

Hamden Library Board Special Meeting

Tuesday, October 12, 2021

at 6:00 p.m.

via Zoom

Meeting Recording:

https://us06web.zoom.us/rec/share/PrQP7J8biFo7GYktrkKl9RzFzeIV1aQHhO4Jto7jvCeY2k5P2j_k2Zt8BwrrUbU.lwDeugWkin57ddu

Access Passcode: e9E2^P!G

Minutes

1. Call to Order: Chairperson Glover called the meeting to order at 6:04 p.m.
In Attendance: Jan Glover, Chairperson; Christine Esposito; Irene Fiss; Evelyn Hatkin, and Phillip Kuchuk

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

2. Approval of Minutes: September 14, 2021

Chairperson Glover requested a motion to accept the minutes of the September meeting. Ms. Hatkin made a motion to accept the minutes as presented, seconded by Mr. Kuchuk. All were in favor.

3. Correspondence – Nothing received.

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

5. Announcements – Ms. Canham-Clyne noted that Ms. Bussard is hosting the first open community conversation this evening and will be joining out meeting a little later.

6. Old Business

a. Financial Update:

Library Budget for FY 2022 – Ms. Canham-Clyne presented the September 31, 2021 report and noted she had to contact the finance department regarding the regular salaries figure is off. Since there are three open positions this figure is incorrect.

She will ask the legislative council to move funds from the seasonal temporary account to the overtime account. This will cover those employees who will be out due to medical leave over the next few months.

Library Gift Report – Quarter: July – September 2021

A new format for the gift fund was presented. Ms. Canham-Clyne explained the additional information to reflect book sales and new grant information. She gave further details and the Board agreed that everything appears to be in order. She added that the library incurred some expenses for promotional materials and the funds came from the library gift fund.

a. Policy Review: Art in the Library policy review –

The Board reviewed the proposed policy and questioned one or two areas for accuracy. After no further questions or discussion, Ms. Fiss proposed the Board accept the Art in the Library policy as presented. The motion was seconded by Ms. Hatkin and unanimously passed.

b. Community Needs Assessment – Update

Ms. Bussard entered the meeting, and unfortunately this evening's first open session had zero attendance. However, the structured sessions that invited guests were well attended and we received great feedback. So this evening's attendance was disappointing, but we plan to hold other sessions at a variety of times.

Ms. Canham-Clyne noted how the survey is being distributed through various companies, the library's website and soliciting by mail to random or targeted audiences. The question was raised to ask students to volunteer their time and distribute the surveys at the polling stations. Ms. Canham-Clyne will see if this is an option.

7. New Business

a. Adding Business Manager

Ms. Canham-Clyne proposed to add Ms. Altieri to the TD Bank accounts as a signer. After a brief discussion, the Board requested to table the subject to a future meeting.

b. Board Self-Assessment

Ms. Glover noted the Board self-assessment form was sent to the members of the Library Board for completion and requested everyone to return them by the end of this month.

c. Library Holiday Party

Ms. Canham-Clyne brought up the topic of holding a staff holiday party and adopting families for the holiday. Last year due to the pandemic, the staff made the decision of adopting five families by gifting them with various gift cards for the holidays. She believes the Board made contributions toward the purchase of gift cards. This year the staff would like to hold both a holiday brunch and adopt possibly five families for the upcoming holiday.

Ms. Fiss motioned for the Library Board to support the holiday brunch for the library Staff and Board to attend this coming December and contribute toward the brunch of up to \$500 from the library gift fund. Mr. Kuchuk seconded the motion. **Vote:** Mr. Kuchuk – aye, Ms. Fiss – aye, Ms. Glover – aye, Ms. Hatkin – aye, and Ms. Esposito – abstain. The motion passed.

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

Ms. Bussard spoke of the September activities. The reference desk has been short-staffed, but everyone has been contributing to cover this area. She had very positive words to share about the entire staff; they have been working phenomenally to assist the patrons at the libraries, and she is very grateful for their hard work. She gave a few examples of topics of discussion for upcoming library podcasts. The next podcast is in two weeks. She noted a couple of upcoming events, which are mentioned in her report.

Ms. Canham-Clyne noted we are moving right along with our grants and one grant is for our digital navigation, and once we are eligible, we will draw funds from the grant.

We hope to begin hiring staff to fill the vacant positions for the two part-time library pages.

We have a procedure in place regarding disgruntle visitors and we recently had an incident to where we had to follow the procedures and guidelines by recording the incident and will follow the next steps if required.

Mss. Canham-Clyne and Bussard reviewed the circulation numbers from the prior month(s) with the Board, which reflects the libraries are very busy.

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 adjourned the meeting at 7:02 p.m. All were in favor.

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