

**Town of Hamden - Library Board
Minutes of Special Meeting
December 4, 2012**

Attendance: Jan Glover, Christine Esposito, Irene Fiss, and Evelyn Hatkin. **Absent:** 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 7:06 p.m.

Approval of Minutes: J. Glover requested approval of the minutes for the special meeting held November 13, 2012. Ms. Amodeo noted one correction on the second page: "family entertainment series," not family entertain. Page one: Status of Library Financial Functions where A. Amodeo and N. McNicol (not J. Glover) met with the accountant. The page three T. Marchant-Shapiro agreed to contact the law professor at Quinnipiac Law School.

E. Hatkin made the motion to approve the minutes of the November 13, 2012 meeting as amended. C. Esposito seconded the motion. I. Fiss abstained due to her being absent at this meeting. All were in favor.

Correspondence: Nothing to present.

Public Media: Nothing to present.

Old Business:

Update for the **Library budget for 2012-13**. Ms. Amodeo said there is nothing to note. Still have the \$20,000 on the budget for computers and public access, but this project is still pending.

Meeting Room Policy—M. Amodeo noted the changes and highlighted in red. I. Fiss made a few suggestions, which were to change the order of the item #11 a.-e. will be rearranged. Ms. Amodeo will make the changes and the policy will be available when the new business manager position is hired.

The status of the business manager project is being assessed by Mr. P. Foley. Ms. Foley met with N. McNicol and M. Amodeo to review the records and new software was ordered, which will be installed. December 11, 2012 Ms. Foley will be at the library to install the necessary data of the library records. Ms. Amodeo will invite Ms. Foley to attend the Library Board meeting at the January 2013 meeting.

Status of IT Infrastructure—Reviewed the inventory of the hardware and a large order will be made and the information technology will gradually be set up and installed to a group of computers in the libraries. They are working on the band-width. The system is very slow and we are receiving a number of complaints each day. We are hoping for wifi to be installed and available at the branches.

We are in need of a software upgrade to assist the patrons. If we go to an upgraded system with Horizon, we will need to upgrade the Microsoft office. The library board recommends budgeting this item in the next fiscal year.

Saturday Hours at the Branches—M. Amodeo noted the results of the sign-up sheet where one staff person signed up; however, this it is not sufficient coverage to operate Saturdays at the branches. Ms. Amodeo explained the rotation schedule and how the Saturday branch hours would disrupt the regular branch schedules. Currently the library is down staff, which prevents them to

provide the necessary coverage, and there are specific responsibilities for appropriate coverage, at the Saturday branches.

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The Library Board recommends hiring of a per diem Library Page or a “term” Library Page position, which would have a specific end date. The budget for the project is \$8,000 and M. Amodeo will need to confirm if the allocation will accommodate a per diem or term Library Page.

In summary, the Library may have to utilize the assigned staff for one-half the day at Whitneyville and one-half of the day at Brundage on the same Saturdays for a specified calendar in 2013. Ms. Amodeo will present the Board’s possibilities to Curt Leng and see if an answer can be made.

Procedural Changes—Ms. Amodeo gave an update to three procedures in the Library. One is the library will check-out items to library patrons who provide a current driver’s license in lieu of the library card. Second is for patron book searches will allow them to place a “hold” on a book online, and retrieve the book within 24 hours. Third, there will be back-up to assist the staff when the lines are too long at the check-out area. New or special projects were addressed to staff to handle when there is some down time and it has been very beneficial.

2013-14 Department Budget: J. Glover asked to review the library’s current budget to assist the Board in preparing for the upcoming fiscal year. M. Amodeo gave her opinion to areas that concern her and where she will focus on when preparing the new budget. She gave a few examples. Also, M. Amodeo will look to be creative when she reviews the summer hours for the library. She will look to reinstating lost positions.

IT Infrastructure: The IT migrating project is in the next year’s budget and there are costs associated. There will be the replacement of furniture included as well.

Review of the library capital plan, which will be addressed in January 2013.

Library Director’s Report: December 4, 2012 report was presented. M. Amodeo gave an update of a recent meeting with some of the members of Friends of the Library. Friends will be donating \$2,600 for the Library’s wish list. Another wish list will be drafted in the next year. Ms. Amodeo will be meeting with the Friends’ president to brainstorm for their membership drive and come up with a few creative ideas.

There will be a project of removal of asbestos in the Miller Library basement, which requires a full cleaning project to be implemented.

The Wilder essay contest will be held and is being organized by the Friends of the Library.

Associate Director’s Report: Ms. McNicol received a grant, which requires attendance on Saturdays at the branch and provides ESL at Community. The Saturday Cereal Club is looking to use the branch on Saturdays this winter.

N. McNicol spoke to HPYC about the opportunity to have the residents from this area to participate in the program at Community branch.

Young Audience presented a proposal to their program at the library.

The vacant business office manager position continues to utilize a great deal of Ms. McNicol’s time. This position did not go before the Town Council last evening. A book talk and signing will be held December 17th at 7:00 p.m.

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Ms. Fiss asked about the volume of the kindles and the e-books being loaned.

The Library Board would like to review a relationship-building opportunity for the Miller Library to extend to Mayor Jackson a grand tour of the entire facility. Also consider an article with the mayor introducing the new computers and upgraded system to the patrons.

Copies of the long-range plan are enclosed.

T. Marchant-Shapiro will invite the law professor to the February 2013 meeting.

The next Library Board meeting is January 8, 2013 at 7:00 p.m.

Adjournment: Ms. Glover requested a motion to adjourn the meeting. C. Esposito made the motion to close the meeting at 8:47 p.m. E. Hatkins seconded the motion. All were in favor.

Respectfully submitted,

Patrice A. LeMoine

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Clerk of the Commission