

## **Town of Hamden - Library Board Minutes of January 4, 2012**

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

**Call to Order:** J. Glover opened the meeting at 7:03 p.m.

**Approval of Minutes:** J. Glover requested a motion to approve the minutes of the December 7, and December 21, 2011 meetings. Ms. Fiss made the following changes with regard to the presentation to read as follows:

J. Glover asked the Board members to introduce themselves to the HPYC Coordinator Tricia Godfrey and the Coordinator for the Saturday Cereal Club pilot program, Guadalupe-Martinez. Ms. Godfrey noted the seven-week program was designed to enhance children's language and social skills. She noted that the Saturday Cereal Club was a joint effort of the HPYC and the Library. It was paid for by the HPYC with its Town funding. The Library supplied the space at the branches as a pilot program to help determine whether the branches should be open on Saturdays in the future. This effort was supported by the Mayor who encouraged collaboration of town agencies and departments on behalf of young children and their families. She noted that The Cereal Club, a joint enterprise of the HPYC and the Library, was open for parents and children to attend on Saturday mornings at the Whitneyville Library, and that later, in March, it will be available at the Brundage branch. Ms. Guadalupe-Martinez added the program includes early childhood education, parent-child interaction and a time when parents meet with the coordinator for guidance with child rearing. The parents completed an evaluation of the program at the end of the seven weeks and were very positive and enthusiastic about the program.

Several challenges were identified:

- While thirteen families were enrolled, attendance varied over the seven weeks. The group would like to find ways for more families to attend regularly.
- A new program coordinator will be needed for the winter program.
- Some creative outreach will be required for residents from the Dixwell area.

**T. Marchant-Shapiro made the motion to approve the December 7, 2011 minutes as amended. I. Fiss seconded the motion. All were in favor.**

**E. Hatkin made the motion to approve the December 21, 2011 minutes as presented. C. Esposito seconded the motion. All were in favor.**

**Correspondence:** Nothing to present.

**Public Media:** L. Brundage noted the Book Store is still selling books, but there is still a great deal of inventory in stock.

**Old Business:**

**Meet the Staff** – Not scheduled.

**Long-Range Plan Goals 2011-2013** – Ms. Marchant-Shapiro noted the write-up is almost complete and will be finished and submitted to the Library Board this week.

**Library Director Search:** J. Glover and R. Gualtieri attended the Civil Services' meeting on January 3 and they approved the job description of the Library Director as presented.

The position will be posted for eight weeks and depending on the number of qualified applicants, the search may be extended. The advertisements will be on the Town's webpage, CLA, a national list serve, and Pub-Lib. At the February meeting, the Board will discuss the approach on the interviews to be held for March or April.

**New Business:**

**Discussion and approval of the Library Operation Budget for Fiscal Year 2012-13-**

R. Gualtieri presented the upcoming budget schedule. The budget proposal will include Saturday branch hours; a new part-time Page (annual salary is \$10,164); a new recommendation was proposed to include a Librarian I position (annual salary is \$49,112), which would be geared to provide programs for the Young Adults Population. The Librarian I position would be a good position for the Library, especially for outreach to the middle and senior high school students.

The Board received the proposed budget and in review of the proposal, the Library budget will include an increase from \$1,870,186 to \$1,985,010, which represents 6%. R. Gualtieri noted the request for e-books has increased. He also highlighted other budget items with the Board.

Library salaries were reviewed and one adjustment was made to the Library Director position. **After review of the Library Budget for Fiscal Year 2012-13, E. Hatkin made the motion to approve the Library operating budget with amendments as discussed. T. Marchant-Shapiro seconded the motion. All were in favor.**

**Discussion and approval of the Library Capital Budget for Fiscal Year 2012-13-** The report is a six-year capital plan. R. Gualtieri highlighted the priority projects. The first item is the architect project (\$21,000) and the second is the IT/PC replacement (\$30,000).

Suggestion for the Library Board to identify funding for future enhancement projects with library renovations to be addressed. The Library Board will work on this project in the spring 2012.

**Brundage Community Branch Saturday Hours Pilot Project (Winter/Spring)-** The budget for this project is \$3,600, and the sign-up for two positions is required to operate on Saturdays. There is very little support from the Library staff who has been asked to sign-up for Saturdays. The Library Board agreed to proceed with the project.

**Library Gift Fund —** The quarterly report, ending December 31, 2011, was presented. The Hamden Rotary Club raised \$1,500 for the purchase of large print books. The Library sends a letter of acknowledgment to the Rotary for their annual gift. The Bradley Trust made a donation of \$4,365 and the Community Foundation of Greater New Haven made a contribution of \$5,147.

The balance in the Library's Gift Restricted Funds was \$16,901.28 and \$10,082.99 in the Unrestricted Funds. As of December 31, 2011, the total amount in the Gifts Funds came to \$117,826.47; of those funds, \$85,074.85 is in the Enhancement Funds.

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

**Appointment of Interim Library Director-** J. Glover, with the support of the Library Board, asked Ms. McNicol to be the Acting Library Director when the position becomes vacant and until the position is filled. After a brief discussion, **E. Hatkin made the motion to appoint N. McNicol to be the Interim Library Director effective February 4, 2012. C. Esposito seconded the motion. All were in favor.**

**Executive Session:** Nothing to report.

**Adjournment:** With nothing further to discuss, **E. Hatkin requested a motion to adjourn the meeting at 8:35 p.m. C. Esposito seconded the motion. All were in favor.**

**Next Meeting:** The next regular meeting of the Library Board will be held February 1, 2012 at 7:00 p.m.

Respectfully submitted,

***Patrice A. LeMoine***

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Clerk of the Commission