

Town of Hamden - Library Board
Minutes of Special Meeting
June 17, 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 7:08 p.m.

Agenda: Ms. Glover reviewed the agenda for this evening's meeting.

Approval of Minutes: Chairman Glover entertained a motion to approve the minutes of the meeting of May 13, 2014. Ms. E. Hatkin made the motion to approve the minutes as presented, seconded by Ms. Fiss. **The motion carried unanimously.**

Correspondence: Nothing to present.

Public Media: Nothing at this time.

Old Business:

Library Budget Fiscal Year 2013/14 Update – Ms. Amodeo provided updates on the recent budget activity. This report reflects the 11 month actuals before the fiscal year-end. She noted for most budget items will have zero balances by the end of June.

Library Budget Fiscal Year 2014/15 Updates – The budget balance for the Library will be \$1,995,631, which was passed by the Town Council. This budget includes three new part-time positions; opening on Sundays and Saturday hours for the Whitneyville branch. The Board added that they are very pleased with the results for the Library.

LION Project Report – July 22nd is the target date to go live with the service. The project has had some connectivity issues. The IT Manager, Chuck Connor is working very closely with LIONS. He has added wifi to at both branches. The training is scheduled to be held mid-July.

The LION staff has started preliminary work, and is getting ready to downloading the Library resources. We will address the expectations of a thorough training program by the mid July date. They (LION) are a little overwhelmed with all of the resources that need to be downloaded and one area to be addressed are the eBook subscriptions, which carries 86 subscriptions.

Most recently, the server crashed and this is creating a challenge in getting the service restored. One issue is the Microsoft license expired and Ms. Amodio is working with IT to renew the license at a minimal cost. Ms. Amodio suggested holding a soft opening of the LIONS service.

Children's Room Project – The RFP was distributed and Ms. McNicol conducted the walk-through for three vendors. Two bids were received. The shelving order was made and when the order arrives, we will schedule the other moves to accommodate the project.

The wish list for the Children's Room was drafted. The list is a color-picture booklet. This will be circulated to community organizations, past donors, and patrons of the Library. Evans Toy Shop has offered to assist the Library with the pricing and selection of the Children's furnishing and play centers for the space. Once approved, the Library Board will set up the website through the Friends of the Library

organization, which will include a PayPal account for donations and will accept other forms of payments for donations.

**Town of Hamden - Library Board
Minutes of June 17, 2014, Page 2**

The Town placed a roof bid last week, and when the bid is awarded, the Library will need to pack and move sections of the Library for the renovation. The Historical Society is packing their materials and will be closed for length of time.

Policy Revision Schedule – at this time Ms. Glover reviewed the schedule and the section(s) due this evening will be moved to a later time. She reviewed her notes and will make final changes and present at an upcoming meeting.

July – Evelyn H. / September – Irene F. (building) / October – Tess M.S. /
November – Evelyn H., Jan G., Christine E.

New Business –

ACLB – M. Amodio inquired if any library members were interested in enrolling as members to ACLB. T. Marchant-Shapiro made the motion for the Hamden Library Board to enroll as an institution to the ACLB, for a one-time fee of \$100. Ms. Hatkin seconded the motion. After Ms. Amodio presented the list of activities for this coming year, all were in favor of the motion. The motion carried.

Library Director's Report –

Ms. Amodeo noted TD Bank cancelled the upcoming Infinity reception. A new date will be scheduled and circulated.

A new telephone system was installed at the Library. The copy machine contract is in review with Attorney S. Gruen. We should learn of a final agreement by the end of this month. We are actively recruiting to fill the three part-time positions (Librarian I, Library Clerk, and Library Page).

Associate Library Director's Report –

A copy of the report was provided to the members. Ms. McNicol also asked the Board members to contact her with any questions. She added that the Library held three events o one-day, which drew a variety of visitors.

The next Library Board meeting is **Tuesday, July 8, 2014** at 7:00 p.m.

Adjournment: at 7:58 p.m. Ms. T. Marchant-Shapiro motioned to adjourn, seconded by E. Hatkin. **The motion passed unanimously.**

Recorded by,

Patrice A. LeMoine

Patrice A. LeMoine
Clerk of the Commission