

**Town of Hamden - Library Board
Minutes of Regular Meeting
November 12, 2013**

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

Call to Order: Chairperson, J. Glover opened the meeting at 3:41 p.m.

Approval of Minutes: J. Glover requested approval of the minutes for the October meeting. It was noted the following changes or corrections: the correct spelling of Mimsie Coleman was noted. Under Status of Children's Room Expansion Project—M. Amodeo has asked to work with a consultant for the next phase of the project. Page 3, under Director's Report—Ms. Amodeo met with the representative at Connecticut Works division of Connecticut Unemployment, and they are going to work with us in holding a workshop for resume writing.

At this time Ms. Marchant-Shapiro made the motion to accept the minutes of the October 8, 2013 meeting as amended. I. Fiss seconded the motion. All were in favor.

Correspondence: Ms. Hatkin read a letter from Joseph Pepe, from the Hamden Historical Society. Mr. Pepe is the archivist for the Society, oversees the division located at the Miller Library, and has announced his resignation. T. Marchant-Shapiro made the motion for the Library Board's secretary to send a letter to Mr. Pepe thanking him for his years of support to the Historical Society and wish him well in his future endeavor. E. Hatkin seconded the motion. All were in favor.

The Board will address this subject later in the meeting.

Public Media:

Friends of the Library: Ms. Amodeo noted the Friends meets once each month during the day, but Ms. L. Brundage cannot attend the Library Board meetings in the evening. Ms. Amodeo met with the Friends group and they are asking for the Board's support and have asked for a Board member to attend their monthly meetings.

Old Business:

Library Budget 2013-14 Update:

The transfer of funds to the Overtime account was approved by the Town Council. For the remainder of the fiscal year, Ms. Amodeo is asked to present an explanation of the future library staff overtime coverage and usage.

There were no other issues of concern in the October statement to present to the Board.

Children's Room Expansion Project: The consultant submitted a proposal to the Purchasing Agent with a request of 40 hours at an hourly rate and with that the recommendation was made to change the proposal to work within 38 hours at the same hourly rate. The Purchasing Agent made the suggestion to avoid the cost going over \$2,000. The proposal was resubmitted and

approved and the consultant will begin next month. The Library Board would like the opportunity to meet with the consultant.

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Ms. Fiss recommended the Hamden Library introduce this person to a number of staff and library visitors to help offer some suggestions to the consultant.

ILS Project Report: The Town Council will vote on the ILS project this evening. C. Leng recommended a press release be prepared for if the Council should approve the agreement for services. Further discussion was held regarding the release.

Policy Revision Schedule: Assignment of the policies was received and each Board member will look to review and present at least three policies over the next year. The schedule was confirmed and M. Amodeo will include each policy, when due, on the Board agenda.

Investment Strategies:

Ms. Amodeo noted the interest rates earned with each of the various bank accounts. A discussion regarding the need of withdrawing funds from some of the accounts within the next six months was reviewed. Question of when new monies would be received was provided. Consolidation of some of the funds to another product earning a higher interest rate will be recommended at the next meeting. Ms. Marchant-Shapiro made the suggestion to transfer some of the funds from the checking account with the present bank to the other interest-earning accounts at the other bank or move the accounts to another bank in the area. Ms. Amodeo will bring more information to the Board at the next meeting.

Fundraising: I. Fiss requested any recommendations of people to ask to be on a fundraising advisory committee. Ms. Fiss drafted a list of candidates for consideration and presented an approach. A variety of program ideas and suggestions were exchanged.

Ms. Glover gave her position on the subject and suggested to group a number of the people who have the similar strengths in one area and another group for another focus to support the library with program or fundraising. We can organize a "meet and greet" event during the National Library week, which is in April, or find another time to bring them together.

Introduction of the new LTA: Due to the lack of time, Denise Martens was tabled until the next meeting.

New Business:

Hamden Historical Society Archivist: There is funding for the stipend position through the Bradley Fund. The annual stipend is \$5,000 for the archivist. The public looks to the archivist for historic information and the position needs to be filled. Mr. A. Gorman contacted M. Amodeo and said he has a recommendation for the position.

J. Glover will review the information Mr. Pepe provided, and we will revisit this subject at next month's meeting.

2014 Library Board Meeting Schedule: The meeting schedule will continue to be held the second Tuesday of the month, with the exception of August, and will meet at 7:00 p.m. The

Board reviewed the schedule and E. Hatkin made the motion to approve the Library Board schedule for 2014 as corrected. C. Esposito seconded the motion. All were in favor.

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Budget Preparation for FY2014-15—The Town finance department has not begun the preparation for the next fiscal year budget. Mr. Glover asked that the Board think of what high priority areas are to be entertained before the next meeting.

Library Director's Report: Ms. Amodeo noted a few areas in her report for the Board to review.

Associate Library Director's Report: Ms. McNicol requested the Library Board to review her report when each member has the opportunity.

The next Library Board meeting is **Tuesday, December 10, 2013** at 7:00 p.m.

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

Adjournment: T. Marchant-Shapiro made the motion to close the meeting at 5:14 p.m. E. Hatkin seconded the motion. All were in favor.

Respectfully submitted,

Patrice A. LeMoine

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Clerk of the Commission