

**HAMDEN LIBRARY BOARD**  
**(via Zoom/Telephonically)**  
**Minutes of a Regular Meeting of**  
**May 11, 2021 at 7:00 p.m.**

**Meeting Recording:**  
**[HLB May 11, 2021 Minutes](#)**  
**Access Passcode: rsJL6mU!**

A regular meeting of the Hamden Library Board took place on Tuesday, May 11, 2021, via Zoom/telephonically.

**In Attendance:** Jan Glover (Chairperson), Christine Esposito, Irene Fiss, Evelyn Hatkin, and Philip Kuchuk. **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 7:06 p.m. Ms. Glover requested a roll call and established the procedures for running the meeting via Zoom.
- 2. Agenda:** Ms. Glover noted that the agenda for this evening will include the subject of the weekend hours for May, July, and September of 2021.
- 3. Approval of Minutes:** Ms. Glover requested a motion to approve the minutes of the April meeting. Ms. Hatkin motioned to approve the minutes of the April 13, 2021 meeting as presented. Ms. Esposito seconded, and the motion passed unanimously.
- 4. Correspondence:** Ms. Canham-Clyne shared a letter from the director of the Hamden Historical Society. Mr. Avery addressed a letter to the legislative council noting the importance of the library services to the community and him supporting the proposed budget for the Hamden library.
- 5. Public | Media Comments on Agenda:** No public media was present.
- 6. Meet the Staff:** A last minute conflict cancelled this evening's meeting.
- 7. Announcements:**

The Board gave updates about their outreach to the community. They contacted a number of their neighbors and friends looking for support to the library's budget, services, and the reopening of the library since the pandemic.

It was mentioned that Best Video received a donation from The Community Foundation for Greater New Haven's Great Give this month and perhaps the library should look to the do the same at their next event.

**8. Old Business:**

a. Financial Update –

Library Budget FY 2020/21 – Ms. Canham-Clyne noted the library’s budget is on target and mentioned one or two budget line items that are under budget due to the library being closed for the past year.

Library Budget FY 2021/22 – Ms. Canham-Clyne met with the town council, and it appears the library materials was restored 50% for the coming fiscal year. The library branch manager and LTA position will not be filled.

Ms. Hatkin added that Ms. Canham-Clyne did a great job presenting the budget to the legislative council. Ms. Canham-Clyne noted three legislative council members are interested in the Sunday hours. She may have to clarify the purpose of the library hours and the purpose of using the library in addition of warming or cooling stations. The primary purpose of the library is to provide services to the library patrons. Aside from this subject, she will need to confirm if the budget can support the Sunday hours.

- b. Status of Library: Pandemic update – A soft opening of the branches will be held for May 17 and the hours will be from 2:00 to 5:00 p.m. It will be announced on Monday, May 17. Ms. Hatkin requested some advertising be held regarding the opening, possibly contact the New Haven Register, Hamden NextDoor social media, and other social medial platforms.
- c. Charter Revision: update – The Board attended the meeting, and the presentation was wonderful and well received. Ms. Hatkin appreciated the work done by Ms. Canham-Clyne and Ms. Glover. Ms. Glover noted the Commission agreed to an increase in membership, but no word about the final rules regarding the recruitment and selection of the membership and their term limits. Further discussion was held about the term limits and how it may affect this Board. This will be addressed when the Charter Revision Commission prepares and the town approves the revisions to the Charter, which may be January 2022.
- d. Status of Associate Library Director position – Ms. Canham-Clyne provided an update regarding the hiring of this role. Once they have a final candidate and human resources completes the background check, she will introduce the candidate to the Board.
- e. Saturday Holiday: revisit January 1, 2022 – After the Board met last month, Ms. Canham-Clyne reviewed the Saturday schedule for 2021 and 2022 and the holidays that fall on Saturdays. She reminded the Board that the library is closed January 1, 2022 due to the state holiday. The union has this New Year’s holiday, like Christmas Day in the library contract.

A discussion was held regarding the decision to remain open for contactless services and pre-recorded proگرامing on Saturday, May 29, July 3, and September 4. Ms. Canham-Clyne presented the pros and cons of closing on the Saturdays. It has been a challenging year and the library staff has worked very hard to maintaining their

schedules, working remotely for the patrons, and offering new and innovative services for the patrons. The staff are entitled to use their vacation time before the end of the fiscal year or they could lose their time. If the library is open on the Saturdays of the holiday weekend, we most likely will pay time and a half to cover the hours. She added that the holidays usually have fewer patrons come in to use the library. Her proposal is to remain open on the Saturdays but contingent on adequate staffing.

Ms. Glover requested a motion for the library to remain open for contactless services and prerecorded programming on Saturday, May 29, July 3, and September 4 will be contingent on adequate staffing. Mr. Kuchuk motioned and was seconded by Ms. Fiss. Ms. Glover requested a vote:

Ms. Esposito – nay	Ms. Fiss – nay
Ms. Hatkin – nay	Mr. Kuchuk – aye
Ms. Glover – aye	

The vote was three nays and two ayes; the vote did not pass.

- f. Policy Review: Library Gift Fund, Volunteers, Personnel – Ms. Glover requested the Board to review the gift fund policy. The current policy that was presented to the Board meets their approval with no changes or amendments. Ms. Glover noted we will look at the policy next year.

Ms. Glover requested a motion to reopen the motion made at the April 13, 2021 Board meeting. Mr. Kuchuk motioned to reopen the motion held on April 13, and Ms. Fiss seconded. Ms. Esposito abstained.

Volunteers policy was presented. The only change is a wording correction. Ms. Glover will add Hamden Public Library to the policy.

Personnel policy – It was agreed that there are no changes to make to this policy.

**9. New Business:**

- a. **Library Director Annual Performance Review: preparation.** Prior to this evening Ms. Glover sent the Board the draft forms for the Library Director’s performance review. The Board agreed to review the documents and will be prepared at the June meeting.
- b. **By-laws review.** Mr. Kuchuk, Mss. Glover and Fiss will work together to review the bylaws of the library.

- 10. 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 the excellent work of the information shared through Constant Contact. Ms. Canham-Clyne described the children’s program and Ms. Ginter’s idea of

the Story Walk. The program is a wonderful idea for the children to read a story that is posted along a fence.

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

**12. Adjourn:** Ms. Glover requested a motion to adjourn. Ms. Hatkin motioned to adjourn the meeting at 8:36 p.m. Mr. Kuchuk seconded the motion. All were in favor.

Respectfully submitted,

*s/Patrice A. LeMoine*

Clerk for the Library Board