

**HAMDEN LIBRARY BOARD**  
**(via Zoom/Telephonically)**  
**Minutes of a Regular Meeting of**  
**February 9, 2021 at 7:00 p.m.**

**Meeting Recording:**

<https://zoom.us/rec/share/P-rz-mkS5uW7sTDKkm14eB-fi07zNwohUV7EEqiDa87bKozTkKQtyNq7BAH7fD3K.R4kODqdpF-fULaSE>

**Access Passcode: .3fyWX8**

A regular meeting of the Hamden Library Board took place on Tuesday, February 9, 2021, via Zoom/telephonically.

**In Attendance:** Jan Glover (Chairperson), Christine Esposito, Irene Fiss, Evelyn Hatkin, and Philip Kuchuk. **Also in Attendance were:** Melissa Canham-Clyne, Library Director; and Patrice LeMoine, Clerk for the Town of Hamden.

1. **Call to Order:** Chairperson Glover called the meeting to order at 7:11 p.m. Ms. Glover requested a roll call and established the procedures for running the meeting via Zoom.
2. **Approval of Minutes:** Ms. Glover requested a motion to approve the minutes of the January meeting. Ms. Esposito motioned to approve the minutes of the January 12, 2021 meeting as presented. Mr. Kuchuk seconded, and the motion passed unanimously.
3. **Correspondence:** Nothing to present.
4. **Public | Media Comments on Agenda:** No public media was present.
5. **Meet the Staff:** Ms. Canham-Clyne introduced Beth Massaro. Ms. Massaro began working at the library March of 2020. Ms. Massaro was introduced to the Miller Library when she became a volunteer and sometime after she applied for the position as a Library Page. She spoke about how much she appreciates working at the library and working with Ms. Canham-Clyne. There has been so much to learn and enjoys looking to provide great services. Ms. Canham-Clyne added that it has been wonderful having Ms. Massaro working with us as an employee and she offers great insight to her role at the library.
6. **Old Business:**
  - a. Library Budget FY 2020/21 Update – Ms. Canham-Clyne noted the budget is in order, and the book circulations are doing well. There was nothing to review or note regarding the gift fund account.
  - b. Library Proposed Budget for FY 2021/22 – The mayor and financial director received the library’s proposed budget. Ms. Hatkin inquired if the budget numbers reflect restoring the library materials for the upcoming year. Ms. Canham-Clyne did restore the line item to its former number prior to the reduction made to the current year’s budget. When we fully open, the library’s primary goal is to keep and make the resources available to the patrons.

Ms. Canham-Clyne mentioned that she would like to propose a few changes to the existing, open library position(s), as she was able to update the job description for the Deputy Library Director. Ms. Glover requested a motion to approve the proposed library budget. Mr. Kuchuk motioned to approve the 2021-2022 library budget as presented. Ms. Hatkin seconded. A vote was requested:

C. Esposito	-	Aye	E. Hatkin	-	Aye
I. Fiss	-	Aye	P. Kuchuk	-	Aye
J. Glover	-	Aye			

The motion passed unanimously.

- c. Status of Library during COVID Update – Ms. Canham-Clyne noted there were many changes made to the Hamden Miller Library, meeting the safety protocols and the opening of the library post pandemic. Currently a few staff are assisting residents to finding the state registration online system to get their vaccines. Overall, the library is looking forward to the public receiving their vaccinations and then opening the libraries to the public. On June 5, 2021, the library is holding a book sale at the Hamden festival.
- d. Staff Awards – Ms. Canham-Clyne noted the Frances D. Puddicombe staff awards began four years ago and she would like to hold the awards event again this year. With everyone working so hard, doing an amazing job, over the last year, especially under the restrictions due to the pandemic, everyone should be recognized. The Board fully agreed and discussed suggestions for this year.

Ms. Hatkin presented the motion to purchase a \$10 gift card from a Hamden company with a letter from the Library Board be given to each employee. After further discussion, Ms. Hatkin withdrew the motion.

Ms. Hatkin made to the motion for the Library Director to purchase a \$15 gift card from five local companies in Hamden with a letter from the Library Board. The funds will be allocated from the Frances Puddicombe gift in the Library Gift Fund. The motion was seconded by Ms. Fiss and was passed unanimously.

- e. Charter Revision – Ms. Glover said there are no updates from the Charter Revision Commission.
- f. Library Giving Day – Mss. Glover and Canham-Clyne noted the upcoming giving day this April and all libraries over the united states use the source to raise awareness for their libraries. They would like to do a soft rollout for giving day and Ms. Glover will look to see how to do the rollout and setup a plan.
- g. Status of Deputy Director of the Library position – Ms. Canham-Clyne provided an update on the search to fill the Deputy Library Director position.

- h. **Best Practices: review and update** – The Board reviewed the draft documents provided by Mr. Kuchuk for various program, services, administrative preparedness. Ms. Canham-Clyne and the Board provided their professional opinion to whether the library meets the essential, enhanced, or exemplary standards. They addressed: job descriptions, performance evaluations, professional development, minutes, code of ethics, library director’s report, and then planning (strategic), governance, assessment (annual report), which was delayed due to the pandemic. The Board then reviewed the financial reporting responsibilities, volunteering, friends of the library, resources/library collections, library services, library programs, external communications, library patron records, and hours of operation. The Board and Ms. Canham-Clyne collaborated and determined what items are enhanced or exemplary and those areas that need improvement.

7. **New Business:**

- a. **Election of Officers** – After a brief discussion, the clerk for the Library Board, Ms. LeMoine, requested nominations for officers to serve on the Board for the 2021-2022 term.

Ms. LeMoine requested nominations for Chairperson. Ms. Hatkin nominated Jan Glover as Chairperson. Ms. Esposito seconded the nomination. No other nominations were presented. Ms. Fiss nominated Evelyn Hatkin to be **Vice Chairperson** and Ms. Esposito seconded the nomination. No other nominations were presented. Ms. Fiss nominated Mr. Kuchuk to serve as **Secretary** of the Board, and Ms. Esposito seconded the nomination.

The remaining members of the Library Board are Christine Esposito and Irene Fiss.

A **motion** was presented to approve the slate of officer for a one-year term, and the motion was passed unanimously. The Officers of the Hamden Library Board for the 2020-21 term are:

Chair	-	Jan Glover
Vice Chair	-	Evelyn Hatkin
Secretary	-	Philip Kuchuk

Ms. LeMoine then called for a vote:

C. Esposito	-	Aye	E. Hatkin	-	Aye
I. Fiss	-	Aye	P. Kuchuk	-	Aye
J. Glover	-	Aye			

The motion passed unanimously.

- 8. **Library Director’s Report:** Ms. Canham-Clyne presented her report, and she asked the Board to review the information and please contact her with any questions. A discussion was held regarding professional development for the library staff. There is no formalized program,

however, the Board discussed ideas with Ms. Canham-Clyne to offer opportunities for a development program to the staff. Mr. Kuchuk will prepare a draft plan from the notes taken this evening.

9. **Executive Session:** Nothing to present.

10. **Adjourn:** Ms. Glover requested a motion to adjourn. Mr. Kuchuk motioned to adjourn the meeting at 8:51 p.m. Ms. Hatkin seconded the motion. All were in favor.

Respectfully submitted,

*s/Patrice A. LeMoine*

Clerk for the Library Board