

HAMDEN LIBRARY BOARD
at Miller Library Director's Office
Minutes of a Regular Meeting of
January 7, 2020 at 5:00 p.m.

A regular meeting of the Hamden Library Board took place on Tuesday, January 7, 2020, at the Miller Library in Hamden.

In Attendance: Jan Glover (Chair), Christine Esposito, Irene Fiss, Evelyn Hatkin, and Philip Kuchuk.
Also in Attendance were: Melissa Canham-Clyne, Library Director; Nancy McNicol, Associate Director of the Library; and Patrice LeMoine, Clerk for the Library Board.

1. **Call to Order:** Chairman Glover called the meeting to order at 5:05 p.m.
2. **Approval of Minutes:** After review of the December minutes, Ms. Glover requested a motion. Ms. Hatkin motioned to approve the minutes of the December 10, 2019 as amended and Ms. Esposito seconded the motion. All were in favor and the motion passed.
3. **Correspondence:** Ms. Glover received a membership renewal from CAL Board. Ms. Esposito motioned to approve the renewal for one year as an institutional membership, in the amount of \$100. The invoice will be paid through the annual gift fund. Ms. Hatkins seconded the motion and the motion passed unanimously.

Ms. McNicol shared a letter from a library patron who is very supportive of the library and its services.

4. **Public/Media Comments on Agenda:** No one present.

5. **Old Business:**

- a. **Library Budget FY 2019/20 Monthly Update** – Ms. McNicol presented the financial report as of December 31, 2019. She noted a few expenses and the budget reflects 51% spending for the fiscal year, which is current for this time period.

Ms. McNicol shared samples of the library's program booklets and they are displayed at each of the branches.

6. **New Business:**

- a. **General discussion with new Library Director** – Ms. Glover welcomed Ms. Canham-Clyne to the Hamden Library. Ms. Canham-Clyne thanked Ms. McNicol for her time and attention to the administrative work and orienting her to the office.

Ms. Canham-Clyne has been meeting the staff; attended a Civil Service Commission meeting where she was introduced to a number of department directors.

Ms. McNicol and Ms. Canham-Clyne are meeting with the IT department to discuss a few issues, one being the support to our patrons who cannot use their MAC books when at the library.

Ms. M. Amodeo will be consulting for a few hours each week working with Ms. Canham-Clyne. The two are going to the banks updating the authorization on the various account. Ms. Glover will notify to remind the Mayor Leng about the working arrangement.

Ms. Canham-Clyne is requesting a meeting with Mayor Leng and will attend a future meeting of the Legislative Council.

The Board and Ms. Canham-Clyne reviewed the materials and reports that are presented at each board meeting, and Ms. Canham-Clyne shared a few ideas that she would like to introduce to the Board. She recommends holding a Board Basics at a future meeting.

- b. **2020-21 Budget** – The proposed budget was not available and the Board would like to see the proposed budget at the February meeting.
- 7. Acting Library Director's Report:** A report reflecting the activities from December was presented for the Board's review.
- 8. Associate Director of the Library's Report:** Ms. McNicol presented her report for the Board to review. As a note, we continue the film and book groups. The library traffic report was shared, which reflects an increase from last year.
- 9. Executive Session:** Nothing to present.
- 10. Adjournment:** Ms. Glover requested a motion to adjourn. Ms. Esposito motioned to adjourn the meeting at 5:50 p.m. Mr. Kuchuk seconded the motion. All were in favor. The next meeting is scheduled on Tuesday, February 11, 2020 at 7:00 p.m.

Respectfully submitted,

s/Patrice A. LeMoine

Clerk for the Library Board