

**Town of Hamden - Library Board
Minutes of Regular Meeting
June 4, 2013**

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

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 May meeting. E. Hatkin made the motion to accept the minutes of the May 6, 2013 meeting as presented. C. Esposito seconded the motion. All were in favor.

Correspondence: Nothing to present.

Public Media: C. Esposito asked the Library Board to address a letter of sympathy to Ms. DeMatteo's Anne DeMatteo's mother. Ms. Hatkin offered to write a letter on behalf of the Board.

Review of this evening's agenda. M. Amodeo requested to add the report from Professor Mary Ferrari under Old Business.

Old Business:

Library budget for 2012-13. Ms. Amodeo provided an overview of the transactions. She reviewed the balances and added that the Department Directors are completing the final spend-downs this month.

2013-2014 Library Budget. Ms. Amodeo noted the Town Council approved the Library budget for \$1,909,382. Ms. Amodeo added that she is very pleased with the final budget figure for the Library.

N. McNicol reviewed the Library Gift Fund report. With the new format of the report, there are several questions regarding the information provided. Ms. McNicol noted the Business Manager is still getting acclimated to her new responsibilities. The Board asked to revisit the report at the next meeting with explanations to the columns and calculations.

Research project by Professor M. Ferrari. Professor Ferrari, from Quinnipiac Law School, reviewed her results with Ms. Amodeo. The information was shared with the Library Board. Indicated in the report is the Library does not have to file for a 501(c)3 status because the Library falls under the 170(c)2 status as a govern agency through the Town of Hamden. An interpretation was provided to the Library Board and Professor Ferrari made her professional opinion on the law student's research and findings.

Long-Range Plan 2013-15: The plan was revised and the Board made their review. It was noted the "Linda.com" is a learning tool for computer applications. Ms. Amodeo asked the Board for their opinion on the information and details of what has been captured.

Ms. Marchant-Shapiro asked about a timeline of the goal for the vision or future of the building.

A plan and library construction grant was needed in order to go forward. J. Glover agreed further work needs to be focused on this goal before going forward with the plan and considering a construction grant.

New Business:

Library Board Schedule: A review of the Library Board meeting schedule was discussed. Ms. Amodeo mentioned the department reports are unable to meet the deadline of each meeting since the Library Board meetings are held the first Tuesday of the month. The proposal is to move and hold the meetings on the second Tuesday of each month, beginning September 2013. The status is to approve the new schedule, pending I. Fiss' approval.

Gift Fund Account: A gift from an anonymous donor was received in the amount of \$18,588.37. A recent donation, in the amount of \$10,000, was received from F. Duttlecom.

Ms. Rabinowitz, the superintendent of schools, and Ms. Amodeo met to discuss the use of the libraries for the school students. After a discussion, there is an opportunity for a collaborative project. This is a funding opportunity for the children and youth's reading areas to be improved and enhanced. A plan will be drafted and presented to the Board.

Branch Libraries – Exterior Condition: M. Amodeo met with the Mayor regarding the condition of the parking lot at the Whitneyville branch. A recommendation of changing the entrance and exit of the lot is being considered. The Town agreed to look at ways to addressing the pavement and mend the ascetics of the branch.

The roof was leaking at Miller building. After the recent storm, several leaks came through the building. The third floor had a great deal of damage where the ceiling tiles came down while the library was open to the public. C. Leng assured Ms. Amodeo the roof will be repaired.

Progress of the ILS: The Library Migration project continues. N. McNicol gave an update on the demonstrations. She noted the status of Polaris and that all staff are getting an opportunity to attend the demonstrations. The Consortium will be her to speak to the Library and the IT director on the membership and what costs are involved.

The operating budget of \$80,000 won't cover the entire conversion and membership costs. M. Amodeo noted there are other funds available for the entire project. This is a positive project to the IT department; the libraries and the visitors of the libraries. Lion Libraries is another source who holds memberships with several other surrounding town libraries.

The Library Board may need a special meeting with Town officials to discuss the importance of making other funds available for this project.

Library union is in negotiations. The expiration of the contracts is at the end of this month. The negotiation meetings have already begun; two meetings in June and continue until the final negotiations have been reached. There are six Town contracts up for renewal.

Library Director's Report: Ms. Amodeo highlighted topics to bring to the Board's attention. After 20 years of service, Mr. Phil Scott will be retiring from his position at the Library. We will be looking to replace this position in the next fiscal year.

The room in the basement has been condemned due to asbestos. The final results are due soon, and we will then determine if remediation can be made to the room, and then proceed to use the room for future storage.

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Ms. Amodeo provided the terms of the Library Board members: E. Hatkin – 2014; C. Esposito – 2015; T. Marchant-Shapiro – 2016; J. Glover – 2017; and I. Fiss – 2018.

Associate Library Director's Report: Ms. McNicol gave her report. The visitors for Saturday branch hours are low. We hope the Saturday traffic at the Miller Library increases over the summer months.

The Board suggested some ideas to gather for the data and usage of the resources as to what the visitors of the library are looking or researching for.

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

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

Adjournment: C. Esposito made the motion to close the meeting at 8:23 p.m. E. Hatkin seconded the motion. All were in favor.

Respectfully submitted,

Patrice A. LeMoine

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Clerk of the Commission