

Town of Hamden - Library Board
Minutes of Meeting
October 14, 2014

Corrected 11/18/2014

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

Call to Order: Chairperson J. Glover opened the meeting at 7:09 p.m.

Approval of Minutes: Chairman Fiss entertained a motion to approve the minutes of the meeting of September 9, 2014.

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

Correspondence: Ms. Amodeo presented ACLB Library Trustee handbook, which will be available in the Director's office. The annual conference is Friday, October 24, 2014. A schedule of the topics and guest speakers was provided.

Public Media: Nothing at this time.

Old Business:

Library Budget FY 2014-2015 update: M. Amodeo reviewed the budget report for September and highlighted the budget line items and noted everything is in order. The quarterly report for the Gift Fund account was presented.

LION Training and updates: Ms. Amodeo reported the sub-committees are set-up and more training on generating reports are needed.

Children's Room renovations project: Ms. Amodeo gave an update on the renovation project. The project is proceeding very well and a calendar was created noting the final projects and the timelines before completion. November 10th is the date when final set up will be made. Staff is working to prepare for the "big" day before the Library opens the new Children's room. The library will be open to the public until the final stages of the project. The Town and contractors are working in meeting the target date of November 20th.

Policy Revision Schedule: Ms. Marchant-Shapiro presented policy J. Policies for the Use of Computers at the Library. The Library Board reviewed the proposed changes and made final recommendations. Ms. Marchant-Shapiro recorded the changes and will distribute at a later date when the Board reviews and approves the final policy manual.

Fundraising Campaign for Children's Room: Ms. Hatkin and Fiss will coordinate a meeting with the former Library Board members for fundraising meeting. Ms. Hatkin received a list of the names of former Library Board members. Ms. Fiss is reintroducing and working with the volunteers who will be soliciting prospective donors for donations.

Ms. Amodeo said the Library applied for a donation through Walmart. There are two more applications to be processed.

A discussion was held regarding a prior request for funding for the project. After a discussion was held, Ms. Esposito motioned to approve the request in the amount of \$30,000, from the Library Gift Fund, to purchase shelving and signage. With no further discussion, Ms. Fiss seconded the motion. All were in favor.

Ms. Amodeo provided a report on the current spending and finances for the Children's Room project (October 14, 2014).

Ms. Hatkin motioned to approve the funding of \$10,000 from the Library Gift Fund to afford the purchase of signage, room divider, printing costs, and furniture for main library in order to complete the project.

New Business:

Publicity campaign for November and December. In Ms. McNicol's absence, Ms. Amodeo gave a report. Ideas of publicity, ads, articles in the local newspapers, flyers and more were revisited. Discussion regarding if social media will be of use to support the fundraising.

Other New Library Services. The Library now has Zinio and Hoopla available to the patrons. This service is through LION. Ms. Amodeo explained the subscription service and the Library will look to include the service in the next fiscal budget.

Library Director's Report: Ms. Amodeo presented her report and highlighted a few issues. The ConnectiCard service has had issues due to the overwhelming amount of requests in reserving our books. Ms. Amodeo explained further that the matter is resolved.

A recent incident occurred at the Miller Library with a patron. The incident required contacting the police.

The Town selected the company to repair the roof at Miller building and the company hires nonunion workers, which caused picketing by a local union near the site.

Ms. Amodeo explained of another recent incident that occurred at the Community Library. Further updates will be made available to the Board.

After brief discussion, the Board recommended adding security and cleaning plan to the goals and objectives.

The next Library Board's meeting is **Tuesday, November 11, 2014** at 7:00 p.m.

Executive Session: At 8:38 p.m. C Esposito made the motion to go into Executive Session for the purpose to discuss personnel issues. I. Fiss seconded the motion. At this time, Staff with P. LeMoine withdrew from the meeting.

At 8:55 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 8:56 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