

**Town of Hamden  
Library Board  
Meeting Minutes of May 5, 2010**

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**Attendance:** Christine Esposito, Irene Fiss, Evelyn Hatkin, Jan Glover, and Robert Whelan. **Also in attendance:** Library Director, Robert Gualtieri and Assistant Library Director Nancy McNicol, and Louise Brundage.

**Call to Order:** E. Hatkin opened the meeting at 7:01 p.m.

**Approval of Minutes:** E. Hatkin asked the Board to review the minutes of the April 7, 2010 meeting. Corrections were noted: "Meet the Staff"—delete "monitoring the shelving" and replace with "shelf reading"; correction with Ms. Feinn's first name is Delice; Next paragraph should read ...Library budget will affect 6 positions," (not 2.5 positions) at the Library....

Under "Old Business"—delete "Replacement of" and sentence should read Temporary coverage for the Children's Services will be created.

Under "Gift Fund Report"—third paragraph, correct the last sentence to read: The Children's Staff proposal supports what the audience wants, or needs, and some of the prize items are donated.

Under "Executive Session"—At 8:45 p.m. (not 9:45 p.m.) R. Whelan made the motion to end Executive Session. "Adjournment"—the motion to adjourn the meeting at 8:46 p.m. (not 9:46 p.m.).

**J. Glover made the motion to approve the minutes of the April 7, 2010 meeting as amended. I. Fiss seconded the motion. All were in favor.**

**Correspondence:** A letter from Community Foundation of Greater New Haven regarding an anonymous gift, in the amount of \$37,566, designated to the Hamden Library Gift Fund. R. Gualtieri submitted a thank you letter to the CFGNH, and he also shared the Library's booklet on the past and future giving from the CFGNH for the Hamden Library. The booklet is an invitation for anyone to give a gift to the Hamden Library.

**Public Media: Friends of the Library**—L. Brundage said the Friends organization is working on membership and is strategizing fundraising projects. There is a committee of coordinators on the organization, and they are looking to hold another book sale at Miller Library. The Friends of the Library has given a generous amount to the Hamden Library over the past years.

**Personnel:**

**Meet the Staff**—Mr. Gualtieri noted there was no one scheduled for this evening.

The retirement of Ms. Feinn's retirement is June 15<sup>th</sup>. The staff is going through orientation and training to help work the Children's area of the Library. Summer hours will be challenging with coverage and vacation schedules over the three months. The summer hours will include closing ten Saturdays over the three months.

**Old Business: Fiscal Year 2009-10 Budget**—R. Gualtieri noted the Library will exceed the Fines/Revenue a little over \$2,000 by June 30<sup>th</sup>. He reviewed the line items in the remainder of the

Library budget report. There maybe a small deficit in (salaries) Overtime budget. However, small amounts are expected to be left in the budget accounts until the end of this fiscal year. Discussion

on some of the line items were reviewed and confirmation if the Town or the Library collects the fees from the fine monies on AV fines, book bags, and overdue books. Mr. Gualtieri reviewed the overtime situation with the Library Board.

2010-2011 Budget—The Town Council did not fund the Sunday hours; however, they allocated the cost for broadband expenditures to improve the computer network services for visitors at the Library. The budget does include \$240,000 for Library Materials.

The Town met with the Union Officers and a “tentative” settlement reached; the Town Council agreed to all settlements. The Union Officers will meet with the union members for a vote on the settlement. R. Gualtieri gave a summary of the settlement agreement, which is to avoid layoffs of personnel. The final meeting is next week to approve the final budget and establish the mill rate. We won’t know about the Sunday hours until next week.

**New Business:**

**Amend the Agenda—J. Glover made the motion to add School Library Summer Reading Program to this evening agenda. E. Hatkin seconded the motion. All were in favor.**

I. Fiss and R. Gualtieri attended a meeting at the PTA and discussed the summer reading program. The Town Library is required to provide multiple copies of reading books for each grade level. I. Fiss approached the group about a partnership for a reading program. One case the schools claims is there is a high loss of unreturned books. They prefer not to lend out books. I. Fiss is approaching the Superintendent of Schools on data gathering and having the books accessible to the children and students. Communication is recommended to publish or advertise the school library and town library partnership. Ms. Fiss and Mr. Gualtieri shared ideas for the program—accessibility; library cards for the students; summer school program (including visiting the library once or twice over the course of the program).

The School’s Library Media Specialist is interested in working with Ms. Fiss. A number of meetings and appointments are still needed before we can put this program together for a 2011 program. E. Hatkin confirmed Ms. Fiss will continue to pursue the planning and the collaboration of this project and will keep the Library Board informed for a proposal to be drafted for 2011.

Staff Training—The annual, all-day training for the Library Staff is scheduled for Wednesday, June 16<sup>th</sup>. The Library is closed to the public on this date. Mr. Gualtieri and Ms. McNicol schedule public speakers, review on topics like security, two ILS vendors will be giving a demonstration of their systems, and refreshments are provided for the day. We have held this event for over 12 years.

**Building Program—**

R. Gualtieri provided the Library Board the building program consultants’ proposals. Four proposals were received. Discussion was held about the use of an architect for library space and should we consider utilizing a consultant at \$10,000 for a future expenditure that may cost a very large amount that the Town will not support.

Review of the Library Building Construction was discussed. A process is required to be followed in order to file for a Library Construction grant. On another note: if we look at not doing a construction piece, but just redesign the present space. R. Gualtieri noted the needs assessment and program consultant is to propose what the building should, or can, provide in the next 20 years for the Library.

The motion from March minutes was read. E. Hatkin requested due to the economic situation the Board may want to consider another motive, or pursue advertising a second RFQ, or table the search. The Board held a discussion to either cease/desist the building consultant program or issue a second RFQ for the proposals and consider a remodeling rather than construction.

E. Hatkin made the **motion to table the evaluation of the Building Program Consultant RFQ and also encourage other firms to submit and/or resubmit a proposal. C. Esposito seconded the motion. Discussion on the motion was held.** Suggestion was raised to extend the deadlines of the program timeline to three to four months (August 31, 2010). R. Gualtieri agreed to expand the search for additional firms to submit proposals.

E. Hatkin presented the new **motion to read as follows: to extend the timeline for the submission of the evaluations of the Building Program Consultant RFQ proposals to August 31, 2010 and to encourage other firms to submit and/or resubmit a proposal. C. Esposito seconded the motion. Four members were in favor of the proposal, one (R. Whelan) opposed. The motion carried.**

**Hamden Library Director's Report:** Mr. Gualtieri presented his report for review.

**Executive Session:** Nothing to report.

**Next Meeting:** The next meeting is scheduled for **Wednesday, June 2, 2010** at 7:00 p.m.

**Adjournment:** With nothing further to discuss, E. Hatkin requested a motion to adjourn the meeting. **C. Esposito made the motion to adjourn the meeting at 8:55 p.m. J. Glover seconded the motion.** All were in favor.

Respectfully submitted,

*Patrice A. LeMoine*

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Clerk of the Commission