

***Town of Hamden - Library Board***  
**Minutes of Special Meeting**  
**August 12, 2014**

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**In attendance were:** Irene Fiss, Jan Glover, Evelyn Hatkin, and Theresa Marchant-Shapiro. **Absent:** Christine Esposito. **Others Attending:** Marian Amodeo, Library Director; and Nancy McNicol, Associate Library Director.

**Call to Order:** Chairperson Glover opened the meeting at 7:10 p.m.

**Approval of Minutes:** Chairman Glover entertained a motion to approve the minutes of the meeting of July 8, 2014. The following corrections were made: page 1, last paragraph delete Mr.; add Ms. Hatkin and item c should read—“where the library *will be closed* the entire day.”

Ms. Fiss motioned to approve the minutes as amended, seconded by Ms. Hatkin. The motion carried unanimously.

**Correspondence:** Library Secretary, E. Hatkin wrote two letters to Library staff, as requested at last month's meeting.

T. Marchant-Shapiro suggested a note or letter addressed to the Library staff expressing the Board's appreciation for meeting the deadline for the conversion migration project, training for the LION system and dealing with the matter of the recent computer crash. The Board was in agreement with the recommendation.

M. Amodeo added the staff was most appreciative of the Library Board's support and recommendation to ordering refreshments throughout the entire day when preparing for the “go-live” event for the LION system.

**Public Media:** Nothing at this time.

**Old Business:**

**Library Budget FY 2013-2014 update:** M. Amodeo gave an overview of the budget line items and some of the expenses for the month of July. The department is on target for the first month of the fiscal year.

**LION Training and updates:** Overall, the project went very well. I. Nolan orchestrated the training very thoroughly and the LION staff were supportive to the Library personnel and provided an entire day to help the staff and patrons on the first day when LION system went live. The first day open, the Library received 1,500 patrons. The branches opened the following day (Thursday) and LION staff were available to assist the Branch personnel with the new system and everything we very smoothly.

Ms. Amodeo noted the benefits that will be available through the LION program. However, it is too soon to produce reports, and we should have reports available at the September meeting. To add, ConnectiCard volume has increased since the LION service.

Currently, the subject of the “Overdrive” services, which is available through LION and currently the Hamden Library has an existing subscription that will expire January 2015. M. Amodeo is working out the matter with both LION and the current vendor.

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**Children’s Room renovations project:** Ms. Amodeo gave an update on the renovation project and a few issues need to be addressed before the project can go forward. One of those issues is the electrical bid and once it is rectified, we will have a definitive completion date.

**Policy Revision Schedule:** Nothing due to present at this time. M. Amodeo followed-up on the previous policy that was presented at the July meeting. She noted one clarification regarding client compliant policy and procedures where the need for utilizing the CLA is to be included in the policy.

**Fundraising Campaign for Children’s Room:** N. McNicol presented the printing material for the fundraising project. The printed pieces for solicitation were shown with the box for pledge cards. The PayPal account was set-up and we are ready to open the webpage when instructed.

Discussion was held as to how the Library Board and fundraising committee will proceed. Ms. Amodeo recorded the various venues, companies, schools, chamber of commerce for outreach. She will continue to build a contact list and Ms. Fiss referred two or three contacts who will help with the solicitations. Ms. Amodeo will ask Ms. Esposito for her leads and contacts with banks and local companies. Ms. Glover offered to go before local organizations for contributions. Ms. Amodeo will collect the list of civic organizations in the area for consideration.

**New Business:**

A review of the finances for the Children’s room was held and the current balances for the Library’s Gift Fund were provided. With the current expenses of the project, there will be a small short-fall. T. Marchant-Shapiro made the motion to allocate up to \$3,000 of funds from the unrestricted account that are currently held in the TD Bank checking account to assist in the completion of the Children’s Room project. E. Hatkin seconded the motion. With nothing further to discuss, all were in favor, and the motion passed.

As part of the success of this project, the Library Director and a member of the Library Board will reach out to the HYC partnership program to include them with this project.

**TD Bank Affinity Membership Program:** Ms. Amodeo gave a summary of the presentation held at the breakfast meeting held earlier this month.

**Library Director’s Report:** Ms. Amodeo highlighted a few areas of her report. She noted the contract for the new copiers for the patrons was reviewed, approved and signed with Xerox Corporation. She explained the cost to set up the service, which created a new line item to the Library’s budget. A discussion was held regarding the start-up cost. T. Marchant-Shapiro made to motion to approve up to \$2,100 for the start-up of the new copy contract to be expended through the Library Gift Fund, unrestricted account. E. Hatkin seconded the motion. All were in favor.

The interviews for the Librarian I, part-time, position will be held next week. The Library Clerk’s tests were held and results will be coming forward from Human Resources. The testing for the Library Page, part-time, position will be held soon.

The ACLB is holding a conference on Friday, October 24.

**Associate Library Director’s Report:** Ms. McNicol noted a few items from her monthly report. She has been busy with posting updates and Library news on Constant Contact. Ms. McNicol uses this social media for the majority of her announcements.

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The next Library Board’s special meeting is **Tuesday, September 9, 2014** at 7:00 p.m.

**Executive Session:** At 8:29 p.m. E. Hatkin made the motion to go into Executive Session for the purpose to discuss the Library Director’s annual evaluation. T. Marchant-Shapiro seconded the motion. At this time, Staff with P. LeMoine left the meeting.

At 9:15 p.m. the motion was made by E. Hatkin to come out of Executive Session, and was seconded by I. Fiss. All were in favor.

**Adjournment:** at 9:16 p.m. Ms. Hatkin motioned to adjourn, seconded by Ms. Fiss. The motion passed unanimously.

Recorded by,

*Patrice A. LeMoine*

Patrice A. LeMoine  
Clerk of the Commission