

**Town of Hamden - Library Board
Minutes of Regular Meeting
January 14, 2014**

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 7:07 p.m.

Approval of Minutes: J. Glover requested approval of the minutes for the November meeting. Ms. Hatkin made the motion to approve the minutes of the November 12, 2013 meeting as presented. C. Esposito seconded the motion. All were in favor.

Correspondence: Ms. Glover received a letter from the Association of Conn. Library Board with a request form enclosed inviting the Hamden Library Board to become members.

Public Media:

Staff and representatives of the Library were in attendance.

Old Business:

Library Budget 2013-14 Update:

Ms. Amodeo noted the Library is on target for most of the budget items. There may be a freeze on spending as we go into the second half of the fiscal year.

Children's Room Expansion Project: M. Amodeo gave an update on the last meeting. Several people gave suggestions and the hope to receive a proposal on the entire library for the young and adolescent visitors of the library. Ms. Amodeo gave a brief summary of the responses of the survey. 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: LION Consortium has brought up the Bethany library, so we are next in line for set-up. The library needs to do some work as we are waiting for this data base project to be scheduled.

Policy Revision Schedule: As in the Library Board manual, T. Marchant-Shapiro highlighted those changes presented this evening and I. Fiss will be reviewing the Mission, Roles, and Schedule of Services. The drafts and proposals will be carried and then at the end of this year, the final produce will be presented for final approval and then forwarded to the Town.

Investment Strategies:

Ms. Amodeo shared a spreadsheet containing the balances from September 1 to November 30, 2013. M. Amodeo gave a few of the rates for certificates of deposit accounts with the local banks.

Recommendation: Ms. Fiss asked that the Board consider transferring some of the funds from the Webster account and to a CD account. The Board requested Ms. Amodeo to conduct a comparison of the bank's rates for certificates of deposit for 6/12/18/24 months.

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Archivist: Beth Shutts has been appointed as the Hamden Archivist. Ms. Shutts is a Hamden resident, retired librarian. Her office hours at the Miller Library will be Tuesday evenings and Wednesday mornings.

Fundraising Planning Ad Hoc Committee: C. Esposito recommended Larry DeNardis to be a speaker and member of the committee. J. Glover asked a smaller group of the Library Board work together and to create and present a plan to the Board. T. Marchant-Shapiro recommends I. Fiss and C. Esposito to draft a list and a plan. J. Glover agreed to assist.

Ms. Fiss reminded the Board that one event will be planned for this year.

New Business:

Introduction of the new LTA: Ms. Amodeo introduced Denise Martens to the Library Board. Ms. Martens started working for the Library this past June. She provided her background of her education and experience. Ms. Martens spoke of a couple projects that are scheduled for the Children's department. An overview was given of the reading/story time sessions and the craft times, which are becoming very popular.

The question was raised if there will be an appropriate room available for the craft time sessions. This will be addressed with the upcoming room expansion project.

Budget Preparation Fiscal Year 2014-15:

M. Amodeo reviewed each line item of the proposed budget with the Library Board. Included in the upcoming budget proposal is to reopen the Sunday hours at the Miller Library. This was a request of the Mayor's office. The Sunday hours will include the overtime and temp wages. There will be challenges for the staffing if the Sunday hours are approved by the Town Council.

Included in this year's budget is the funding for additional staffing. A transfer is being made and we will be able to afford Saturday branch hours in the summer for the Miller main branch.

Family-friendly hours are a priority for the library; offering expanded hours over the summer months. Some research needs to be completed to see what the best hours are for the branch and the patrons. An informal gathering will be done before a decision can be made.

We will continue to review the traffic, walk-through, hours, review of shift coverage, and more. On the upcoming agenda, we will include this topic for further discussion.

At the time of submission, the 2013-14 budget was \$1,850,504 and the proposed budget for 2014-15 is \$2,192,829. The budget proposal is due next Friday.

Public Forum: Meet your local legislators will be held Saturday, January 18th and is at the Miller Library. Please contact Ms. Esposito with any questions that you would like to have answered on Saturday.

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Library Director's Report: Ms. Amodeo gave a brief overview of her report. Some improvements are being made to our IT services for the patrons.

Associate Library Director's Report: Ms. McNicol requested the Library Board to review her report when each member has the opportunity. She added that a survey was conducted regarding the adult programs. Forty-one signed-up for the "Cabin Fever Readers" program. A movie was held today and a raffle drawing was held at the end of the movie. Many more events are to be scheduled.

The next Library Board meeting is **Tuesday, February 11, 2014** 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 8:34 p.m. E. Hatkin seconded the motion. All were in favor.

Respectfully submitted,

Patrice A. LeMoine

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Clerk of the Commission