

**Town of Hamden
Library Board
Meeting Minutes of March 3, 2010**

Attendance: Christine Esposito, Irene Fiss, Evelyn Hatkin, Jan Glover, 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 7:03 p.m.

Approval of Minutes: E. Hatkin asked the Board to review the minutes of the February 3, 2010 meeting. One correction under Director's Report—Staffing: K. Condon as a "Temporary Library Page." R. Whelan made **the motion to approve the minutes of the February 3, 2010 meeting as amended. J. Glover seconded the motion. All were in favor.**

Correspondence: A letter from the Kyle Blake, Town Administration, regarding Mayor Jackson Transition Team. R. Gualtieri described the survey, which is being asked of Town employees to complete. The survey is to gather opinions and suggestions of ways to improve and save money on behalf of Town services.

Public Media:

Friends of the Library, L. Brundage gave a summary of the Committee's recent projects. There is a low number in membership and active Board members. They are looking at small projects, maybe a fundraiser, and a book sale soon. The Nominating Committee met last week and there is currently no slate of officers. She mentioned that there is a need to actively recruit members.

Personnel: No staff person scheduled to meet the Library Board this evening.

Hamden Library Director's Report: R. Gualtieri presented his report for review. Two Staff who were on medical/family leave have returned. K. Condon who worked temporarily for six weeks to assist while one of the staff was on leave was hired for as a Library Page and is assigned to the Whitneyville Branch. Ms. Condon is also a substitute Clerk on Sundays.

Old Business:

2009-10 Budget: The finance report as of February, 2010 was provided. R. Gualtieri noted the budget for the Library Salaries is in good position. The amount allocated to Overtime account has a sufficient balance for the remainder of the fiscal year, but there may be a transfer out of this account later by the end of the fiscal year. Most budgeted items are in order. We are still ordering Library Materials and Computer/Pubic Access is allocated for paper and printer cartridges. The Fines Income is above the projected rate for the year.

2010-2011 Budget: The Chief Administrative Officer and Finance Director did a thorough job reviewing every line item of the Department's budget. A few suggestions were recommended. The Town Council is working to arrive at a final budget by mid May.

The Mayor held a public meeting and there was good attendance. The residents who attended the function asked the Mayor to support education and library services. A second public hearing is scheduled for March 4th at the Hamden Senior Center.

New Business:

Nomination and Election of Officers—E. Hatkin requested nominations for Chairperson of the Library Board. R. Whelan nominated E. Hatkin to serve as Chairperson. With no other nominations, Ms. Hatkin requested nominations for Vice-Chairperson. The nomination of Irene Fiss to serve this role; and the nomination for Jan Glover to serve as Secretary/Treasurer. **E. Hatkin made the motion to approve the slate of officers presented and will service a two-year term. All were in favor.**

Building Program—

R. Gualtieri provided a diagram of a timeline for the Library Building Program; the draft included the steps required for the Library to go forward in renovating the Miller Library building. A copy of another town's library building program was shared. The Library Board held a discussion about the information provided and the timelines involved. R. Gualtieri created an RFQ for consultants to apply. The RFQ will have a change for the submission deadline. The selected consultant will be able to submit a project report by December 31, 2010. Item IV. (4.h.) references will include email addresses.

The advertising and publication of the RFQ were shared with the Board. IV. (4g.) Schedule of Fees were reviewed; and IIB will include or add at least one meeting with the Library Board.

R. Whelan asked for the Library's wish list of a renovated new building. A larger Children's area; including expanding the library by bringing out to the front entrance; recommendations of better use of the interior space, maybe look at multiple phases of building projects.

R. Gualtieri noted the Town is repairing and renovating the HVAC and lighting system at the Miller Library and Senior Center building. The projects are an energy savings program.

E. Hatkin requested the motion. **I. Fiss made the motion to approve the submission of the RFQ for solicitation in receiving proposals from the Library Building Planning Consultants. J. Glover seconded the motion. All were in favor.**

The dates of the timelines were reviewed and the Library Board determined most of the dates are flexible. The Library Board will work as a whole representing the Library Building Board.

Connecticut Library Association (CLA) Annual Conference—A packet of the conference schedule and information was distributed. CLA conference is in Uncasville, Conn. and eight library staff would like to attend this year's conference.

J. Glover made the motion for eight Library staff to attend the upcoming CLA conference at a total cost is \$840 to attend one-day of the conference for the registration cost at the CLA member rate; excluding transportation and funds will be taken from the Library Gift Fund. **I. Fiss seconded the motion. R. Whelan was opposed to the motion. Four members were in favor of the motion; the motion passed.**

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C. Esposito asked for the balance of the Library Gift Fund is approximately \$23,329. Mr. Gualtieri noted the ConnectiCard will be giving \$6,000 to the Library Gift Fund within the next two months.

The Library Director's report was available for review. N. McNicol did a great job on the Library Newsletter. There was a great deal of information with a nice piece on the "Snap Shot Day."

Executive Session: Nothing to present.

Next Meeting: The next meeting is scheduled for **Wednesday, April 7, 2010** 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 8:30 p.m. C. Esposito seconded the motion. All were in favor.**

Respectfully submitted,

Patrice A. LeMoine

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Clerk of the Commission