

**Town of Hamden - Library Board
Minutes of Regular Meeting
October 8, 2013**

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

Call to Order: Chairperson, I. Fiss opened the meeting at 7:12 p.m.

Approval of Minutes: I. Fiss requested approval of the minutes for the September meeting. Ms. Hatkin noted the correct spelling of Dr. Nuland's name and title. E. Hatkin made the motion to accept the minutes of the September 10, 2013 meeting as amended. C. Esposito seconded the motion. All were in favor.

Correspondence: Ms. Amodeo presented a letter from Ms. Mimsey Coleman, from the Hamden Fine Arts Commission. The Hamden Fine Arts is holding their annual Saturday Children's Entertainment series and has requested sponsorship from the Hamden Library. Ms. Amodeo requested to discuss the sponsorship later this evening.

Ms. Fiss requested to change one agenda item: Fundraising Ideas to Fundraising.

Public Media: Nothing to present.

Old Business:

Library budget for 2013-14. Ms. Amodeo provided an overview of the transactions for September. She went over the Overtime line item that reflects an overage of \$1,873.59 due to coverage. Ms. Amodeo made the request for a transfer of an amount of funds to cover the present and future work schedules. However, the request was tabled until Ms. Amodeo provides a breakdown of the anticipated overtime with future coverage schedules. She gave an update on the subject of Temp Wages and has avoided utilizing this line item. No further questions were raised.

Status of Children's Room Expansion Project—Nothing new to report on the Children's Room Expansion Project. M. Amodeo has been asked to work with a liaison for the next phase of the project. A brief description was held and M. Amodeo will continue to meet with F. Rabinowitz on a timeline and distribution of the funds from this grant.

ILS Project Report—M. Amodeo met with the Town's Attorney and Purchasing Agent to coordinate the final agreement with Lion (Libraries On Line Inc.) in order to get the final agreement presented to Attorney Gruen for final sign-off. Several steps had to be made for the Town Attorney's approval before the Purchasing Agent can proceed with the agreement with Lion.

Ms. Amodeo gave a review of the Town's present server and the current system could die and IT would have to back-up the destroyed or lost information. Once we are with Lion systems, we would have the tech support of Lion to be available and assist the Town's IT department.

Copiers—Sometime ago Ms. Amodeo went to the Town Purchasing Agent about new copiers and possibly consider upgrading the system. To-date no proposals have been entertained or received. Ms. Amodeo has made the decision to go forward to review proposal for the copiers

that will be available to the library visitors. Pending the proposal, cost of the copiers is normally covered by the charges extended to the patrons/users of the copiers.

**Town of Hamden - Library Board
Minutes of October 8, 2013, Page 2**

Library Board Policy Manual—The manual was available to the Board. Ms. Amodeo noted this is the most current, up-to-date manual. Ms. Marchant-Shapiro will present a schedule to the Board the November meeting. The schedule will have a breakdown of a group of sections to review at each month's meeting.

New Business:

Introduction of New Librarian—Ms. Amodeo introduced the Library's new hire, Amy Lemire. Ms. Lemire was hired last month as the new Librarian. Ms. Lemire is a graduate in library science from Pratt University. She gave a brief history of her education and work experience in the libraries. At this time, Ms. Lemire is working at the Reference Desk and Information Center. The Library Board welcomed her to the Hamden Libraries and thanked Ms. Lemire for her time this evening.

Investment Strategies—I. Fiss has a few questions on the matter of the gift fund and the investments. M. Amodeo provided an overview of the current Library's balances in various investments with the area banking institutions.

She then reviewed with the Board those funds that are restricted and those donations that are in unrestricted fund accounts. Ms. Fiss inquired about the use of the restricted funds and then asked Ms. Amodeo to retrieve the terms (if any), rate of interest earned and any other features that are linked to the accounts with the banks.

Fundraising—I. Fiss noted the projects that the Library Board members have on their plates and with the Library policy manual and investments, fundraising projects should maybe working through a subcommittee or subcommittees to assist us with a number of projects.

The Board suggests recruiting a group of patrons interested in meeting to brainstorm for a future project for the library. Look to recruit some key people who are talented in development and community awareness.

The Library Board will share their vision of the Library and see if some patrons can volunteer and work with the Library. I. Fiss asked the Board to present or recommend names and contact information to Ms. Amodeo for people to serve on an advisory committee.

Library Gift Fund report. Ms. Amodeo asked to return to the letter from the Hamden Arts Commission. The Commission presents a request to the Library annually. This recent request came suddenly and is presented within a week of the Saturday Children's Entertainment series is to begin.

T. Marchant-Shapiro noted all requests for future gift disbursements will need to reflect or fulfill the Library's strategic plan. Ms. Fiss and Ms. Hatkin added that this subject of requests will be entertained when the Board reviews the Library Gift policy.

Ms. Marchant-Shapiro made the motion to support the 26th annual Saturday Art Entertainment series, in the amount of \$500, which will come from the Library's Gift Fund. At this time, three Board members were in favor of the motion; one Board member was against the motion. By a three in favor vote, the motion passed.

**Town of Hamden - Library Board
Minutes of October 8, 2013, Page 3**

Further discussion was held regarding the subject and timing of the Commission's request, which Ms. Amodeo will address with Ms. Coleman.

Budget Preparation for FY2014-15—Ms. Hatkin made the recommendation to table this item until the next meeting.

Library Director's Report: Ms. Amodeo highlighted the areas of recent library activities. There was a handout shared with the Board regarding the value of e-books.

Circulation has increased, which is reflected in September traffic.

Ms. Amodeo met with the representative at the Labor Works department, division of the Connecticut Unemployment, and they are going to work with us in holding a workshop for resume writing. Ms. Amodeo is interested in renewing the Business Center at the library.

Associate Library Director's Report: In Ms. McNicol's absence, M. Amodeo provided her report to the Board.

The next Library Board meeting is **Tuesday, November 12, 2013** at 7:00 p.m.

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

Adjournment: E. Hatkin made the motion to close the meeting at 8:43 p.m. C. Esposito seconded the motion. All were in favor.

Respectfully submitted,

Patrice A. LeMoine

Patrice A. LeMoine
Clerk of the Commission