

Hamden Library Board Special Meeting

Tuesday, November 9, 2021

at 6:00 p.m.

at the Miller Library

Minutes

1. Call to Order: Chairperson Glover called the meeting to order at 6:03 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. Additions to the Agenda: No requests or changes.

3. Approval of Minutes: October 12, 2021

Chairperson Glover requested a motion to accept the minutes of the October meeting. Mr. Kuchuk made note to correct the section of the minutes to item 8, paragraph 4. Following the changes/corrections, Ms. Hatkin made a motion to accept the minutes of the October 12, 2021 meeting, as corrected, seconded by Ms. Esposito. All were in favor.

4. Correspondence: The 2022 meeting schedule for the Library Board was reviewed for approval. The schedule was amended before the Board approved and Ms. LeMoine will present to the Town Clerk for posting.

Ms. Canham-Clyne shared with the Board a letter from a patron who frequents the library and wrote to commend the staff at the library, and he added the staff go out of their way to make the visitors feel very welcome at the library.

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

6. Meet the Staff: No one was scheduled.

7. Announcements: Nothing to present.

8. Old Business:

a. Financial Update –

Library Budget for FY 2022 – Ms. Canham-Clyne said overall, the accounts are in order. Funds from the temporary wages account was transferred to the overtime account. This transfer will avoid the account going into a negative balance. Ms. Fiss questioned the subject regarding leasing versus buying the copiers for the libraries. Ms. Canham-Clyne said the purchasing department has yet to present their purchasing requisitions for approval. Since this is a capital expense, this requires the purchasing department to go out to bid and order the equipment. In the end, there is only one copier that needs replacing. At the end, the Library Board agreed to send a letter to the business manager regarding the situation.

Ms. Fiss inquired about the order for new wing chair(s) for the library. Ms. Canham-Clyne reminded her that the Friends of the Library is gifting the chair(s). It was

discussed the order will have a durable fabric. She showed the Board a sample chair that has washable fabric.

Library Gift Report – A request regarding this subject was tabled from last month and Ms. Canham-Clyne discussed the banking statements are available to Ms. Altieri, therefore, the matter is resolved.

The quarterly gift report was presented. Ms. Canham-Clyne noted there is a timing issue for preparing the gift report before each monthly meeting. The Board discussed the importance of reviewing the information and agreed that the report can be issued at any time during the month for review, not to be presented each month, and continue a formal review each quarter, per the current policy. Ms. Glover said if the Board decides to review the report monthly, then we will need to update the gift fund policy to reflect the change. She agreed to send to everyone a copy of the policy in the next week.

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.

b. Community Needs Assessment – Update

Ms. Bussard gave a few examples about what some of the visitors and guests are sharing about the library services during the sessions. All are very positive, and this is a great opportunity to reconnect with members of the community. We appreciate the feedback and note one piece of feedback is that some find less unity between the north and north of Hamden. Ms. Canham-Clyne said the staff are very excited to working on the program.

The next stage is meeting with those civic leaders, town activists, members of the commission and board.

Mss. Canham-Clyne and Bussard are very pleased with the work and guidance from our consultant.

Board Self-Assessment – Ms. Glover requested to table the assessment to January 2022. All were in agreement.

Door Counters for Branches – The subject regarding door counters was presented. A proposal and cost for the mechanism was presented. This will require the library to add the door counter as a line item to the budget. Ms. Canham-Clyne presented the option to whether the order can be postponed and affording the order. There is the matter if the library should present the proposal to the mayor and legislative council for approval. After the discussion, Ms. Glover requested a motion to approve the purchase of the door counter through the library's gift fund.

Mr. Kuchuk motioned to approve the library's order for the door counter system from Traf-System, in the amount of \$4,003.00, from the library's gift fund. Ms. Hatkin seconded the motion. **Vote:** Mr. Kuchuk – aye, Ms. Fiss – aye, Ms. Glover – aye, Ms. Hatkin – aye, and Ms. Esposito – abstain. The motion passed.

Digital Navigator – Mss. Canham-Clyne and Bussard provided an update regarding the national pilot grant program for educating residents on a computer and various softwares. Ms. Bussard gave a summary of the program, the hiring and training of instructors including the purchase of laptops. This is a great opportunity to offer laptops and training for 70 applicants and those who own a computer to learn more features of a computer and software programs.

9. New Business

- a. Strategic Focus Initiative – Form Board Subcommittee to be tasked with investigating and developing the initial steps. Ms. Glover discussed the responsibilities of this subcommittee. Ms. Canham-Clyne noted the subcommittee will work closely with members from the public (patrons, public, and community entities). Currently the Library Board can look to draft and design the initial steps so that it will available this January 2022 and introduce to the subcommittee. Ms. Canham-Clyne noted a component including interviewing the staff for input. It was agreed that Mss. Fiss and Glover will participate in the subcommittee with Mss. Canham-Clyne and Bussard.
- b. Welcome the new Mayor and Legislative Council – The Board discussed various ideas to holding informational session with the mayor and legislative council. The Board agreed to invite them to join the library after the council attends the community needs assessment session. We will begin November 30 and hold other events over the next few months.
- c. December meeting – Ms. Glover won't be available to attend the next meeting. After further discussion, the decision was made to cancel the meeting.

Ms. Bussard reminded the Board that the staff holiday party is December 15th at 9:30 a.m.

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

Ms. Canham-Clyne noted a few highlights that can be found in her report. She noted the activity of visitors at the Brundage branch. There is an increasing number of families coming to Whitneyville branch. She mentioned there are a few leaks in the building since the nor'easter that occurred two weeks ago.

Ms. Bussard gave her report. She complimented the staff who are giving so much of their time to the patrons, the library programs and helping with the community assessment, while at the same time the library is short-staffed.

She noted the upcoming events, including the safety committee meetings are going very well. We will soon receive CPR and first aid trainings. There are a few areas of concern in the library where Ms. Canham-Clyne and Bussard are addressing. One example is helping the staff to work with the teen patrons when they are not following the rules of the library.

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

11. Executive session: No request was received.

12. Adjournment: Chairwoman Glover adjourned the meeting at 7:47 p.m. All were in favor.

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