

Hamden Library Board Special Meeting
Tuesday, September 14, 2021
at 6:00 p.m.
in the Friends meeting room at Miller Library
Minutes

1. Call to Order: Chairperson Glover called the meeting to order at 6:08 p.m.
In Attendance: Jan Glover, Chairperson; Christine Esposito; Irene Fiss; Evelyn Hatkin
Absent: Phillip Kuchuk

Also In Attendance: Melissa Canham-Clyne, Library Director; Alyssa Bussard, Associate Library Director; and Patrice LeMoine, Commission Clerk

2. Approval of Minutes: August 10, 2021

Chairwoman Glover requested a motion to accept the minutes. Ms. Hatkin made a motion to accept the minutes as presented, seconded by Ms. Fiss. All were in favor.

3. Correspondence – Nothing received.

4. Public | Media Comments on Agenda: No one present, and nothing received.

5. Announcements

Ms. Glover complimented Ms. Canham-Clyne regarding her presentation before the subcommittee meeting last month. She did a fabulous job.

6. Old Business

a. Financial Update:

Library Budget for FY 2022 – A report as of August 31, 2021 was presented and there were no questions or comments regarding the information.

Quarterly Gift Report – review of certificates of deposit accounts.

Noted in the report, an account with Webster Bank is maturing this month and if the Board allows the account to rollover, the interest will reduce to a lower rate. The Board discussed what options may be available and consider moving funds from one account to another, if it becomes beneficial to the library. After further discussion, Ms. Glover requested a motion.

Ms. Fiss motioned the Library Board appoint Mss. Canham-Clyne and Esposito to review the interest rates and make the appropriate decision regarding the certificate of deposit account, which matures September 21, 2021. The motion was seconded by Ms. Hatkin and unanimously passed.

b. Policy Review:

Internet and Computer Policy – Proposed

The Board reviewed the proposed draft and questioned one or two areas for

completeness and accuracy. After no further questions or discussion, Ms. Hatkin proposed the Board accept the Internet and Computer policy with the noted corrections. The motion was seconded by Ms. Fiss and unanimously passed.

Social Media Policy – Proposed

Ms. Glover questioned the wording under usage rules, particularly the third paragraph. Ms. Bussard gave examples of types of postings and then provided examples regarding privacy in some of the postings in social media. It ultimately protects the library. One grammatical correction was made and noted.

After no further questions or discussion, Mr. Hatkin motioned the Board accept the Social Media policy as amended. The motion was seconded by Ms. Esposito and unanimously passed.

Wi-Fi Hotspot Policy – Proposed

Ms. Esposito questioned two items noted the user's responsibility and then a question was raised for clarification regarding fines and fees. All were in agreement with the policy, except for two corrections and recommended changes.

With the above noted, Ms. Hatkin motioned to approve the Wi-Fi Hotspot policy as amended. Ms. Esposito seconded the motion and unanimously passed.

c. Community Needs Assessment – Update

Ms. Canham-Clyne provided an update. The library staff met to discuss the planning and drafts of the surveys by various programs and departments. They had a productive meeting, including a meeting with the Friends of the Library regarding support for the upcoming incentives for the survey. The library will be offering drawings for those who participate to completing a survey will be eligible to receive a gift card.

On September 28th we look forward to meeting with the legislative council requesting their support and hopefully completing a survey. We reserved Thornton Wilder Auditorium to hold surveys with various groups and organizations from our community and also host small conversations. There is a roster of various groups to invite to attend our sessions. She believes the survey is fantastic and we may be the first library to include a children's survey for distribution.

Ms. Glover is working on the adult survey with T.J. and Johnea. They are building the questions and putting together a draft and will complete a pilot survey (test) before putting a final questionnaire in place. We are testing the draft, the terminology, reducing the number of questions and then provide a paper and electronic document for distribution.

7. New Business

Discussion regarding the meeting on October 12, 2021. Ms. Glover will be out of town for a few weeks and asked if the Board would be open to meeting virtually. The Board was in full agreement to meeting via Zoom.

8. Administrative Reports (Library Director and Associate Library Director)

Ms. Bussard gave the Board members a new sample of the library's brochure and it includes the library card application. We are looking to distribute the brochure to various sources. There is a brochure for the home-bound delivery program, which includes the application for library cards, and these will be distributed in the community and to homecare agencies. As noted on her report, the library statistics, circulation, and LION deliveries were noted. Also mentioned is the library podcast that is held the last Monday of the month and podcast's theme is "love of the library."

Ms. Canham-Clyne included her goals for fiscal year 2022, noting the grants, capital improvements, and staff to look at aligning the library services with the public.

She added that the new hours of the library have been very positive. The change to all three libraries has been very popular. The branches are open on the alternate evenings when Miller library is closed. We have gone to each branch to see how the turnout has been and there is new traffic, new faces using the branches, and families are enjoying the new hours at the Whitneyville branch. A final note is the Hamden police agreed to make a number of rounds of the branch area, parking lots, coinciding with the hours of the library branches.

Our staff agreed to participate in a library committee. Each committee will work to exchange ideas among staff, addressing areas for improvement, improve ADA, enhancement to our information technology support services and for patrons. More information will be forthcoming over the next year.

The intern who was assigned to updating the library's scrapbook, preserving the history of the Hamden Public Library, had almost completed the project. While working on the project, Paige was very enthusiastic and she required more time on the project when her internship had closed, but then she volunteered her personal time to complete the project. We are so pleased to have this project almost completed.

The Board was very pleased and impressed with the work done this past month.

9. Executive session: No request was received.

10. Adjournment: Chairwoman Glover requested motion to adjourn at 7:30 p.m. Ms. Esposito made a motion to adjourn, seconded by Ms. Fiss. All were in favor.

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