

**Town of Hamden
Library Board
Meeting Minutes of January 5, 2011**

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

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 December 1, 2010 meeting. R. Gualtieri noted the following changes on page two: “publications” should be “ebooks” and “books” should be “audio books,” under New Business: Fiscal Year 2011-12 Budget Planning.

J. Glover made the motion to approve the minutes of the December 1, 2010 meeting as amended. C. Esposito seconded the motion. All were in favor.

Correspondence: R. Gualtieri mentioned the letter received in December from Library Board member, Robert Whelan, who submitted his notice of resignation from the Board. Mr. Whelan's term was up this month.

An email from D. Ceraso offering to display his artwork at the library. A photo, as an example, of his work was shown. As much as the Library would appreciate the art, the appropriate or adequate area is currently not available.

Public Media: Nothing to present.

Meet the Staff—No one was scheduled.

Personnel: Four candidates will be interviewed to fill one vacant LTA position at the Miller Children's Department.

Old Business:

Space Planning Update—Seven bids were received and the proposals were given to each Board member. The proposals will be reviewed and discussed at a later meeting.

Logo Contest—N. McNicol provided an update of the contest. Unfortunately, the response has been very low, but she will reach-out to other groups and organizations.

Usage Statistics – Preliminary Data—A traffic report at the Miller Library was collected. She provided a review of the data regarding the number of visitors by each day of each week over the last three months. The recommendation to continue following the data over the next three months (January, February, and March 2011) and will present in April.

New Business:

Annual Review of Fines and Fees – Due to the pending upcoming draft of the Department Budget, the Library office will complete a survey comparing the neighboring community libraries' rates before determining if Hamden should change their current rates.

J. Glover made the **motion** to table the discussion of Annual Review of Fines and Fees to a later meeting. C. Esposito seconded the motion. All were in favor.

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Operating Budget for 2011-12: R. Gualtieri gave the proposed Library budget for the next fiscal year. He highlighted items of special mention. The monthly budget for financial planning purposes was a new addition to the budget plan. Also to note, the Town is considering introducing a new pay structure for management into the budget. R. Gualtieri will be meeting with the Mayor's Aide and Finance Director to review the proposed budget on January 24, 2011.

Ms. Fiss questioned the option of holding Saturday hours over the summer months. Coincidentally the Mayor inquired about the same. The Library Board suggested conducting some research and return to this subject at another meeting.

J. Glover made the **motion** to accept the Fiscal Year 2011-12 Operating Budget proposal to be presented to the Town Mayor. C. Esposito seconded the motion. All were in favor.

Capital Projects Budget 2011-12 – R. Gualtieri noted one area of the Library's cataloging system will be in need of updating. He described the present system and the new system will be a lengthy process. There was the concern of upgrading the digital fiche reading system, which will soon need to be replaced with a new system and equipment. There were other projects that were included in the budget, which were provided for the Library Board to review.

- I. Fiss made the **motion** to accept the Library's Capital Projects Budget for 2011-12 to be submitted to the Mayor. J. Glover seconded the motion. All were in favor.

2011-13 Technology Plan – A report was provided to the Library Board. The discussion regarding the operating system and software subscriptions was held. The service to the users (library visitors) who need Microsoft software for research and resumes versus the software system the Town uses, which is Open Source. We will need to budget for the Microsoft Office subscription in the Plan.

J. Glover made the **motion** to accept the Library's Technology Plan for 2011-12 with the amendment of additional licensing of Microsoft Office Suite to be included in the Plan. C. Esposito seconded the motion. All were in favor.

Library Gift Fund Report: The Library Board reviewed the Gift Fund report of the last quarter of 2010. Mr. Gualtieri highlighted two new balances – Bradley Trust has new funds totaling \$4,408 and Community Foundation of Greater New Haven has recently received funds leaving a total balance of \$5,032 for the Library Fund. The Unrestricted Gift Fund balance is \$36,471.27 and Restricted Gift Fund balance is \$44,223.91. The payment from the State Grant, ConnectiCard, in the amount of \$9,900 was received. Balances in the three accounts total \$80,695.18. Mr. Gualtieri will review the balances in the various bank accounts and transfer some of the funds from the checking account to the money market account.

Gift Fund Request for Winter/Spring Program 2011: The annual program draws a strong attraction to families, which is geared to children and teens for reading and education. The Friends of the Library assists us with some of the expenses each year. After a discussion was held regarding each of the libraries' programs and expenses, the Library Board approved the following:

J. Glover made the **motion** to approve the Winter/Spring 2011 Programs for the Whitneyville branch, with the cost for snacks to be \$200 and the stipulation of encouraging healthy snacks, in the amount of \$975. I. Fiss seconded the motion. All were in favor.

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- I. Fiss made the **motion** to approve the Winter/Spring 2011 Program for the Community Branch, as presented with the \$100 allowance for refreshments and to encourage healthy snacks available, in the amount of \$450. J. Glover seconded the motion. All were in favor.

J. Glover made the **motion** to approve the Winter/Spring 2011 Children's Program at Miller Library at the cost of \$910. C. Esposito seconded the motion. All were in favor.

It was confirmed the total cost for the Children's programs will be \$2,335, less \$643 from the current Library budget; leaving a balance of \$1,792 to be covered from a donation from the Friends of the Library, and contribution from one of the Library Gift Fund account (unrestricted).

A discussion regarding the adult programs to be created and implemented was held. Ms. Hatkin requested N. McNicol to put together a program for consideration.

ALA Conference 2011: Mr. Gualtieri requested the Library Board approve Jessica Rogaz to attend this year's conference. Considering the sessions scheduled at this year's conference, Ms. Rogaz would benefit attending the event. Ms. Rogaz will share with the Library Board the programs from the conference. J. Glover made the **motion** to approve the cost of \$1,300 for Ms. Rogaz to attend the 2011 ALA Conference, and the cost of the conference will come from the ConnectiCard account. I. Fiss seconded the motion. All were in favor.

Hamden Library Director's Report: Mr. Gualtieri presented his report for review. He noted a new pre-school at the library program will be introduced and held at the Brundage Community Branch. This program will be funded by the Community Development Block Grant.

Executive Session: Nothing to report.

Next Meeting: The next meeting is scheduled for **Wednesday, February 2, 2011** at 7:00 p.m.

Adjournment: With nothing further to discuss, E. Hatkin requested a motion to adjourn the meeting. **C. Esposito made the motion to adjourn the meeting at 8:45 p.m. J. Glover seconded the motion.** All were in favor.

Respectfully submitted,

Patrice A. LeMoine

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Clerk of the Commission