

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

Attendance: Christine Esposito, Irene Fiss, Jan Glover, 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 7:05 p.m.

Approval of Minutes: J. Glover requested approval of the minutes for the meeting held February 5, 2013. Mr. Fiss requested the following changes to be made to the minutes:

Under Correspondence, correction to second paragraph, should state an amendment to February 5, 2013 agenda was made by Ms. Amodeo where she requested to add "Review of the Library's budget for 2012-2013 fiscal year.

Old Business, second paragraph, last sentence should read: "The cost per resident of Hamden comes to a modest amount of \$33.69. Third paragraph, first sentence should read: In the upcoming budget, M. Amodeo added a part-time security guard/custodian position. Paragraph six was changed to read: Ms. Fiss suggested the Library Board hire a consultant for interior design and will work with the staff to create a template for future purchases of the interior.

C. Esposito questioned the motion that was recorded, where she requested to move the "election of officers" for at least two months, not to the March meeting.

After review of the minutes, **C. Esposito made the motion to approve the minutes, as amended, of the February 5, 2013 meeting. I. Fiss seconded the motion. All were in favor.**

Correspondence: Nothing to present.

Public Media: Nothing to present.

Old Business:

Library budget for 2012-13. Ms. Amodeo noted everything for the February report is on track for expenses. Collection of fines is low for the year-to-date forecast. The replacement of computers is behind due to the purchasing, which is in the administration's hands. Ms. Amodeo and Ms. McNicol gave an explanation for the low number in Fines, which may be due to the last incident that occurred last July and thus created a small decline in visitor traffic.

2013-2014 Library Budget Proposal. Ms. Amodeo and Ms. McNicol will be meeting with Mayor Jackson and the Finance Director for their first review of the proposed budget. Ms. Amodeo noted the overall budget request for the Library is \$2,042,111, which comes to a \$33.32 per capital cost.

Saturday Hours at the Branches. The Whitneyville branch will be open on Saturday mornings and Brundage branch will be open in the afternoon. Ms. Amodeo added that the scheduling for coverage is difficult and not many staff are eager to sign-up for the overtime hours. Ms. McNicol is sending out announcements, advertising the hours for both branches, and they will be tracking the number of visitors.

Long- and Short-Term Strategic Planning. A session will be held with M. Amodeo and J. Glover and they will provide a draft to the Board. This will be discussed at the April Library Board meeting.

Election of New Officers. This agenda item is postponed to the April meeting.

New Business:

Business Manager/Business Office Review. N. McNicol and A. Amodeo interviewed 18 applicants for the position. Ten of the applicants passed the civil service exam and now they can proceed to interview three of those candidates.

The Library Board thanked Ms. McNicol for her time in managing the business office while the search for a candidate is being held.

Holiday Hours/Saturday Hours (in June). The library closings for 2013 was presented and discussion was held. M. Amodeo added she would like to change the summer schedule to close Saturdays at Miller Library for July and August (open through the end of June).

T. Marchant-Shapiro made the motion to approve the library's summer hours as recommended. C. Esposito seconded the motion. At the April Board meeting, the library's 2013 closings schedule (holiday) will be addressed.

Library Director's Report: Ms. Amodeo reviewed areas of her report. Ms. Amodeo had a conversation with C. Leng to confirm the directors and officers coverage for the Library Board. She read the notes received from Mr. Leng and Town attorney's offices, which were section 7-101.A where the coverage is similar, or applies, to staff; then section 7-101.B (with a few limitations). With that said, Ms. Amodeo read a section from the state statutes, and in summary this section of the statutes confirms the Board is covered.

Earlier today, Ms. Amodeo met with the Friends of the Library and they were very pleased to learn the outcome of some of the donations they had made this past few months. After a discussion, they Friends agreed to make another donation and they agreed to sponsor the museum passes and \$7,711 toward special library programs. Ms. Amodeo is working with them in revamping the Friends' brochure, bookmarks and other marketing material.

Staff is hard at work for this coming National Library week, April 13-20. There will be a special event held each day or evening during this week. Friends will be participating with one event and at the same time promoting new membership for the organization.

A meeting was held with Red Thread Designers for the main and branch libraries. The proposals have total a little less than \$12,000. Ms. Amodeo will proceed with the proposal and present a final quote to the Board at a future meeting.

Associate Director's Report: Ms. McNicol provided her report and noted the delay in receiving the American Dream Begins@Your Library grant funds. The StoryCorps@Your Library was not awarded to Miller.

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The February 2013 library report was presented for discussion. J. Glover thanked Ms. McNicol for this information and added that she finds this information very helpful.

The next Library Board meeting is April 2, 2013 at 7:00 p.m.

With nothing further to discuss, Ms. Glover requested a motion to adjourn the meeting.

Adjournment: T. Marchant-Shapiro made the motion to close the meeting at 8:18 p.m. C. Esposito seconded the motion. All were in favor.

Respectfully submitted,

Patrice A. LeMoine

Patrice A. LeMoine
Clerk of the Commission