

**Town of Hamden  
Library Board  
Meeting Minutes of January 6, 2010**

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**Attendance:** Evelyn Hatkin, Irene Fiss, Jan Glover, and Joan Zurolo, and Robert Whelan. **Also in attendance:** Friends of the Library, 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 December 2, 2009 meeting. J. Glover made **the motion to approve the minutes of the December 2, 2009 meeting as corrected. I. Fiss seconded the motion. All were in favor.**

**Correspondence:** A letter from the Hamden Rotary Club was addressed to the Hamden Library. The letter explains the recent grant request from the Library. In the past years, the Rotary has made generous donations to the Hamden Library designated for the purchase of large print books. The Rotary approved the request, in the amount of \$1,500, and made a special request for the Library to acknowledge the Rotary Club for their continued support. Mr. Gualtieri will address this request.

Ms. Brundage gave a summary of the recent sales the Friend of the Library held. They held a few "mini" book sales and were successful; however, they would like to clean-up the shop and hold a large book sale at the Senior Center next door. There are some challenges to setting up the room and with limitations in hours and set-up; they hope to arrange the book sale soon.

**Public Media:** Nothing to report.

**Personnel—**

**Meet the Staff—**Ms. Elizabeth Angele was introduced. Ms. Angele is the Reference Librarian and was introduced to the Board. She gave a brief background of her work with the Library. She organized the exhibits and selection of the publications and books for arts and sciences. We have a very nice and popular collection for the visitors to view. She provided a brief background of the work involved as the reference librarian. She gave the Board members an example of a typical day for traffic on Saturdays and what some of the visitors request from the reference desk.

The Library Board thanked Ms. Angele for meeting with them this evening.

R. Gualtieri gave an update to a few Personnel changes. Ms. C. Kerzner, Librarian I, is on her 3-month family leave, and will return February 19<sup>th</sup>. Ms. P. DellaRocca is on leave; a Library Page has resigned from the Whitneyville Branch. This means we are down four of the eleven Library Pages. Civil Services opened the recruitment for the Page position. There were 76 applicants and 70 are eligible for the written test. We look to have a list of qualified candidates for February 1, 2010 interviews. Mr. Gualtieri discussed the Mayor's approval of the hiring of these four vacant positions. An update will be provided at the February Board meeting.

**Old Business—**

**2009-10 Budget—**R. Gualtieri gave the financial report for the last month's activities. Building/Grounds Maintenance and Housekeeping accounts are low and a request for funds will be made for the purchase of appropriate supplies. An additional \$15,000 for Library Materials was approved by Mayor Jackson and Town Council. However, a \$15,000 change to Computer

account will be transferred. Some upgrade changes will be made to the hardware later in the year. Fines and Revenues are on schedule of \$32,000 where we have reached \$16,387 as of December 2009. Overall, Hamden Library is on schedule for the expenditures.

Sunday Hours Report—For 2010 has an increase in visitors and the number of books going out has increased. Other towns have closed on Sundays; therefore, an increase in patronage is reflected to Hamden.

Library Gift Fund Report—The quarterly report (October 1 to December 31, 2009) was reviewed. R. Gualtieri reviewed the various accounts—Rotary, Bradley Trust, Pfeiffer-Stinson account is restricted for children's books. The Lost/Damaged/Repairs and Enhancement account has a strong balance. There is a total amount received of \$8,722.84.

The Library looks to receive funds from ConnectiCard account; Community Foundation of Greater New Haven gave the Library \$5,717.42; Unrestricted Collections received \$15,106.04. A total of funds received for the last quarter is \$23,828.88.

The Library Board held a discussion with R. Gualtieri about the objectives of future funding and projects. For the year, a total collection of \$36,153.12 for unrestricted gifts were received; with restricted gifts received, in the amount of \$33,566.16; which gives a total \$69,719.18 in the Gift Funds.

#### **New Business—**

**Conferences for 2010**—Two conferences were proposed:

“Customers of Sirsi Dynix Users” is scheduled March 3-5, 2010 at the cost of \$1,375 (including air fare, hotel, registration). Mr. Gualtieri would like to request the Library Board to approve J. Rogoz to attend the conference. R. Whelan made the **motion to approve J. Rogoz to attend the Customers of Sirsi Dynix Users Conference from March 3-5, 2010 at the cost of \$1,425, with the funds to come from one of the Enhancement Gift Funds.** J. Glover seconded the motion. All were in favor.

ALA Midwinter Conference is scheduled for January 15-18, 2010 in Boston. R. Gualtieri would like to attend this semi-annual exhibit conference. The cost to attend the session is \$970 (registration, hotel and incidentals). J. Zurolo made the **motion to approve R. Gualtieri to attend the ALA Midwinter Conference from January 15-18, 2010 in Boston at the cost of \$970, with the funds to come from one of the Enhancement Gift Funds.** J. Glover seconded the motion. All were in favor.

**Budget Proposal for 2010-11 Fiscal Year**—A review of the future budget was drafted and a discussion was held. R. Gualtieri noted the Sunday hours will continue next year. He added the Professional Technical Services to contract the services of a security guard for 20 hours per week will be included in the budget. A total of \$240,000 is proposed for the Department. Discussions and recommendations were made and the suggestion to add examples to the budget summaries. Giving examples will support the Library programs and purchases will give stronger support when the review of the Department's budget is in review and final approval.

Other expense items were reviewed—General Equipment/Security Camera Equipment (#0784); Computer Equipment (#0785), which supports the internal printing; and IT Hardware will be deleted, and will become the Town's expense. Ms. Fiss complimented R. Gualtieri and N. McNicol for their work in preparing the 2010-11 budget proposal.

A review and discuss was held regarding the Library Capitol Enhancement Budget. I. Fiss made the motion to accept the 2010-11 operating budget for the Library, which will include increased amounts for the Library Materials and strengthen the justification for certain line items requests. J. Glover seconded the motion. All were in favor.

Capital Budget proposal—R. Gualtieri will need to make some changes to the timelines. I. Fiss made the **motion to approve the Capital Project with modifications to present a four-year plan for building improvements and of which for the first two years' cost to be developed the Library Director**. J. Glover seconded the motion. All were in favor.

**Upcoming meeting with Mayor Scott Jackson**—E. Hatkin reminded the Board of the meeting for February 3, 2010. The Board reviewed the topics for discussion. Each Library Board member will take part to discuss topics of importance. Ms. Hatkin will contact the Mayor's office to confirm his attendance before the February 3<sup>rd</sup> meeting.

**Election of Officers**—The decision to defer the annual election to the next meeting.

N. McNicol shared a notebook of the emails received from visitors and residents with questions and comments.

**Hamden Library Director's Report**—The report was presented and reviewed.

Questionnaire—Review of the wording was drafted and distributed to the Board prior to this evening's meeting. Some changes were made and noted.

**Executive Session:** Nothing to present.

**Next Meeting:** The next meeting is scheduled for **Wednesday, February 3, 2009** at 7:00 p.m.

**Adjournment:** With nothing further to discuss, E. Hatkin requested a motion to adjourn the meeting. R. Whelan made the motion to adjourn at 9:08 p.m. J. Zurolo seconded the motion. All were in favor.

Respectfully submitted,

*Patrice A. LeMoine*

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Clerk of the Commission