

**Town of Hamden - Library Board
Minutes of Meeting
February 5, 2013**

Attendance: Jan Glover, Christine Esposito, and Irene Fiss. **Absent:** 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 approval of the minutes for the meeting held January 8, 2013. Ms. Amodeo corrected one sentence under "Status of IT Infrastructure." Legislative Council approved the contracting of Wind Stream for the Town's WiFi service. (not the Libraries' WiFi). After review of the minutes, **C. Esposito made the motion to approve the minutes of the January 8, 2013 meeting as amended. I. Fiss seconded the motion. All were in favor.**

Public Media: Nothing to present.

Correspondence: The library received a thank you letter from the Aging at Home, Inc. organization regarding the use of the library's meeting room.

Ms. Amodeo requested to add an agenda item to this evening's meeting. With no objection, the Library Board agreed to add Review of the Library's proposed budget for 2013-2012 fiscal year.

Old Business:

Update for the **Library budget for 2012-13.** Ms. Amodeo noted the last report indicated our request to transfer funds for three general ledger accounts; however, the requests were lost in transition to the Finance Department. So the transfer was delayed, and is reflected in this month's report. The meeting with the Town Council was held last evening. Ms. Amodeo noted it was a challenge to present all the necessary explanations before the Council. It will continue to be a work-in-progress, but she is up for the challenge. There was much to discuss regarding the staffing and the current proposal for library staffing. Nothing else to note on the current budget report.

The 2013-2014 Budget proposal was presented to the Library Board. A total budget of \$2,021,890 was drafted. The library is requesting an increase of \$200,000 over last year's budget. The cost per resident of Hamden comes to a modest amount of \$33.69. In the calculation of per resident, but the use of the library is extended to students, families, children and nonresidents.

In the upcoming budget, we added a part-time security guard/custodian position. There is an explanation provided in the proposal, which is a late-evening, and weekend position, and is up-to 20 hours a week.

M. Amodeo reviewed the salary/wages and overtime accounts with the explanations to support those increases. She and the Library Board reviewed the other line items with the proposed increases.

Programming will be promoted to expand awareness in our community; therefore, this budget reflects an increase for this line item. The branch staff made a lot of programming requests for the upcoming year. We will do as much as we can to support those requests.

Ms. Fiss suggested the Library Board to hire a consultant for a vision designer who could cohesively present ideas to create a template for a floor plan for furniture, colors and textures, flooring, lighting,

etc. So when there is a need to update or replace the library, we could utilize the instructions or a guide.

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An increase was asked for library materials, \$250,000. There are fixed IT costs for public access. A large number of updates are needed. There are three options to propose to the Mayor and the Town Council. She explained the three options and after a discussion was held, the Library Board recommended a few adjustments and changes to the explanations.

C. Esposito asked to adjust the explanation of the wages for the Library Pages and a breakdown of the number of Pages and not a total amount in wages.

J. Glover thanked Ms. Amodeo and McNicol for their hard work in preparing for the new fiscal budget. I. Fiss provided a motion to approve the Library's proposed budget for the 2013-2014 fiscal year as presented. C. Esposito seconded the motion. All were in favor.

The capital budget for 2013-14 was reviewed:

1. Interior painting - \$150,000
2. Van replacement - \$21,000
3. PC replacement - \$20,000
4. Roof replacement - no cost estimated
5. Interior design plan - no cost estimated

The roof replacement needs to be addressed before the mold spores can be treated.

Ms. Amodeo mentioned that C. Leng will look into confirming if additional dollars are available in another account budget for the purchase of furniture for the library. J. Glover asked to consider meeting with a designer or consultant and to include the library staff and provide the consultant our issues and ideas. If we cannot find funds through C. Leng, we can come up with a budget to maybe make a proposal in the library's budget in the future.

Library Board Membership and Election of Officers for 2013 - Since the meeting is missing two members, C. Esposito made the motion to table the election of officers to the next meeting. I. Fiss seconded the motion. All were in favor.

Meeting with Mary Ferrari, Esquire, Law Professor at Quinnipiac Law School. M. Amodeo and T. Marchant-Shapiro met with Ms. Ferrari. Ms. Ferrari collected some information and will be giving this matter to her law students as a research project. She will oversee the project of the Library considering to become a 501(c)3 and present the results before the end of the semester.

Library Director's Report: Ms. Amodeo reviewed areas of her report. The lighting at the two branches was replaced, which made a noticeable difference, very positive for the visitors.

Associate Director's Report: Ms. McNicol provided her report to the Board. She noted that we received permission from the ALA to publish the American Dream Begins @ Your Library grant. StoryCorps @ your Library project grant was submitted January 18th. We hope to receive a decision this month. She reviewed some updates regarding the outreach programs. The Young Audiences of Connecticut is in need of administrative support, therefore, we will not be able to go forward with the Big Read project.

Business Office Manager position: There are 19 applicants to be reviewed or tested and then Ms. McNicol and Amodeo will conduct the interviews.

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The LTA candidates are being interviewed February 11, 2013.

New Business:

ALA Conference: Ms. Amodeo shared with the Board the annual ALA conference which is scheduled June 27 to July 2, 2013 in Chicago. The Director presented the estimated cost for one person to attend the conference. The conference and travel expenses, for a 5 days/4 nights arrangement, will cost approximately \$1,800 per person. With appropriate coverage at the library, the Board suggested both M. Amodeo and N. McNicol attend the conference.

Ms. Glover requested a motion to approve the recommendation and the funding. **I. Fiss made the motion that the Library Board supports the request for the Library Director and Associate Library Director, M. Amodeo and N. McNicol, to attend the ALA conference this June in Chicago. The costs to support the conference will be funded through the Library's unrestricted gift fund. C. Esposito seconded the motion. All were in favor.**

The next Library Board meeting is March 5, 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 8:22 p.m. I. Fiss seconded the motion. All were in favor.**

Respectfully submitted,

Patrice A. LeMoine

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Clerk of the Commission