

## Town of Hamden - Library Board Minutes of December 7, 2011

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**Attendance:** Jan Glover, Irene Fiss, Evelyn Hatkin and Theresa Marchant-Shapiro. **Also in attendance:** Library Director, Robert Gualtieri and Associate Library Director, Nancy McNicol.  
**Absent:** Christine Esposito.

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

**Presentation:** J. Glover asked the Board members to introduce themselves to the coordinators of the PAC program, Ms. Godfrey and Guadalupe-Martinez. Ms. Godfrey noted this program was recommended by the Mayor. The children development program was to be open for parents to attend and the decision was made to hold the sessions on Saturdays mornings at the Whitneyville Library, which is called the Cereal Club. Through funding, we were able to create two, 7-week programs; at Whitneyville Library and soon at Brundage Library

Ms. Guadalupe-Martinez added the program includes early childhood education, parent-child curriculum and other resources for the parents. The sessions offer interactions and group connections. The program interacts with parents and a separate time with the children are held. Parent evaluations are completed at the end of the seven weeks. Thirteen families were enrolled; but attendance staggered over the seven weeks in attendance. Reminders are circulated each week. The group would like to come up with ideas of how to have more families attend each Saturday. Create a device to make a stronger connection with the families. The program and resource information is available in both English and Spanish. A new program coordinator will be needed for the winter program. Some creative outreach will be required to the residents in the Dixwell area.

**Approval of Minutes:** J. Glover requested a motion to approve the minutes of the November 2, 2011 meeting. One correction was made to the section regarding Saturday Hours: "Nancy McNicol submitted the report." **E. Hatkin made the motion to approve the November 2, 2011 minutes as amended. I. Fiss seconded the motion. All were in favor.**

**Public Media/Correspondence:** A letter of resignation from Robert Gualtieri was submitted to the Town of Hamden's Personnel Department. After twenty-five years of service, Mr. Gualtieri made the decision to retire. Mr. Gualtieri's last day will be January 31, 2012.

J. Glover addressed a patron who emailed T. Marchant-Shapiro regarding the recent survey held at the library. After much deliberation, a response was sent to the patron.

### **Old Business:**

**Meet the Staff** – Nothing scheduled.

**Long-Range Plan Goals 2011-2013** – Goals 1 to 3: R. Gualtieri noted the staff has begun to address the libraries' goals. J. Glover has not completed the Board's goals.

**Friends of the Library** – I. Fiss and N. McNicol attended the last meeting of the Friends of the Library. I. Fiss gave a brief overview of the membership and that a few goals should be in place. One suggestion to help attract new membership, a diverse age group is needed. J. Glover suggested that Friends should attend the neighborhood association meetings.

**Library Survey Project/Update (4.2)** – the data report has not been completed. T. Marchant-Shapiro gave an up-to-date report of the project. Great feedback was received. A bigger desire for DVDs and the loan period to be longer; staff courtesy and helpfulness (friendly service) were a couple

of examples.

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**New Business:**

**Fiscal Year 2011-12 Budget Workshop:** R. Gualtieri went over the cost for the Library's budget to consider affording the Saturday branch morning hours and Sunday hours. Providing these two items in the budget still require the Town Council's approval.

During the Library Board's discussion, I. Fiss suggested the Library Board consider working with a particular budget amount and review options for the Library to consider. The goal of the Library should be to provide the best opportunities and privileges for the patrons of the library. This means developing and coordinating those options for staffing, as well as the staff hours. The plan has to be a long-term acceptance by the Mayor and Town Council.

At this time, the suggestion is to exclude Sunday hours in the proposal, and to include the Saturday hours for branches to hold morning hours and add a part-time Page in the upcoming budget 2011-12. R. Gualtieri will attempt to prepare a plan with a budget, but it will be a challenge with salaries and staff hours.

**Hamden Library Director's Report:** R. Gualtieri noted a few items in his report.

**Library Gift Fund —** New shelving is required for the DVDs in the library. The cost associated to afford the shelving is \$770. T. Marchant-Shapiro made the motion to approve the purchase of the shelving system, in the amount of \$770, which will be funded from the Library's Gift Fund. I. Fiss seconded the motion. All were in favor.

**Search for Library Director Position —** J. Glover would like to hold a planning meeting to prepare for the upcoming hiring of the Library Director. J. Glover will contact Mr. Kelley of Personnel. The job description will be provided to the Library Board and a meeting will be held December 21, 2011, with a time to be announced, in the Preview Media Room.

**2012 Meeting Schedule —** P. LeMoine prepared the Library Board meeting schedule for 2012. As in the past, the meetings will be held the first Wednesday of each month, at 7:00 p.m. There is one date in July, which is the July 4<sup>th</sup> holiday. The Board decided to hold the meeting the following Wednesday, July 11, 2012. Ms. LeMoine will submit the schedule to the Town Clerk's office and provide a copy to the Library Board.

**Executive Session:** Nothing to report.

**Adjournment:** With nothing further to discuss, J. Glover requested a motion to adjourn the meeting. T. Marchant-Shapiro made the motion to adjourn the meeting at 9:05 p.m. E. Hatkin seconded the motion. All were in favor.

**Next Meeting:** The next regular meeting of the Library Board will be held January 4, 2012 at 7:00 p.m.

Respectfully submitted,

*Patrice A. LeMoine*

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Clerk of the Commission