

**Town of Hamden
Library Board Regular Meeting
Tuesday, January 18, 2022
at 6:00 p.m.
via Zoom**

Revised 02 08 2022

Topic: Hamden Library Board
Start Time: January 18, 2022 5:58 PM

Meeting Recording:

**[https://us06web.zoom.us/rec/share/dagFiicClFdr3TSVHCOyCM88ut7dFEGaO
pwolPcPYHoAxeGeaqyplxKyBXlY1rEK.2DUMR6bqoIJfCt8g](https://us06web.zoom.us/rec/share/dagFiicClFdr3TSVHCOyCM88ut7dFEGaO
pwolPcPYHoAxeGeaqyplxKyBXlY1rEK.2DUMR6bqoIJfCt8g)**

Access Passcode: ZWQJ*6sx

Minutes

- 1. Call to Order:** Chairperson Glover called the meeting to order at 6:13 p.m.

In Attendance: Jan Glover, Chairperson; Christine Esposito; Irene Fiss; Evelyn Hatkin; and Philip Kuchuk. Also in Attendance: Melissa Canham-Clyne, Library Director; Alyssa Bussard, Associate Library Director; and Patrice LeMoine, Commission Clerk

- 2. Additions to the Agenda:** No requests or changes.

- 3. Approval of Minutes:** November 9, 2021

Chairperson Glover requested a motion to accept the minutes of the November meeting. Ms. Hatkin motioned to approve the minutes of the November 9, 2021 meeting as presented. The motion was seconded by Mr. Kuchuk and passed unanimously.

- 4. Correspondence:** Nothing to present.

- 5. Public | Media Comments on Agenda:** No one present, and nothing received.

- 6. Meet the Staff:** No one was scheduled.

- 7. Announcements:** Ms. Glover thanked Mr. Kuchuk for his comments and thoughts shared on the current project, which will be shared later this evening.

The Board appreciated the article regarding diversity, challenges and board membership. The Board will review and discuss this topic at a future meeting. This is very important as we work toward board diversity.

Ms. Fiss asked the Board to consider this topic when we review and update the Library Board's policies. Ms. Glover agreed to add this to the February Board agenda.

- 8. Old Business:**

- a. Financial Update –

Library Budget for FY 2022 – Ms. Canham-Clyne said overall, the accounts are in order. There were a couple of items that she noted, which were the equipment account is over budget and the computer for public access has reached 62% of the budget for mid-year. Ms. Fiss inquired if the expenditures for library materials have been placed before we reach the spring or the close of the fiscal year. Ms. Canham-Clyne confirmed that we are monitoring the orders and should be all set before the end of the fiscal year.

Library Gift Report (October 1 to December 31, 2021) – Ms. Canham-Clyne explained the funds, some of the various accounts and allocations on the report. She explained there are a number of funds that are restricted and the same for the grants. Ms. Esposito requested the Board address the CD that will be maturing March 11, 2022 at the February Board meeting.

Ms. Canham-Clyne noted the upcoming budget session, and she will be working with Ms. Bussard and the department managers to prepare the library's budget. They are looking for areas of improvement to various programs and departments. Ms. Canham-Clyne and Bussard will ask for input from the Board on the budget. With that said, Ms. Fiss and Mr. Kuchuk offered to meet to discuss the proposals.

b. Community Needs Assessment – Update

Ms. Canham-Clyne gave a summary on the project. They held 20 community conversations, received input and the surveys (700 and 458), approximately 1,158, will be converted to a report.

The Town is conducting a transition survey and a meeting is to be schedule to go over the next steps.

c. Board Self-Assessment – Discussion of the general knowledge section.

Ms. Glover requested input from the Board on a few of the following topics from the assessment:

- Library history and the Board's knowledge
- Mission statement
- Strategic plan
- Policies
- Board's role and responsibilities
- Union contract

The Board was honest and felt they had a strong to marginal knowledge of the above and agreed to hold further conversations and discussions with the staff regarding the strategic planning; gain further knowledge of the union contract; and continue to review the history of the library.

d. Bylaws revision update – No report.

e. Board manual revision planning – Form a committee tasked with devising a policy review schedule for the next two to three years.

Ms. Glover would like two volunteers to develop a workable schedule for the Board to include this coming year. Mr. Kuchuk and Ms. Hatkin agreed to work on the schedule.

- f. Library Director evaluation form and process – Form a committee who will be tasked with completing an evaluation form and developing the evaluation process. Report due to Board during the April 2022 meeting.

Mss. Fiss and Glover agreed to work on this task over the next two months.

9. New Business

- a. Historical Society Lease – Ms. Canham-Clyne presented the annual lease (January 1 to December 31, 2022) with the library and the Historical Society, which includes the hourly payment for contracting the part-time archivist. This the same agreement as used in the past, and Ms. Canham-Clyne proposed the Town could include the cost for contracting the archivist in the future. The Board agreed and will support the recommendation.

Ms. Glover requested a motion. Ms. Hatkin motioned to approve the lease agreement between the Hamden Miller Library and the Historical Society from January 1 to December 31, 2022. Ms. Esposito seconded the motion and unanimously passed.

- b. Elevator review – Ms. Canham-Clyne said the library is upgrading the elevator at Miller library and she mentioned the interior of the library will have a new design, however, that piece needs to be completed. Ms. Fiss offered to offer her time regarding this project.

10. Administration Reports (Library Director and Associate Library Director)

Ms. Canham-Clyne highlighted a few areas of her report, but she added that the library will have five new staff working for us next month. She looks forward to introducing the employees to the Board at upcoming meetings.

Ms. Bussard gave her report. While the Town offices closed due to the high COVID rates, the library continued to stay open to the public. She complimented the staff who are continuing to work full time, providing services to the public. We had several challenges with juggling schedules, but we managed and most of all the numbers for attendees, children's programs, podcast attendance, and opening library cards were high.

Ms. Bussard added that our upcoming library theme will be Beyond the Beaten Path. The theme will be linked to a number of programs throughout the year.

The digital navigators are on board and working with many inquiries. She emphasized we are very fortunate to have such a great group of staff working at the library. They are very enthusiastic, working very hard.

Ms. Fiss received a few inquiries regarding the Library Board's past minutes and how can one access the zoom meetings. Ms. Bussard suggested to post the information with the link to the library's website.

11. Executive session: No request was received.

12. Adjournment: Chairwoman Glover adjourned the meeting at 7:29 p.m. All were in favor.

Submitted by,
Patrice A. LeMoine
Clerk for the Library Board