

**Town of Hamden - Library Board
Minutes of Special Meeting
October 2, 2012**

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

Call to Order: Chairperson, J. Glover opened the meeting at 7:04 p.m.

Approval of Minutes: J. Glover requested a motion to approve the minutes for the special meeting held August 28, 2012. It was noted the spelling errors in Ms. Marchant-Shapiro's name. Ms. Esposito noted on page two, the subject of the temporary decision in closing Miller Library Thursday and the branches on Friday, the entire Library Board was not in favor of this decision.

E. Hatkin made the motion to approve the minutes of the August 28, 2012 special meeting as amended. I. Fiss seconded the motion. All were in favor.

J. Glover asked for a motion to approve the minutes of the September 5, 2012 meeting. Ms. Amodeo noted the error in the spelling of her last name. E. Hatkin made the motion to approve the minutes of the September 5, 2012 meeting as amended. C. Esposito seconded the motion. All were in favor.

Correspondence: Nothing to present.

Public Media: Nothing to present.

Old Business: The **library budget for 2012-13.** The report as of September 30, 2012 was presented. Ms. Amodeo gave a review of the report and noted the library materials and all other budget items are in order. In fines, the Library reached \$7,000 in collection fees. Some dollars were transferred to the overtime salary budget due to the bed bugs incident, which created extra expenses for staff compensation and there will be other areas of overtime dollars used in the coming months.

Meeting Room Policy—A discussion was held regarding the meeting space available at the libraries. A copy of the request form was available to the Board. All three libraries will use the same application. Currently there is no attraction to receiving requests for a meeting room. The Town would like to ask the library to encourage groups to rent the rooms.

The Library Board reviewed the policy for the not-for-profits and the for-profit organizations, regardless to whether they are from Hamden. The rules and issues were addressed. Ms. Marchant-Shapiro made a recommendation to enforce the fees for custodian services regardless to the for-profit or non-profit organizations, when the services are required. The Board agreed to enforce this policy after a financial person is hired.

New Business:

Holiday Closing schedule – The upcoming holidays are the Wednesday before Thanksgiving Day; Christmas Eve, Christmas Day, New Year's Eve and New Year's Day.

Ms. Amodeo and Ms. McNicol discussed and addressed the dates when the libraries are open, and the bargaining union's agreement. The Library Board proposed to close the libraries at 5:00 p.m. on Wednesday, Thanksgiving eve. T. Marchant-Shapiro made the motion to close the libraries at 5:00 p.m. the Wednesday before Thanksgiving Day, November 21, 2012. I. Fiss seconded the motion. All were in favor.

It was agreed that the Library Board will address the 2013 holidays this coming January.

T. Marchant-Shapiro made the motion to close the libraries December 24 and 31, 2012. E. Hatkin seconded the motion. All were in favor. The motion passed unanimously.

Proposed New Schedule for Monthly Library Board Meetings—The Library Board discussed and proposed to reschedule the regular monthly meetings. The new meeting date will be effective December 4, 2012. The calendar for 2013 will be presented to the Board for approval in December. T. Marchant-Shapiro made the motion to accept the regular meetings to be held on the first Tuesday of every month at 7:00 p.m., effective December 4, 2012. C. Esposito seconded the motion. All were in favor. The motion passed unanimously. A letter will be sent to the Town Clerk's office to publish.

Agenda and Minutes—The Library Board discussed the routine of the proposed agenda and the Board members can contact the Library Director with any agenda items two weeks prior to the next meeting. The agenda with notice of the next meeting will be delivered one week prior to the Board.

J. Glover noted the meeting minutes should not be posted to the public until the Library Board has reviewed and approved them. Ms. Glover will contact the Town Clerk or the Town Attorney regarding this subject.

Status of Library Financial functions—An accountant has been contracted to review the office manager's procedures and will provide us with recommendations to support the new role of responsibilities and procedures for a full-time office manager position. Ms. Amodeo is looking forward in receiving a final report in the next week.

Library Director's Report: The Library Board reviewed M. Amodeo's report. She gave a summary of her report and noted for the interim Ms. McNicol is processing the payroll for the library staff; Jessica is doing the book ordering; and the functions of the gift funds are being addressed. Ms. Amodeo met with Curt Leng regarding the Town's assistance with a few differentials (temporary stipend) for some of the staff taking on extra tasks and responsibilities.

Ms. Amodeo is addressing the gaps with the staffing schedules and focus attention to where work responsibilities are needed to be addressed. The Board agreed to support the Library to gain the approval from the Town Council in posting a new office manager position.

M. Amodeo has met with the library directors, the staff, various town department directors, and the directors meeting. The library will have information displayed at a table at the various voting stations in the Town.

Associate Library Director's Report: Ms. McNicol provided her report to the Board. A movie licensing application was submitted so the library can hold movies for children and families. The library newsletter is on hiatus due to the staff shortages. Ms. McNicol will be the judge for the New Haven Reads Spelling Bee event.

T. Marchant-Shapiro and J. Glover proposed the announcement and open house for our new Library Director to be scheduled. Monies from the Library Gift Fund will be available to support the event. The Library Board will work together to hold the event on November 1, 2012 at 3:30 p.m. and coordinate the invitations for town officials and guests to come. J. Glover will communicate by email for the planning.

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It was agreed to tentatively schedule the event for Thursday, November 1, 2012 from 3:30 to 5:00 p.m. E. Hatkin made the motion to approve the Library Board to spend up to \$400.00 from the unrestricted library gift funds for the refreshments and all other essentials needed to hold the event to introduce the Town's new Library Director. C. Esposito seconded the motion. All were in favor.

Executive Session: Nothing to report.

Adjournment: With nothing further to discuss, E. Hatkin made the motion to adjourn the meeting at 8:55 p.m. C. Esposito seconded the motion. All were in favor.

Next Meeting: A regular meeting of the Library Board will be held **November 7, 2012 at 7:00 p.m.**

Respectfully submitted,

Patrice A. LeMoine

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Clerk of the Commission