

**Town of Hamden
Library Board
Meeting Minutes of July 1, 2009**

Attendance: Bernice Gillman, Evelyn Hatkin, Irene Fiss, and Joan Zurolo. **Absent:** Robert Whelan. Also in attendance: Louise Brundage, Library Director, Robert Gualtieri; and Associate Library Director, Nancy McNicol.

Call to Order: E. Hatkin opened the meeting at 7:00 p.m.

Approval of Minutes: E. Hatkin asked the Board to review the minutes of the June 3, 2009 meeting. The following changes and/or corrections were made to the June minutes:

“Meet the Staff,” page 2, change “Director” to “Finance Director.” Correction: the Children’s Book Sale was held on the same day of the kick-off for the Children’s Summer Reading Program.

I. Fiss made the motion to accept the minutes of the June 3, 2009 meeting as amended. J. Zurolo seconded the motion. All were in favor.

Correspondence: R. Gualtieri shared a letter addressed to the Library Board sent from Jean Carolla. The letter was to inform the Board of her announcement of her resignation. Also a thank you letter addressed to the Board from Ms. Carolla for the retirement gift.

Public Media: Ms. Brundage announced the Friends of the Library raised \$800 from the past two book sales.

Personnel—

Meet the Staff—Ms. Janet Perrotti who is the Circulation Manager at Miller Library was introduced to the Library Board. Ms. Perrotti who has been working with the Library for six years has a total of 30 years of library experience. She gave a description of her work and job responsibilities. She added on Mondays the front desk can have approximately 5,000 items in circulation. She described some examples the visitors experience when they challenge the “self-checkout” service. Ms. Perrotti also verifies the cash each day for the Business Manager and she handles the resolutions when there are disputes with a visitor and patron.

The Library Board thanked Ms. Perrotti for her time this evening.

Library Director’s Report:

Staffing—R. Gualtieri met with Mayor Henrici and he agreed to release the hiring of the Library Technical Assistant position, which will be effective September 2009. This will be an in-house recruitment. The Mayor also approved the subsequent vacancies that will be created by the internal promotion. The Library lost the part-time Page role earlier this past year and with Pat Madigan moving to a new position, we lost another Page position.

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Old Business:

2008-2009 Budget Updates. R. Gualtieri presented the last statement for this fiscal year. Mr. Gualtieri noted there was a \$16,000 transfer from Computer-Public Access to the Salaries account. This information was previously recorded in the June 2009 minutes. There was a discussion held regarding the remaining expenses in the budget. Mr. Gualtieri noted a new bindery company will be contracted for future repairs to books. The Library has been disappointed of the work completed by the current contractor. Clarification of the Library Materials and the use of Dues and Subscriptions (which is for certification, membership renewals and cataloging subscriptions) were reviewed.

A discussion was held about the recent vandalism along with the number of disturbances and disruptions occurring at the Library and the need to address these issues. The Library Board asked for a breakdown of incidents by youth, infractions, visitors with behavioral health incidents, medical emergencies and violations of disturbing the peace. Although we should have the visitors come, feel welcome and valued, the disruptions are not allowed nor tolerated. R. Gualtieri asked the Library Board to assist the Library in approaching this subject. A 40% increase of disruptions has occurred in the last six months.

The Library Board agreed to meet with the Mayor after Mr. Gualtieri and the Police Chief speak to the Mayor. R. Gualtieri will be in touch with the Library Board in the next week. E. Hatkin, B. Gillman, and J. Zurolo agreed to be available for the meeting.

New Business:

Building Program Timeline. R. Gualtieri shared a copy of the Library's Long-Range Plan that was created 2006-2010, including the services and space needs to accommodate the service needs. The Building Program was included with the Long-Range Plan, and the Building Program requires funding. A discussion with the Library Board was held with Mr. Gualtieri provided examples and some of the Staff's needs assessment for the Library; one in particular was the Children's Services. A feasibility study is required and an expert of an architect in libraries is usually contracted for the study. The funds are sought after through operating budget, grants and/or gift funds. The Town's Building Committee gets involved after the assessment and building consultant produces a preliminary report of their findings.

A review of the timeline presented. After a discussion, some changes to the timeline will be made. At the September 2009 meeting, the Library Board will review and possibly approve the submission of a space planning guide and draft a needs assessment. Between October and December 2009, the preparation of the Request for Qualifications to hire a building consultant and then the Library Board selects a building consultant. The remaining timeline schedule would follow. The responsibilities of the Building Committee will need to be defined. The Library Board is interested in attending a workshop for this type of development. More documentation will be provided before the September Library Board meeting.

Naming Space for Donation. R. Gualtieri explained the future of the Building Program could include a variety of donations and it provides recognition of naming a designated space or location of the donation from a generous contributor. There was a contributor who recently inquired about recognition for their past donations of library items. A discussion was held and the Library Board will entertain the subject at a later date.

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Executive Session: Nothing to present.

Library Director's Report: R. Gualtieri mentioned the program renovations to areas of the Library are scheduled over the next fiscal year. In August new signage will be displayed for location of books and other materials. For September and October, the Media Room will have new carpeting installed; from October through June the Kinderprep Program will take place; and then there is the Summer Reading program from June through August. In October the Teen Advisory Board will be held as well as the Family Place; and lastly, from July 2009 to June 2010 the Building Program. Brochures of activities at each of the Libraries were distributed. The Library Board thanked Mr. Gualtieri for his report.

Next Meeting: The next meeting is scheduled for **Wednesday, September 2, 2009** at 7:00 p.m.

Adjournment: With nothing further to discuss, E. Hatkin requested a motion to adjourn the meeting. B. Gillman made the motion to adjourn at 8:45 p.m. I. Fiss seconded the motion. All were in favor.

Respectfully submitted,

Patrice A. LeMoine

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Clerk of the Commission