

**Town of Hamden
Library Board
Minutes of May 4, 2011**

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

Call to Order: J. Glover opened the meeting at 7:05 p.m. Ms. Glover noted the attendance and reviewed the agenda for this evening's meeting.

Correspondence: Quinnipiac Bank and Trust sent a letter confirming their support to purchase library card jackets for the Hamden Library. This is the third batch of jackets the bank has sponsored. R. Gualtieri thanked QBT.

Public Media: Friends of the Library met recently and donated \$8,830 to various projects. Ms. Brundage mentioned the membership dues will generate more funds for the organization.

Approval of Minutes: J. Glover asked the Board to review the minutes of the April 6, 2011 meeting. Under Adjournment: it should read "E. Hatkin seconded the motion" not I Hatkin. **With no other changes, E. Hatkin made the motion to approve the minutes of the April 6, 2011 meeting as amended. C. Esposito seconded the motion. All were in favor.**

Old Business:

Meet the Staff—Mr. Gualtieri introduced Rebecca Coates from Technical Services. Ms. Coates is the Library Technical Assistant and has been working the Hamden Library for three years. R. Coates gave a brief background of her work responsibilities. She began as a Page a Whitneyville branch and prior to Hamden she worked as a Page at East Haven libraries. Ms. Coates is attending SCSU, majoring in the masters of Library Sciences. After a brief question and answer discussion with the Library Board, Ms. Glover thanked Ms. Coates for joining the meeting this evening.

FY 2011-12 Budget—R. Gualtieri gave an update of the Town's budget. However, only a few of the unions are in agreement with the Town. The budget is required to be available and approved by May 15 in order to be in effect July 1. When the budget is finalized, then the library will know if the pilot program for Whitneyville branch will begin this summer or not.

Long-Range Planning: The Strategic Plan was sent to the Board members. A discussion was held a coordinator of the program is needed; a facilitator. Ideas of reaching out to the public regarding surveys of the library were exchanged. The cost to hire a consultant and/or focus group can be expensive. Consider approaching the SCSU Library program to conduct a survey. R. Gualtieri will research the cost and look at drafting a proposal. J. Glover will pursue contacting SCSU to conduct the project. J. Glover will do some research through ACLB. Everyone agreed to review the document received.

New Business:

Library Gift Fund Projects: The proposal for the summer reading program was presented. The program is estimated to cost \$5,590, which will be sponsored by Friends in the amount of \$1,795, the Library budget has \$2,000 reserved, and the request of \$1,795 for the Board to approve. The summer program has a variety of projects to be held over the summer. The theme is "One World,

Many Stories.” Some of the sessions require pre-registering. Each summer approximately 1,000 children participate in the program over the summer.

E. Hatkin made the motion for the Library Board to approve the amount of \$1,795 for the 2011 Summer Reading Program, which will be funded by the Library Gift Enhancement Fund. It was noted that this is the same amount as the Friends donation. C. Esposito seconded the motion. All were in favor.

The Library Board asked that we follow-up on the publicity to the various public and private schools of the upcoming reading programs.

Ms. McNicol submitted the Marketing program to the Library Board. The current marketing plan has exhausted the funding. Since the logo contest, there are several ideas to carry out with using the new logo; however, we need further funding. A few ideas are stationary, tote bags, library bags, etc. With the entire marketing plan, we need \$1,462 in order to go forward.

Mr. Gualtieri asked to make the total cost of the Marketing program be \$1,962. After further discussion was held, E. Hatkin made the motion to approve the Library’s Marketing Proposal, in the amount of \$1,962.00 and will be funded by the Library Gift Enhancement Fund. C. Esposito seconded the motion. All were in favor.

R. Gualtieri noted the proposal to purchase a refurbished microfilm machine is to be funded by the Friends of the Library. The current machine will be traded in and the total cost is \$4,100.

Young Adult Librarian Proposal—Pam Ross prepared the proposal. Ms. Ross and Ms. Brand met with the middle school’s student council to creatively put together the list of suggestions for the youth at the library. There were several DVDs; computers (MAC); books on biographies; current events; and areas of interests were requested.

After reviewing the lists of requested items, the Library Board wished to show their support. The Friends of the Library agreed to purchase video games for Xbox. This will be an experiment to see what is checked out and the teenagers come to the library. After discussion, E. Hatkin made the motion to approve the funding of \$1,200 from the Library’s Gift Enhancement Fund for the Young Adult Department. C. Esposito seconded the motion. All were in favor. It was suggested for a progress report to be presented when we hold a “meet the staff” this fall.

Message from the Chairperson—J. Glover requested the Board members to think of any prospects to submit for consideration for the vacant opening on the Library Board. Any prospects would be given to C. Leng, in the Mayor’s office.

Hamden Library Director’s Report: The carpeting project is moving along. Funding is supported by the LOCIP, and pays for the public areas to be re-carpeted. The work is done after hours and will be completed over a four week period. R. Gualtieri had the specs and weight of the carpet that is being ordered.

Executive Session: Nothing to report.

Adjournment: C. Esposito made the motion to adjourn the meeting at 8:45 p.m. E. Hatkin seconded the motion. All were in favor.

Next Meeting: The next meeting is scheduled for **Wednesday, June 1, 2011** at 7:00 p.m.

Respectfully submitted,

Patrice A. LeMoine

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Clerk of the Commission