

HAMDEN LIBRARY BOARD
(via Zoom/Telephonically)
Minutes of a Regular Meeting of
January 12, 2021 at 7:00 p.m.

A regular meeting of the Hamden Library Board took place on Tuesday, January 12, 2021, via Zoom/telephonically.

In Attendance: Jan Glover (Chairperson), Christine Esposito, Evelyn Hatkin, and Philip Kuchuk.

Absent: Irene Fiss. **Also in Attendance were:** Melissa Canham-Clyne, Library Director; and Patrice LeMoine, Clerk for the Town of Hamden.

1. **Call to Order:** Chairperson Glover called the meeting to order at 7:10 p.m. Ms. Glover requested a roll call and established the procedures for running the meeting via Zoom.

2. **Approval of Minutes:** Ms. Glover requested a motion to approve the minutes of the December meeting. Ms. Hatkin motioned to approve the minutes of the December 8, 2020 meeting as presented. Mr. Kuchuk seconded, and the motion passed unanimously.

3. **Meet the Staff:** Ms. Canham-Clyne introduced Halle Cairns, Ariana Davis and Abdul Binyamin. These employees are new hires from the past year. Mr. Binyamin has been the library's custodian and has been working with Ms. Canham-Clyne on a number of projects to assist the services for the patrons of the library during the pandemic. Mr. Binyamin has been very impressed with the vision and planning Ms. Canham-Clyne has shared with him. He noted the energy and enthusiasm the library staff have for their patrons. Ms. Davis is from Hamden and spoke of her background and fondness to using the resources of the libraries. She spoke of some of the work that she has accomplished since working for the library. Mr. Cairns has her MA from Saint Rose and is attending the MLIS program. Ms. Cairns is a part-time library page and reports to Children's programs. Ms. Canham-Clyne complemented each employee for his/her contribution to the library, going beyond their scope of work.

After brief discussions with each employee, Ms. Glover thanked them for taking the time to meet the Board this evening.

4. **Correspondence:** Nothing to present.

5. **Public | Media Comments on Agenda:** No public media was present.

6. **Old Business:**

a. Library Budget FY 2020/21 Update – Ms. Canham-Clyne noted the budget distributed reflects the last six months, everything is in order, and the book circulations are doing very well. There were nothing to review or note regarding the gift fund account.

b. Library Proposed Budget for FY 2021/22 – Ms. Canham-Clyne prepared a budget for the Mayor. She anticipates the upcoming budget will be a flat budget due to the financial constraints caused by the pandemic. This June 30 the “no lay-off” policy will expire, and

she fears budget cuts and layoffs may be imposed. Ms. Canham-Clyne is looking to use a current part-time opening and fill it with a media specialist for the work that Ms. McNicol did in her role as Associate Library Director.

- c. Status of Library during COVID Update – Ms. Canham-Clyne provided an update regarding the funds from the COVID grant. She highlighted that the members of the task force were very focused and enthusiastic to finding creative ways in providing services to the patrons during the pandemic. Ms. Hatkin noted the report was wonderful and the report reflects the excellent work and how well the library provided a service to the community.

Ms. Canham-Clyne noted the library staff moved various collections around Miller Library. To accommodate those who need access to the elevator, the decision was made to move the teen center to the magazines/DVDs area; then the magazines/DVDs will be moved to the teen area and the large print section will be moved to the main floor. In the planning of these moves of some of the shelving it was discovered the flooring beneath shelving is without carpeting. She had to meet with facilities and the vendor to resolve the situation. She provided a history from when the library installed the carpet tiles and apparently we are without any inventory of extra carpet tiles, so the vendor is looking to order the same carpet tiles for this space. After further discussion, Ms. Hatkin made a **motion** to approve up to \$7,000 to cover the cost of an electrician and the carpeting, which will be expended from the Library Gift Fund. Mr. Kuchuk seconded the motion and the motion passed unanimously.

- d. Charter Revision – Ms. Glover said the Charter Revision Commission is scheduled to meet January 20th. Please look to the website for the agenda and zoom information.
- e. Status of Deputy Director of the Library position – Personnel met with Ms. Canham-Clyne to review and discuss the job description. In the end, there were some changes and revisions made to the job responsibilities to agree with the town's salary/job level and the union. A request is going before Civil Services and then posted for internal and external candidates.

6. **New Business:**

- a. **Historical Society Reading Room** – As discussed at the December meeting, the library is considering not to renew the one-year lease with the Historical Society. In the past there were environmental issues that were addressed; however, possible signs of mold may be returning. After a lengthy discussion, the Board agreed to renew the lease for one year and agreed to review and follow the guidelines of the governing board and see if a move can be entertained by the end of the year.
- b. **Best Practices: review and update** – The Board reviewed draft documents for facilities/physical space and emergency preparedness. Ms. Canham-Clyne and the Board provided their opinion on the current space and options for future space of the library. For emergency preparedness, there was much to address: proper lighting; emergency lighting; addressed the need to improve the lighting in the parking lot; we are meeting the state and local state and town safety codes; and a risk assessment with the risk management has been conducted. There was a question-and-answer session.

7. **Library Director’s Report:** Ms. Canham-Clyne presented her report, and she asked the Board to review the information and please contact her with any questions. A discussion was held regarding Ms. McNicol’s services. The library will continue to use her services for the media blasts for another month. The Board asked Ms. Canham-Clyne to provide them with the total cost of her services and expenses for her services.

8. **Executive Session:** Nothing to present.

9. **Adjourn:** Ms. Glover requested a motion to adjourn. Ms. Esposito motioned to adjourn the meeting at 8:43 p.m. Ms. Hatkin seconded the motion. All were in favor.

Respectfully submitted,

s/Patrice A. LeMoine

Clerk for the Library Board