

**Town of Hamden  
Library Board  
Meeting Minutes of September 2, 2009**

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

**Call to Order:** E. Hatkin opened the meeting at 7:03 p.m. Ms. Hatkin changed the order of the agenda so that Mr. Jay Carroll can make his presentation to the Board.

**Presentation:** Mr. Carroll was asked to present his proposal on building projects and in particular library programs.

Jay Carroll recently moved to Connecticut, but his background and experience is in designing and planning for libraries in several states. He spoke of a few libraries and programs that he has consulted. He is currently doing a planning study for Oxford Library and a historic library study in Shelton. Mr. Carroll added that there is little funding available and with grant opportunities, there is the prospect of many libraries turning to private and federal grant foundations for funding to redesign their facility. If there are a large volume of applicants, there maybe smaller amounts in awards given.

Mr. Carroll spoke of the preparation that will be needed prior to funding. His service provides the system that can be followed when working with an architect and a program designer. A discussion was held about the ideas and recommendations. Mr. Carroll proposed a timeline for the Library Board. At the end of the discussion, the Board thanked Mr. Carroll for his time and presentation.

An upcoming Libritect Workshop (library-architect) is scheduled at West Hartford Library on October 8, 2009. R. Gualtieri and E. Hatkin will attend the workshop.

The Board spoke briefly about approaching the library project. Review of the ways for future funding and a timeline for this project. There are funds in the capital projects 2010 has budgeted dollars for the initial start-up of the library project. One example of a town library has taken five years for their library redesign project.

E. Hatkin suggested the Board work on the needs assessment, which will not incur expenses. The Board will work with the Staff in identifying the space and future of each program.

I. Fiss suggested the Library Board and possibly Friends of the Library hold a pre-meeting with the Town officials and the community. R. Whelan suggested offering an opportunity for library visitors to complete a questionnaire asking what they would want available at the library.

The project will be continued over the next month meeting.

**Approval of Minutes:** E. Hatkin asked the Board to review the minutes of the July 1, 2009 meeting. The following changes and/or corrections were made to the July minutes:

“Meet the Staff,” correct “the” to “she” handles the resolutions. Correction to section “Building Program Timeline” to correct “Building Program” to the “Library Building Program” and the “Town’s Building Committee” to “Library Building Committee.”

I. Fiss made the motion to accept the minutes of the July 1, 2009 meeting as amended. R. Whelan seconded the motion. All were in favor.

**Correspondence:** R. Gualtieri shared a letter addressed to the Library Board from B. Gillman announcing her resignation from the Library Board. As much as the Board regrets her decision, they appreciated her time and dedication to the Library and Friends of the Library. The Board will send a letter thanking Ms. Gillman for volunteering her time on the Board.

**Public Media:** Nothing to report.

**Personnel—**

**Meet the Staff**—Nothing was scheduled.

**Library Director's Report:**

**Correspondence:** Hamden Arts Commission wrote a letter requesting the Library Board to sponsor this year's Family Entertainment Series.

**Staffing—**R. Gualtieri gave an update on the current staffing changes. Due to summer vacations, P. Madigan who covered the summer hours will be returning to her Part-Time Page position.

**Old Business:**

**2009-2010 Budget Updates.** R. Gualtieri shared a report with the Board. The request for a security service was approved by the Mayor's office; however, the current Library's budget has to support the service. The funds can come from the "temporary wages" account.

An error was discovered with a posting to the Building/Grounds Maintenance account and will be corrected this month. The Public Access account indicates an expense of \$21,623, which is due to the Verizon services for internet connection. R. Gualtieri mentioned of a transfer for "overtime salaries," which was approved by the Town Council.

The Town Attorney's office is reviewing the contract from a security service for the Library. R. Gualtieri drafted a 20-hour a week work schedule for the service. He gave a description of the coverage and weekly hours required. Once the contract is approved and signed, we hope someone will begin as early as September 15<sup>th</sup>.

**New Business:**

**Building Program Timeline.** E. Hatkin proposed the Library Board table the voting on the Library Building Program Timeline. The Board was in agreement with the recommendation.

**Space Needs Assessment and Space Planning Guide.** Mr. Gualtieri and Staff prepared a Needs Assessment Initial Report and Space Planning Guide Worksheet of the Library. A discussion was held regarding the report. Ms. Hatkin requested a motion.

R. Whelan made the motion to approve the Library's Initial Needs Assessment Report as presented. I. Fiss seconded the motion. All were in favor.

**Hamden Arts Commission's request.** The Arts Commission requested \$500 from the Library to support the annual Family Entertainment Series. The Library has the funds available in the Gift Funds account. I. Fiss made the motion to approve the transfer of \$500 from the Unrestricted Gift Fund account for the 2009-10 Family Entertainment Series. R. Whelan seconded the motion. All were in favor.

**Library Marketing Plan Update.** N. McNicol gave the Library Marketing Plan with explanations of the projects the expenses. The newsletter has been doing very well and is picking up in popularity. There were six issues published this past year of which 1,000 copies printed and 300 members via electronic copy. The Library Logo contest has been at a standstill. There is \$4,700 available to use, however, the question is what project to continue and the project to pursue. Review and suggestions were presented. The Board suggested postponing the "new logo" contest and redirect the funds for the newsletter and press releases.

**Library Director's Report:** R. Gualtieri shared his report and highlighted a few items recorded in the report. He noted the Library has an increase of usage of materials and books at all locations.

He spoke about the fees associated with the architect and library planner.

The Library Board would like to make sure Mayor Henrici looks for a replacement of Ms. Gillman's position on the Board. Mr. Gualtieri will contact the Mayor's office.

**Executive Session:** Nothing to present.

**Next Meeting:** The next meeting is scheduled for **Wednesday, October 7, 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 8:35 p.m. I. Fiss seconded the motion. All were in favor.

Respectfully submitted,

*Patrice A. LeMoine*

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Clerk of the Commission