

**Town of Hamden  
Library Board  
Meeting Minutes of November 4, 2009**

---

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

**Call to Order:** E. Hatkin opened the meeting at 7:00 p.m. Ms. Hatkin opened the meeting with welcoming our new member Jan Glover to the Library Board. Ms. Glover introduced herself and gave a brief background about herself to the Board.

**Approval of Minutes:** E. Hatkin asked the Board to review the minutes of the October 7, 2009 meeting. Correction: the discussion of the overtime hours was regarding Sundays, not Saturdays. Under Old Business the second paragraph should read Ingram Book Services, not Engram.

Ms. Hatkin noted on page 2, under New Business, second paragraph regarding Library's Thanksgiving hours: the motion was not voted "all were in favor," however, the "motion was voted three to one." Then the motion was tabled before making this motion permanent in the Library Manual, it was decided that it would be discussed at an upcoming Library Board meeting when all of the Library Board members are present.

J. Zurolo made **the motion to approve the minutes of the October 7, 2009 meeting as corrected. R. Whelan seconded the motion. All were in favor.**

**Correspondence:** Nothing to present.

**Public Media:** L. Brundage noted that Friends of the Library held a book sale. It was very successful, the prices were reduced and for the month of October \$1,800 was raised.

**Personnel—**

**Meet the Staff—**The Library Board was introduced to our new staff person, Michelle Russo. Ms. Russo was hired as the Library Page for the Whitneyville Branch. Ms. Russo gave a brief description of her work background and a review of her experience of the last six weeks of training at the Library. Everything has been going very smoothly.

**Staffing—**Carrie Kerzner, Cataloger/Technical Assistant, will be taking a family leave of absence for three months. R. Gualtieri will coordinate with the staff to fill-in for Ms. Kerzner. We hope not to fall behind during her absence. Ms. Knolland will be celebrating 25 years of service at the library.

**Old Business—**

**2009-10 Budget—**A request to the Mayor will be made for a transfer to the Library Overtime account. A transfer for Housekeeping Supplies for custodial services/supplies will be requested. A purchase order for magazine serial subscriptions will be processed this week. Additional computers for the Library visitors will be requested to the Town's Technical Department.

R. Gualtieri added the Collections line item account is ahead of projection for the year. We look to get another large purchase order for books issued before the end of the fiscal year. Mr. Gualtieri and the Library Board held a brief discussion regarding the Library budget and the figures for October.

Security Services for the Library—Since the last meeting, there is no change regarding the contract.

E. Hatkin suggested an invitation to meet with Scott Jackson when he is officially in office as the Hamden Mayor. I. Fiss discussed the letters addressed to mayoral candidates R. Gambardella and S. Jackson. Ms. Fiss met with Mr. Jackson and he confirmed that he is interested in the Library services in Hamden and would like to meet with the Library Board. The Board is interested in meeting with Mr. Jackson to discuss his support of the Library Building project. An invitation will be made to Mr. Jackson to attend an upcoming meeting.

Advisory Board with Hamden Middle School—There has been little activity with the Middle School for the honor students to work with the Library on selecting books for youths.

Library Contract/Holiday Schedule—The approval of the holiday schedule in the Library contract was discussed. Mr. Whelan asked for clarification about the holiday pay and the floating holiday for December 24<sup>th</sup> and 31<sup>st</sup>. A discussion was held and information was provided to the Library Board.

### **New Business—**

Board Collection Development Policy—R. Gualtieri discussed the situation of the Cheshire Library banning the publication—“In the Middle of the Night.” The Hamden Library has purchased one copy of the book and there are requests for the book. The Library Manual was reviewed regarding the criteria when a publication meets one or more of the items listed in this section under censorship. The publication is not in violation of the Library policies.

**Library Director’s Report**—A report was distributed to the Board and Mr. Gualtieri noted one correction to the Silver Bells Festival. The lighting of the Christmas Tree will be held at Meadowbrook (Town Green), in the gazebo.

It was noted that the PACK program has been renewed and there will be another three years of funding for the Library.

After the first of January, our new mayor, Scott Jackson and the Finance Director will most likely present a budget package to each department requesting preliminary information.

A discussion regarding the shelving in the atrium was held. The set up of the shelving is temporary. Temporary shelving for the Media room was installed. New shelving will be installed next week.

**Executive Session:** Nothing to present.

Hamden Library Board

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

**Adjournment:** With nothing further to discuss, E. Hatkin requested a motion to adjourn the meeting. I. Fiss made the motion to adjourn at 8:08 p.m. J. Zurolo seconded the motion. All were in favor.

Respectfully submitted,

*Patrice A. LeMoine*

Patrice A. LeMoine  
Clerk of the Commission