

Town of Hamden - Library Board Minutes of June 6, 2012

Attendance: Jan Glover, Christine Esposito, Irene Fiss, Evelyn Hatkin and Theresa Marchant-Shapiro. **Also in attendance:** Acting 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 for the meetings held May 2, 2012. J. Glover made the motion to approve the minutes of the May 2, 2012 meeting as presented. E. Hatkin seconded the motion. All were in favor.

Correspondence: Nothing to present.

Public Media: Nothing to present.

Old Business: The **library budget for 2011-12** was presented. Ms. McNicol noted the budget spending for the Town departments has been frozen. The Finance Department advised the Library Department not to use the available dollars in salaries.

Library Budget for Fiscal Year 2012-2013-

The proposed budget was approved as presented. However, there were still a few small cuts to a few budget items. Library book supplies was reduced by \$5,000 and a few non-contractual accounts, where a surplus were held. There were issues to reduce or hold those budget amounts going forward. No new positions were approved.

The Legislative Council approved a small budget for the Brundage Community and Whitneyville branches to hold Saturday hours for 10 weeks each.

Brundage Branch Saturday Hours Pilot program – The comparison report of the Saturday hours held at both branches was reviewed. A review of the budget for Saturday hours will need to be reviewed. This will create overtime salaries and may limit the availability of staffing for the Miller Library on Saturdays. I. Fiss recommends Ms. McNicol to provide the Board the job descriptions of all positions. This would allow the Board to thoroughly review each role and the responsibilities. A discussion was held regarding other possibilities. The suggestion is to have Brundage Community branch hold Saturday hours over the summer and Whitneyville branch to hold Saturday hours over the fall months. This subject will be revisited at the next Library Board meeting.

The data was impressive and Ms. McNicol will be completing a survey to include the Saturday hours. The Library will include an email blast with the schools.

Interim Hamden Library Director's Report: A request from Children's Department to purchase the AWE Learning system. N. MacLaughlin is requesting the purchase of a new additional system for Miller Library or maybe one of the branches. The current AWE system is very popular and a large drawer by the children. The AWE Learning system is a literacy program that carries several softwares for various age levels. The computer equipment is under the supervision of the Town's IT department so the purchase cannot be considered. T. Marchant-Shapiro asked to review the report in the Library Gift Fund. I. Fiss would like to see more thought and a plan presented before the request is presented to the Board.

Ms. McNicol then presented the Summer Reading program for the three libraries.

Miller Library requested \$3,909; Whitneyville requested \$820; and Brundage requested \$1,075. The entire proposal came to \$5,804.

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Friends of the Library will cover 50% of the cost of the Summer Reading program proposal (\$5,804).

Additional requests:

Adult Fiction by Whitneyville branch made a request of \$2,200. Whitneyville added a request for Adult fiction for large print books is in the amount of \$4,800.

Ms. McNicol noted aside from the Summer Reading program, the additional requests were orders that will be made over the next 12 months.

Ms. Fiss made the motion to approve the Summer Reading program proposal, in the amount of \$2,902, and will be paid from the Library Gift Fund unrestricted account will be used. C. Esposito seconded the motion. All were in favor.

Ms. Marchant-Shapiro made the motion to decline the request for the purchase of Adult Fiction Collection, in large print books, in the amount of \$4,800, and to decline the Whitneyville branch's request of \$2,000. C. Esposito seconded the motion. All were in favor.

The Library Board discussed in detail the request to purchase an AWE Learning system and would prefer another source to afford the equipment and software. T. Marchant-Shapiro made the motion to purchase an AWE system, but for the Brundage Community branch, not Miller Library. C. Esposito seconded the motion. After a discussion was held, and the decision was made to have the Children's departments to collaborate and to present a plan for the future purchase and plan for funding, possibly approach the Town's grant writer to search for funds. The final vote was five opposed the motion. The motion did not pass.

New Business:

Executive Session: Library Director Search.

At 8:15 p.m., E. Hatkin requested a motion to go into executive session. I. Fiss made the motion to go into executive session for the purpose to discuss the hiring of the Library Director's position. I. Fiss seconded the motion. All were in favor. At this time Ms. LeMoine left the meeting.

At 8: 59 p.m. E. Hatkin made the motion to go out of Executive Session and C. Esposito seconded the motion. All were in favor.

Adjournment: With nothing further to discuss, C. Esposito made the motion to adjourn the meeting at 9:01 p.m. E. Hatkin seconded the motion. All were in favor.

Next Meeting: A special meeting of the Library Board will be held July 11, 2012 at 7:00 p.m.

Respectfully submitted,

Patrice A. LeMoine

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Clerk of the Commission