

Town of Hamden - Library Board
Minutes of Meeting
September 9, 2014

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

Call to Order: Vice-Chairperson Fiss opened the meeting at 7:06 p.m.

Approval of Minutes: Vice-Chairman Fiss entertained a motion to approve the minutes of the meeting of August 12, 2014. It was noted the sentence reminding the meeting for September was not a “special” meeting.

Ms. E. Hatkin motioned to approve the minutes as corrected, seconded by Ms. Esposito. The motion carried unanimously.

Correspondence: The ACLB annual meeting is coming up and requested recommendations for Board candidates.

Public Media: Nothing at this time.

Old Business:

Library Budget FY 2014-2015 update: M. Amodeo gave an overview of the budget line items, confirming everything is in order for the month of August.

LION Training and updates: After one month since the system went live, things are going very well. The department received training to access reports. Ms. McNicol will pursue this area and prepare them by the end of this month or at next month’s meeting.

Children’s Room renovations project: Ms. Amodeo gave an update on the renovation project. The carpeting is being addressed, as well as the electrical work. The shelving will be installed in October. We will then close off sections of the library to rearrange the moves with the final section to be the Children’s area. Dates and timelines will be drafted and shared with the Library Board.

Friends of the Library have pledged \$1,000 for the Children’s Room and would like to purchase one of the children’s benches.

Friday morning, September 12th, a pre-construction meeting will be held with the contractors to review the set-up and timeline of the replacement of the roof.

Policy Revision Schedule: I. Fiss made some notes to the Computer policy and will forward them to T. Marchant-Shapiro. Ms. Fiss presented her recommendations to policies:

- J. Policies for the Use of Computers
- I. Personnel
- G. Library Gift Fund

Fundraising Campaign for Children’s Room: Ms. Glover sent a message to the Board suggesting a brief delay in implementing the fundraising solicitation for the Children’s Room. She will address this at the October 2014 meeting. Ms. Amodeo is working with Wepawaug Federal Credit Union and a meeting is scheduled with Chamber of Commerce of Greater New Haven. C. Esposito noted former Library

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Board member, Bernice Gillman would like to work with the fundraising committee for this project.

New Business:

Ms. Amodeo presented the upcoming holiday schedule for December and January. December 24 and 25, 2014, Wednesday and Thursday, and December 31 and January 1 on Wednesday and Thursday.

After a discussion, T. Marchant-Shapiro made the motion to approve the libraries close on December 24, 25, 31, 2014 and January 1, 2015. All were in favor. The motion carried.

Library Director's Report: Ms. Amodeo highlighted a few areas of her report. The final interviews for the Librarian I, part-time, position were held. The new hire will begin the week of September 22. The part-time Page testing will be held in a few weeks.

The staff appreciated the letters from the Library Board and approving the order of refreshments during the all-day training.

Ms. McNicol has set-up a number of programs for the fall.

The next Library Board's meeting is **Tuesday, October 14, 2014** at 7:00 p.m.

Executive Session: At 7:50 p.m. E. Hatkin made the motion to go into Executive Session for the purpose to review the Library Director's annual evaluation. T. Marchant-Shapiro seconded the motion. At this time, Staff with P. LeMoine left the meeting.

At 8:45 p.m. the motion was made by E. Hatkin to come out of Executive Session, and was seconded by C. Esposito. All were in favor.

Adjournment: at 8:47 p.m. Ms. Hatkin motioned to adjourn, seconded by Ms. Esposito. The motion passed unanimously.

Recorded by,

Patrice A. LeMoine

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Clerk of the Commission