

Hamden Public Library Board Meeting
Tuesday, June 8, 2021
 at 7:00 p.m.
 Via Zoom/Electronically
Minutes

***To view the recording, please click the following link and observe the instructions when/if prompted:**

https://zoom.us/rec/share/hoFNrgziOrZbY_xnDF4dA2vmOoTYALHjJnekCJT7LHE6H9Esj56LuWQ9476O2IVk.ijTk26yMMfY4xFNi

***If prompted for a password, enter: nX%5\$s.P**

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- 1. Call to Order:** Chairwoman Glover called the meeting to order at 7:01 PM.
 - a. In Attendance: Jan Glover, Chairwoman; Phillip Kuchuk; Christine Esposito; Evelyn Hatkin
 - b. Absent: Irene Fiss
 - c. Also In Attendance: Melissa Canham-Clyne, Library Director; Kathy Lindbeck (Historical room); Johnea Lomax; Lisa McCarthy; Pam Della Rocca; Liana Paglia, Commission Clerk
- 2. Additions to the Agenda: N/A**
- 3. Approval of Minutes:** May 11, 2021
 - a. Chairwoman Glover requested a motion to accept the minutes. Ms. Hatkin made a motion to accept the minutes, which was seconded by Ms. Esposito. All were in favor.
- 4. Correspondence**
 - a. On behalf of the Library, letters of support were written to the Legislative Council. Ms. Canham-Clyne will make them available online for the commissioners to view.
- 5. Public | Media Comments on Agenda: N/A**
- 6. Meet the Staff: No staff tonight**
- 7. Announcements**
 - a. Chairwoman Glover reminded all commissioners that the Zoom meetings are still public meetings, and recorded. She also notified the board that they will be participating in a “board basics” session. This will occur in person, and most likely, in the library.
- 8. Old Business**
 - a. Archivist report – History Room
 - i. There was some discussion regarding Alison Fulmer’s resume in regards to the preservation/conservation efforts for the Al Gorman History Room collections in Miller Library. Ms. Fulmer works for the Northeast Document Conservation Center (NEDCC). The mold and potential for mold made the History Room a priority for treatment. Ms. Fulmer will be responsible for assessing each piece/section in regards to preservation, namely in regards to water damage. Chairwoman Glover requested a motion to approve the expenditure of \$2,952.00 to hire NEDCC for a preservation pre-assessment, contingent on the Town’s approval. Mr. Kuchuk made a motion, which was seconded by Ms. Hatkin. All were in favor.

There was a discussion regarding the potential purchase of a relative humidity device and the pros and cons of the two proposed models. Ms. Lindbeck explained that the device saves relative humidity data points which can then be downloaded and used to make temperature/humidity decisions in the room. The two models are \$89 and \$135- the more expensive option allows for the data to be downloaded to a smartphone/computer via Bluetooth.

Ms. Canham-Clyne reported that Mr. Coleman will be installing a dehumidifier in the History Room. She also noted that she will be doing a full walkthrough with Mr. Coleman, Mr. Perrotti, Ms. Greco, and Mr. Bunyaminu, to examine current water damage, and understand how to better clean the affected areas. There was a general consensus among the commissioners to include a representative from the humidity device company on this walkthrough.

b. Financial update

- Library Budget FY 2020/21
 - Ms. Canham-Clyne reported that she did not have to use OT to cover staff shortages. She commemorated the staff for making tough decisions throughout the pandemic and recognized their hard work and continuous effort.
- Library Budget FY 2021/22
 - As the legislative council just passed the budget with the mayor's amendments, Ms. Canham-Clyne was unable to officially report on the budget for the upcoming fiscal year. She expects to report back at the July meeting.

a. Policy Review: Policies for the Use of Computers, Internet Use Policy

- a. Chairwoman Glover requested a motion to table this item until more research is done. Ms. Esposito made a motion, which was seconded by Ms. Hatkin. All were in favor. Chairwoman Glover clarified that going forward, the appropriate staff will be reviewing the policy as well.

b. By-laws review: sub-committee update

- a. Chairwoman Glover, along with Ms. Fiss, Mr. Kuchuk, and Ms. Canham-Clyne will meet within the next two weeks to examine the bylaws and report back at the July meeting.

c. Library Director Annual Performance Review: preparation

- a. Chairwoman Glover hopes to work on the performance review later this month, in person, after the commission undergoes the "board basics". She will start drafting a document and establish a form and procedure.

9. New Business

- a. Associate Director: Alyssa Bussard
 - i. Chairwoman Glover and Ms. Canham-Clyne expressed their excitement and hope for future success with Ms. Bussard as the new Associate Director.
- b. Board Self-Evaluation
 - i. Chairwoman Glover requested a motion to postpone the board self-evaluation until the "board basics" have been completed. Ms. Esposito made a motion, which was seconded by Ms. Hatkin. All were in favor.
- c. Yearly Timeline: FY21
 - i. There was general consensus on the timeline.
- d. Expanding library hours and opportunities
 - i. Ms. Canham-Clyne is interested in adding evening and Saturday hours back, while maintaining a level of growth. She reminded commissioners that the library is down two (2) full time and two (2) part time positions, totaling a loss of 113

staff hours a week. Ms. Canham-Clyne clarified that the LTA position is frozen. One (1) part time branch librarian may be open for recruitment within the next two months. Ms. Bussard's promotion also means the loss of a teen librarian. Hopefully, within a year, that position will be filled.

10. Library Director's Report

- a. Ms. Canham-Clyne reported the overall success of the programming, which is still garnering views. Along with the other commissioners, she reviewed the data regarding library usage and attendance. Ms. Canham-Clyne gave an overview of the proposed schedule, which includes Friday, Saturday and weekend hours. She explained one idea for "newcomer packets", which would include information regarding how to use the library and its services and issued to apartment complexes and rental properties. There was a brief discussion regarding the need for the branches to close for lunch, as well as potential safety concerns if evening hours are reinstated. Chairwoman Glover requested a motion to table the discussion until the next meeting. Ms. Hatkin made a motion, which was seconded by Mr. Kuchuk. All were in favor.

11. Executive session: N/A

12. **Adjournment:** Chairwoman Glover requested motion to adjourn at 8:57 pm. Ms. Esposito made a motion to adjourn, which was seconded by Ms. Hatkin. All were in favor.

Submitted by: Liana Paglia, Substitute Clerk