

**Town of Hamden - Library Board
Minutes of Special Meeting
November 13, 2012**

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

Call to Order: Chairperson, J. Glover opened the meeting at 4:35 p.m.

Approval of Minutes: J. Glover requested approval of the minutes for the meeting held October 2, 2012. Ms. Amodeo corrected the first sentence on page two, under Library Director's Report, paragraph three, to read "M. Amodeo has met with the library department heads, the staff, various town department directors, and attended the directors meeting."

E. Hatkin made the motion to approve the minutes of the October 2, 2012 meeting as amended. C. Esposito seconded the motion. All were in favor.

Correspondence: E. Hatkin wrote thank you letters to the vendors for their patronage for the November 1st reception to meet Ms. Amodeo, our Director of Library Services.

Public Media: L. Brundage gave a report for the Friends of the Library. A Friends of Connecticut Libraries display table was held Saturday, November 10th. The goal was to encourage new membership. To date the Friends membership is at 123. J. Glover asked the Board to consider meeting with the Friends to help collaborate to building new membership.

Old Business:

Update for the **Library budget for 2012-13**. The report as of October 31, 2012 was presented. Ms. Amodeo gave a review of the report and noted we are working with the Town Administration to assist with the purchase of new computers. There are monies in the budget to cover the expense of the computer migration. Further discussion was held regarding the situation with our current computer issues.

Meeting Room Policy—A review of the proposed changes to the policy for the not-for-profit and the for-profit organizations, were indicated in red. T. Marchant-Shapiro made a recommendation to avoid the asterisks(s) and move those notations to the areas where appropriate. The meeting room policies will be in effect when the Business Manager is hired.

Status of Library Financial Functions—M. Amodeo and J. Glover met with the accountant who was hired as a consultant to review the business manager's records and procedures. Ms. Amodeo suggested inviting the consultant to give a report of her findings and recommendations to the Library Board.

At this time, Ms. Amodeo proposed to add an item to this evening's agenda. T. Marchant-Shapiro made the motion of a request from the Hamden Arts Commission to the agenda. C. Esposito seconded the motion. All were in favor.

New Business:

M. Amodeo presented a request from Ms. Coleman, chairperson of the Hamden's Arts Commission, for the Saturday Family Entertainment program and schedule. After a discussion was held regarding the request, E. Hatkin made the motion to support the request of \$500 for the Hamden's Arts

Saturday, 2013 Family Entertain Series and the funds will be expensed from the Library's Unrestricted Gift Fund. C. Esposito seconded the motion. All were in favor.

Report on meeting with financial planner from Webster Bank—N. McNicol and M. Amodeo went to the various local banks to update and sign the new signature cards for the libraries' accounts. They met with the investment representative from Webster Bank to discuss some investment vehicles for the funds that are currently in a money market account. After we received some information, Ms. Amodeo shared the information with the accountant and her recommendation is to review the material, but wait until she presents her report before making a final decision.

Questions and discussions were held about the possibility of the Library Board and the Hamden Library becoming a 501(c)3. M. Amodeo will pursue this matter with the Town and contact a law professor at Quinnipiac Law School for an opinion.

Status of Information Technology Infrastructure—M. Amodeo and N. McNicol met with C. Leng to review the current IT structure for all the libraries. Our system is a very antiquated service; inadequate band width to both visitors and staff. Ms. McNicol gave examples of the problems and issues everyone is experiencing (ordering books, a great deal of down time and drop time). J. Rogaz held an audit of the technical support and will provide a full review with a report of her findings. The library will be addressing the service of the current contract regarding the band width service prior to the expiration of the service, which is March 2013.

Saturday Hours at Library Branches—M. Amodeo distributed a sign-up sheet for staff to work the various Saturdays over the next few months. The coverage is an issue; we are at a low-point in staffing and may not have the appropriate coverage to run the library. The outcome of this matter is pending.

Report from ACLB conference—C. Esposito and M. Amodeo attended the conference. The keynote speaker spoke very passionately about the future of the libraries. Ms. Amodeo provided some of the highlights from the conference. Also, Barbara McNamara, lawyer from the ACLU, spoke about the statutes and the subject of giving of gifts to the library and approaching the legislators to supporting the future of the libraries.

Long-Range Plan: Initial Discussion—The recommendation to return to revisiting the document and begin to update the plan. We will also create a timeline with an action plan to address the goals and objectives.

Possible changes in policies—In creating a more user-friendly service to our library patrons, Ms. Amodeo presented two policies where she proposed recommendations to change the rules.

One was the circulation policy and the second was the information desk. M. Amodeo discussed the current rule for a library member providing alternative identification when they are without his/her library card. The information desk oversees the electronic system for book inquiries; however the current system does not allow one to place a hold on a book, if the book is available in the libraries. We need to place a caveat to provide a 24-hour retrieval service.

M. Amodeo and N. McNicol will meet with the staff to bring these two changes to their attention and will initiate a pilot on both recommendations.

Library Director's Report: The Library Board reviewed M. Amodeo's report. She gave a summary of her report and noted Ms. E. Brand gave her notice and left her position as LTA November 8, 2012.

The Library served as one of Hamden's warming spaces for those who were impacted from the hurricane last month. Refreshments were served to those who were without power for the week.

A Fine Free Day was introduced to the patrons. This was offered November 13 through the 16. In lieu of paying fines for the overdue library materials, canned goods for the Food Bank were accepted.

Ms. Amodeo has met with contractors of the Town to identify the strong odor and mold in her office and until the situation is resolved, she will be moving her office to the first floor, outside of the media area, of the Library.

She took this time to explain some of the improvements that need to be addressed at the branches.

There will be a few changes for the patron comment cards, stationary will be revised and printed.

Associate Library Director's Report: Ms. McNicol provided her report to the Board. She gave an update on the marketing efforts. Since she is dedicating some of her work time to the business office, the library newsletter will continue to be on hiatus.

At this time, Ms. McNicol reviewed the Usage and Circulation report for October.

Executive Session: Nothing to report.

Adjournment: With nothing further to discuss, T. Marchant-Shapiro made the motion to adjourn the meeting at 6:20 p.m. C. Esposito seconded the motion. All were in favor.

Next Meeting: A special meeting of the Library Board will be held **Tuesday, December 4, 2012 at 7:00 p.m.**

Respectfully submitted,

Patrice A. LeMoine

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Clerk of the Commission