

Hamden Library Board

The Library Board, Town of Hamden, held a Special Meeting on Thursday, July 11, 2012 at 7:00 p.m. in the Library Directors Office. The following items were discussed:

Commissioners in Attendance: Jan Glover, Theresa Marchant– Shapiro, Evelyn Hatkin, Christine Esposito, Irene Fiss

Others in Attendance: Interim Library Director Nancy McNicol, Acting Commission Clerk Gerry Tobin

Ms. Glover called the meeting to order at 7:03 p.m.

Review Minutes of June 6, 2012:

Amendments were made to the Minutes of June 6th. Revised minutes are attached.

Ms. Marchant–Shapiro made a motion to approve the June 6, 2012 minutes as amended. Ms. Esposito seconded the motion. The vote was unanimous in favor.

Correspondence

There was no correspondence.

Public/Media Comments on Agenda

There were no comments

Meet the Staff

The purpose was to meet the Quinnipiac Fellow working in the Library, who was not in attendance. There was discussion on the Quinnipiac Public Service Fellows and what they were working on. The Library Fellow is working in the three branches in the children's section.

Old Business

Library Budget FY 11/12 – A copy of the final accounting was distributed and is attached. Board members were curious about receipts from fines. Ms. McNicol said the Town wants the fees for room rentals increased. The Board will discuss this in September.

There was no report on the Fiscal Year 2012/2013 Budget.

Library Director Search

Janet Glover had nothing to report. Marian is awaiting a call back from Mayor Jackson. Ms. Glover will talk to Marian tomorrow. The Board will discuss in executive session about what to do next.

New Business

Policies were tabled to September at the June 6th meeting.

Ms. McNicol distributed job descriptions except for the business manager. That job description will have to be rewritten by the Board. Ms. Fiss suggested a letter from the Board to Mr. Kelley saying it would be a good idea to work with the Board to provide a smooth transition. **Ms. Fiss made a motion that the Board contact the Town's Personnel Director to request a meeting to discuss a smooth transition as employees accept the Town's retirement incentive. Ms.**

Hatkin seconded the motion. The vote was four in favor, one opposed. The motion carried.

Ms. Fiss asked if we are doing anything for Ms. Lemoine, who is having surgery. **Ms. Hatkin made a motion that the Board send flowers to Ms. Lemoine with the funds coming from the gift fund. Ms. Fiss seconded the motion. The vote was unanimous in favor. Ms. Fiss will take care of this.**

Ms. Fiss said she went to two book sales by two other libraries, and was struck by how simple it could be. She said a local supermarket donated brown paper shopping bags – one library put their stamp on the bags, the other did not. The books were sorted into ten categories and placed in boxes. Buyers paid by the bag. Ms. McNicol commented that the Friends had a book sale today in the rotunda. Ms. Glover has been to similar sales where the bag is already filled and the contents are a surprise, or you let patrons pick the books to fill their bag. Ms. Marchant Shapiro would be uncomfortable not having Ms. Brundage here. Ms. Glover felt perhaps this could be done near the holidays. One of the items on the strategic plan is to work with the Friends of the Library. The Board will talk to Ms. Brundage first and invite her to the September board meeting. This item will be placed on the September agenda.

Ms. Esposito mentioned North Haven Library's secret door for kids.

Interim Library Director's Report

The Library Director's Report is attached

There was discussion on the proper use of fellows and interns.

Ms. McNicol mentioned that the Library and Hamden High School have Kindles for use by students for their summer reading program, since there are not enough hard copies of the required reading books for everyone.

Business Office

Thank you to Sheila Michalson who is preparing for her retirement. She is streamlining various processes for her successor.

Scanner Purchase

Ms. McNicol explained that the scanner might be a good way of scanning scrapbooks. Ms. Glover mentioned this might be good job for the intern and would give him a varied experience.

Ms. McNicol reported that every so often we get an ad for licensing to show movies. She has applied for licenses for Miller at a cost of \$240, and for the branches at a cost of \$105 each. This will allow the Library to show movies for a whole year. The equipment is on hand and portable so it can be shared with the branches. The portable screen, projector and DVD player were recommended by Dave Richards of the Town's IT Department.

ADA Compliance renovations are not quite complete. Discussion followed regarding the switch that operates ADA compliant door. And the restroom door closure.

Executive Session

Ms. Marchant Shapiro made a motion to go into Executive Session at 8:15 p.m. Ms. Hatkin seconded the motion. The vote was unanimous in favor.

Ms. Hatkin made a motion to close the executive session at 8:55 p.m. Ms. Esposito seconded the motion. The vote was unanimous in favor.

Adjournment

Ms. Esposito made a motion to adjourn the meeting at 8:55 p.m. Ms. Hatkin seconded the motion. The vote was unanimous in favor.

Submitted by: _____
Gerry Tobin, Acting Clerk