

**Town of Hamden
Library Board
Minutes of September 7, 2011**

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

Call to Order: J. Glover opened the meeting at 7:00 p.m.

Approval of Minutes: J. Glover requested a motion to approve the minutes of the July 6, 2011 meeting. One correction was noted with the misspelling of Ms. Brundage's name.

T. Marchant-Shapiro made the motion to approve the minutes of the July 6, 2011 meeting as amended. E. Hatkin seconded the motion. All were in favor.

Meet the Staff—Mr. Gualtieri noted that no one was scheduled to attend this evening's meeting.

Correspondence: First Niagara Bank forwarded a donation from a client of the bank and the library's to the Hamden Library Gift Fund. At the request of the customer, the gift was recorded anonymously. A thank you letter was sent to the customer.

A letter of request from the Hamden Arts Commission was received, which is for the upcoming fall 2011 Saturday Family Entertainment Series. A discussion and vote will be held later during the meeting.

Public Media: L. Brundage gave a report from the Friends of the Library. The Friends will be holding a library book sale in the book store. The sale will be this week, including Saturday. There are plenty of books that will be up for sale. J. Glover suggested any unwanted books could be made available at the "free to the public" table. Ms. Brundage will work with N. McNicol with the arrangements.

As a demonstration of support, J. Glover requested the Library Board enroll as a member of Friends of the Library. Everyone agreed to complete their membership form.

Old Business:

FY 2011-12 Budget—R. Gualtieri gave the financial report as of August 31, 2011. He reviewed the line items and the current balances; and also highlighted the encumbrance amounts or expenses for this period.

Long-Range Planning: 2006-2010 Plan – Ms. Glover and the Committee distributed the documents with the draft of the 2011-13 Strategic Plan.

Ms. Fiss commended the group for their time and work in putting the draft together. There was the concern if the strategic plan should carry a format with a specific task and carries goals and a timetable and be the same with the staff's plan. It gives something of ownership to every department. J. Glover agreed the draft will work with the library staff for their goals and objectives. I. Fiss made suggestions for the library to include the residents for civic services. An example was the tax forms, career resources and other resources on the local, state and federal levels. Further

discussion was held to add more goals to the plan. Organizational competencies, accessibility to the library (working with public schools) were areas of interest to consider.

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Ms. Marchant-Shapiro is including the survey to the students at Southern Connecticut State University as part of their studies this fall semester. J. Glover reviewed some of the individual goals and projects. E. Hatkin noted as we recommend some of these goals or tasks, to not add a burden to some of the various library departments.

In essence, the Library Board agrees this draft will merge with the Staff's smart goals. The final document will be mailed to everyone and presented at an upcoming Library Board meeting for a vote.

New Business:

Donald Hall Program Celebration – This event is scheduled for Friday, September 16 at 7:00 p.m. and will be held in the lobby of the Library. Approximately 120 guests have been invited and a small reception will be held for Mr. Hall. Mayor Jackson will be attending. A lengthy program will be held, however, a final draft of the evening has not been completed.

Funding for the cost for refreshments will be required. E. Hatkin made the motion to spend \$200 for refreshments for this program and will be provided by the Library Gift Fund. Ms. Marchant-Shapiro seconded the motion. All were in favor.

Capital Projects – The Town Council approved the capital projects for the Library 2011-12 and the Mayor included the purchase of a digital fiche/film scanner and the carpet replacement in the budget.

Holiday Schedule Christmas/New Year's Library Hours – As an informational piece to the Library Board, the December 24 and December 31 (Christmas Eve and New Year's Eve) fall on Saturdays and in the union contract the staff will receive a paid holiday and they will receive a floating holiday. The library will be closed on both Saturdays and then both Mondays due to the holiday schedule (December 24, **25**, and 26 and December 31, January **1**, and 2).

Library Gift Fund Report: The quarterly report for the period of July 1 to August 31, 2011 was presented. R. Gualtieri noted the balances in the Restricted and Unrestricted accounts.

The total unrestricted amount is \$78,019.05 and total restricted balance is \$30,092.31; giving a total for the quarter of \$108,111.36. Details of the funds and accounts were provided to the Board.

Hamden Arts Commission – Request for a contribution from the Library to the Family Entertainment Series was discussed. Ms. Fiss made the motion to approve a donation of \$500, which will be transferred from the Library Gift Fund Unrestricted account, to the Hamden Arts Commission for this fall project as discussed. Ms. Marchant-Shapiro seconded the motion. All were in favor.

Hamden Public Reading Room Reference Renovation Proposal – A drawing of a new proposal to utilize the reference room for visitors was reviewed with the Library Board. Mr. Gualtieri noted the seating arrangement, shelving system and tables create a better inviting arrangement, and there is a cost of \$10,400 for the purchase of some of the equipment (shelving units). The Friends of the Library will donate \$5,200 to the project and Mr. Gualtieri recommends the Board approve the balance (\$5,200) to come from the Library Gift Fund. E. Hatkin made the motion to approve the transfer of \$5,200 from the Library Gift Fund to support the Public Reading Room Reference Renovation Project. T. Marchant-Shapiro seconded the motion. All were in favor.

Hamden Library Director's Report: R. Gualtieri noted in his report there is an update regarding staffing. We have interviewed candidates to fill the open Library Page position. A candidate will be offered the position and hopefully being this month.

R. Gualtieri spoke of the recent hurricane and that the library did not lose power and several visitors were in the library using the computers.

The 2011 Association of Connecticut Library Board Leadership Conference is November 10th and is going to be held in Hartford. The Library Board members agreed to attend and will register for the conference.

Executive Session: Nothing to report.

Adjournment: With nothing further to discuss, E. Hatkin requested a motion to adjourn the meeting at 8:53 p.m. I. Fiss seconded the motion. All were in favor.

Next Meeting: Due to a conflict with the October 5th regularly scheduled meeting, the next meeting for October will be announced at a later time.

Respectfully submitted,

Patrice A. LeMoine

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Clerk of the Commission