

**Town of Hamden - Library Board  
Minutes of Regular Meeting  
September 10, 2013**

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

**Call to Order:** Chairperson, I. Fiss opened the meeting at 7:10 p.m.

**Approval of Minutes:** I. Fiss requested approval of the minutes for the July meeting. Ms. Fiss noted the correct spelling of Ms. Nuland's name. E. Hatkin made the motion to accept the minutes of the July 2, 2013 meeting as amended. C. Esposito seconded the motion. All were in favor.

**Correspondence:** Nothing to present.

**Public Media:** Nothing to present.

**Old Business:**

**Library budget for 2013-14.** Ms. Amodeo provided an overview of the transactions. She reviewed the balances and noted the Overtime Payroll account is in the negative and monies were scheduled to be transferred to this line item account. No further questions were raised.

**Long-Range Plan 2013-15:** I. Fiss asked the Board to put the final recommendations to the plan so we could approve the plan by the end of this evening's meeting.

The Library Board reviewed the Board's goal and vision to the operating provision and advocacy (growth and development). There are intricate parts to the growth and development, including a fundraising plan; and maybe create a subcommittee to work on the direction of the growth and development and break down when those directions will take place.

Evaluate the Library Board policy manual and revise where appropriate.

Ms. Marchant-Shapiro inquired as to a guide to be available or created for the policy manual to utilize over time to confirm or verify when the Library Board reviews events. M. Amodeo noted the Library policies and rules needs to be on a schedule to be reviewed.

T. Marchant-Shapiro recommends before December we could bring the policies and rules to be assigned to each Board member and then present to the full Library Board at a meeting.

Create a plan—A committee would develop the plan: Hamden Library Board would provide a sustainable plan and the Hamden Library Board would designate and oversee the department carry out the plan.

Assist Library Friends of Hamden Library Board to build financial and community support for the libraries.

After further discussion and review of the long-range plan was held, T. Marchant-Shapiro made the motion to accept the Library Board's Long-Range Plan was amended. C. Esposito seconded the motion. All were in favor.

**New Business:**

**Status of Children's room expansion project**—The recent grant application with the Hamden schools was approved. Ms. Amodeo presented the plan, which includes early childhood literacy and is in the amount of \$100,000. A draft of the proposal for the design was included at the time of the grant submission.

**Personnel**—N. McNicol and M. Amodeo will be interviewing the final candidates for the Librarian I position. Of the 37 candidates who applied, we have it narrowed down to 3 candidates and the interviews will be held next week. We will look to have the new hire begin October 1<sup>st</sup>.

**ILS Project**—The Library and the Town is working with Lion (Libraries On Line Inc.) Consortium for the ILS program. Various town departments with the Town Attorney are reviewing the final contract with Lion Consortium. Ms. Amodeo will be requesting a meeting with the Mayor's office and Town Attorney for their support to bring a final contract together before the end of this month.

**Library Gift Fund report.** Ms. Amodeo presented a three-month report before the Board this evening. The balance for income arrived to \$109,234, reflecting the generous contributions from various donors. As of August 31, 2013 statement was reviewed with a \$21,152.47 in income, bring the final balance to \$200,778.63. This balance is between restricted and unrestricted funds.

Discussion was held to review and consider moving some funds to another vehicle for better rates. Ms. Amodeo will ask the business manager to do a comparison of rates with the current banks in the area.

Ms. Amodeo recommends a financial advisor to meet with the Board for some suggestions. She will continue to work with the business manager.

The passing of Ethel Massey was posted in the newspaper and the family designated the Hamden Friends of the Library to receive donations.

**Library Timeline**—After Ms. Amodeo reviewed the strategic plan. She developed the timeline of several areas that are still pending and need to be completed through 2014. Examples were: ILS/Technology/Collections/Physical areas/Outreach to the Public/Develop Partnerships to Strengthen our Presence.

**Policy Revision Schedule**—As previously discussed, Ms. Amodeo noted the Library policies and rules will need to be on a schedule for review. It was agreed per T. Marchant-Shapiro's recommendation to bring the policies and rules before a meeting for assignment to each Board member and then present at a meeting before the full Board.

**Library Director's Report:** Ms. Amodeo highlighted the areas of recent library activities. A new book company was contracted for the removal of old library books.

Ms. Amodeo will be supporting a request of \$3,000 by the Children's programs. This past summer the Children's program had a good turnout. This October there is a schedule of new events for children's department.

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Association of Connecticut Library Boards is holding a conference October 25, 2013. There are two events available; one in Hartford and the other in Westport Library. C. Esposito, I. Fiss and M. Amodeo are interested in attending the conference. M. Amodeo will coordinate the registration.

On September 11, 2013 the Hamden Library is hosting a tour to a group of visitors from Mongolia.

The asbestos is being removed from the area from the lower level of Miller Library. The situation regarding the roof is not resolved. The matter has become complicated and expensive to repair. The Town is taking several steps to address the various areas to remedy the roof and the damage that has been done to several areas on the interiors of the structure. C. Leng is overseeing and doing a due diligence involving many departments of the Town. Because of the asbestos and damages they need to be done due to regulations.

November 1, 2013 at 8:00 a.m. the library is hosting a business before hours for the chamber of commerce and meets the candidates. M. Amodeo asked C. Esposito for assistance to contact a caterer in the area.

**Associate Library Director's Report:** Ms. McNicol gave a review of her report. The Hamden Library News has a new publication for this fall.

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

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

**Adjournment:** C. Esposito made the motion to close the meeting at 8:40 p.m. E. Hatkin seconded the motion. All were in favor.

Respectfully submitted,

**Patrice A. LeMoine**

Patrice A. LeMoine  
Clerk of the Commission