the Board to review the minutes of the September 1, 2010 meeting. **J. Glover made the motion to approve the minutes of the September 1, 2010 meeting as presented. I. Fiss seconded the motion. All were in favor.**

Agenda—E. Hatkin requested to make a change with this evening's agenda. There was a request to move Executive Session to be the third item on the agenda for this evening. With no further discussion, all were in favor of holding an Executive Session.

Executive Session: At 7:08 p.m. R. Whelan made the motion to go into Executive Session for the purpose to discuss Library Business. E. Hatkin seconded the motion. All were in favor. At this time, R. Gualtieri, N. McNicol, and P. LeMoine left the meeting.

At 7:35 p.m. C. Esposito made the motion to end Executive Session. J. Glover seconded the motion. All were in favor. The meeting resumed with Mr. Gualtieri, Ms. McNicol, and Ms. LeMoine returning to the meeting.

Correspondence: R. Gualtieri presented a note from a patron regarding damaged book fees.

Public Media: Nothing to present.

Personnel: A summary was presented in the Director's report. R. Gualtieri gave an update on the staff position currently open—one Library Technology Assistant is open and is frozen for six months. There is a staffing storage in the Children's Department. Ms. McNicol is assisting by providing support and volunteering her time for the Department. In the interim, staff are offering their time to assist with special projects. The agreement with the Town and the Town Council is that open positions are to be frozen for six months prior to filling the vacancy as part of a cost savings system.

I. Fiss spoke of a visitor who experienced a unique situation where no one was able to provide assistance for the person. R. Gualtieri noted it was so unlike the personnel in not providing support or assistance. I. Fiss noted maybe we should consider having volunteers available to the Libraries. Mr. Gualtieri added having volunteers does not always work to benefit the Library.

Review and discussion of the staffing and workload was held. There will be situations when a person is scheduled for time away from the Library. It is difficult for staff to familiarize themselves with certain sections when asked to temporarily work in a new section. Primarily, the staff should put the people/visitors over the paperwork.

Meet the Staff—No one was scheduled.

Old Business: Building Program Consultant Evaluation—J. Glover made a motion to extend the current project to a new RFP, which focuses on a comprehensive building plan on the existing

space for a long-term building design. C. Esposito seconded the motion. Mr. Gualtieri read an introduction on the current project and on of the proposals. A discussion was held. The Board would like to entertain alternative ideas for possible new proposals. J. Glover, E. Hatkin, and I. Fiss would like to work with Mr. Gualtieri as a subgroup in developing ideas for the future of the building project. The subgroup will meet at a time convenient for everyone. All were in favor of the motion as presented.

Library Town Charter—Samples of Connecticut State Statutes of the Library Charters were shared with the Board. E. Hatkin read the Chapter XIV of the Hamden Library Board regarding Membership, as of February 1, 1966. Further discussion about the existing Charter in comparison to other local Town Charters, the Library Board decided to review the material and forward suggestions at the next Library Board meeting. E. Hatkin noted the subject will be tabled and reviewed at a future meeting. The Board agreed with the recommendation.

Marketing Update—N. McNicol gave an update on the library logo and her approaching Paier Art School. The State is sponsoring a marketing workshop where all of our marketing items, press releases and tools are evaluated and recommendations are given. Ms. McNicol will be attending the workshop November 9th. R. Whelan recommended advertising the logo contest to the public and/or our Town residents. A small prize with recognition can be provided to the winner. Ms. McNicol agreed to provide some of the guidelines with rules to the contestants.

I. Fiss complimented Ms. McNicol on this month's Library Newsletter, which was filled with a great deal of information.

Student Reading Information—Ms. McNicol gave a report on the student usage of library resources from the school reading program (summer 2010). The report provided a comparison with the school and public libraries. Also presented was the HPYC (Parent Survey) results from April to June 2010.

New Business:

Holiday Schedule—The holiday schedule was reviewed, particularly the Christmas and New Year's holidays that fall on Saturdays, which are observed on Fridays, December 24th/25th and Dec. 31st/Jan. 1st. The Library Union contract regarding floating holiday was discussed. The Library Board discussed the subject and asked for further explanation and interpretation. In review of the matter, R. Gualtieri is looking to the Town's Personnel Department for guidance.

The arrangement regarding the hours for the Library for the Thanksgiving Day holiday will be the same as what the Board voted to last year.

Library Gift Fund Report—Mr. Gualtieri gave the report from July 1, 2010 to September 30, 2010. The balance for restricted funds reached \$40,601.80 and the Enhancement Fund balance totaled \$30,946.20.

Cell Phone Use Policy— Due to an increasing number of visitors using the cell phones and that it is very disruptive to the other visitors, a reminder of the use of cell phones is prohibited while in the Library will be enforced.

Library Director's Report: One area Mr. Gualtieri highlighted was the message from a visitor who had to pay for a damaged book due to a fire in the person's home. The Board discussed the matter in detail and because of the circumstances, I. Fiss made the motion to refund the client, in full, the amount paid. C. Esposito seconded the motion. All were in favor.

Library Annual Report—The October 2010 Library Annual Report was provided. I. Fiss inquired about the annual goals and how the Library is reaching those goals (measurement) with a conclusion. What are the achievements or accomplishments of the goals and objectives of the Library? Suggestions were made and changes can be brought to the next meeting.

Next Meeting: The next meeting is scheduled for **Wednesday, November 3, 2010** 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 the meeting at 9:11 p.m. J. Glover seconded the motion.** All were in favor.

Respectfully submitted,

Patrice A. LeMoine

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Clerk of the Commission