

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

Meeting Recording:

[https://zoom.us/rec/share/K1Yp94fzS0YjapIfCPXiWYD-JONDxJfijOrFyfn7EouvO0p9MTniKfSba70qEvy2.sFJV\\_hFTygNBmbFx](https://zoom.us/rec/share/K1Yp94fzS0YjapIfCPXiWYD-JONDxJfijOrFyfn7EouvO0p9MTniKfSba70qEvy2.sFJV_hFTygNBmbFx)

Access Passcode: .mu@1z2^

A regular meeting of the Hamden Library Board took place on Tuesday, March 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 7:03 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 February meeting. Ms. Esposito motioned to approve the minutes of the February 9, 2021 meeting as amended. Ms. Hatkin seconded, and the motion passed unanimously.

**3. Correspondence:** Ms. Canham-Clyne received four letters that were addressed to the Board. She read each letter from the library staff who sent their appreciation for the Board's support in holding the Frances D. Puddicombe staff awards.

Ms. Canham-Clyne received a message where she was asked to share with the Board. The current treasurer for the Friends of the Library will be stepping down and would like the library director and Board to find a replacement.

**4. Public | Media Comments on Agenda:** No public media was present.

**5. Meet the Staff:** Cancelled due to conflicting schedules.

**6. Old Business:**

- a. Library Budget FY 2020/21 Update – Ms. Canham-Clyne noted the budget is in order, and to note, she transferred funds to the overtime account. This was done as a precaution. A transfer of \$1,500 was made from one GL account was transferred to cover some copier cost.
- b. Library Proposed Budget for FY 2021/22 – Some time in the next two weeks, a meeting will be held with the mayor and financial director. All department heads will be invited to meet and review the final budgets. Ms. Canham-Clyne proposed budget for 2021-22 is the same as the library's proposed budget for this present budget, which includes restoring the library materials.

- c. Status of Library during COVID Update – Ms. Canham-Clyne noted the library might be eligible to open March 19, however, there are a number of issues she needs to confirm, such as taking the proper precautions, what is the percentage of capacity permitted, how will it be monitored, keeping the staff safe from contracting the COVID virus, and a few other concerns. She is waiting for the mayor to finalize the approval for the library to reopen. To add, one-third of the staff has been vaccinated.
- d. Charter Revision – Ms. Glover noted the Commission shared with the Board a draft of the proposal of the Library Board’s changes, including the Board membership. She would like the Board to attend the upcoming meetings with the Commission, scheduled for March 16 and 31. One of the sessions will address the Boards and Commissions’ goals and objectives. The link to the Zoom meeting is posted on the Charter Revision Commission’s webpage.

The Library Board discussed the matter of the proposed recruitment of membership for the Board. Consideration of recruiting residents of several districts of the town, specific backgrounds that will contribution the growth and advancement of the library, and more. These areas will be addressed and will be finalized as we proceed with the commission.

- e. Library Giving Day – Mss. Glover and Canham-Clyne rolled out the project last month. Bookmarks were created, a message on Constant Contact was developed, and we will build some momentum toward next year’s giving day promotion.
- f. Status of Deputy Director of the Library position – Ms. Canham-Clyne provided an update on the search to fill the Deputy Library Director position. The deadline to apply for the position is this week. She will receive information from Personnel in the next week.
- g. Best Practices – Review Final Documents: Ms. Glover thanked Mr. Kuchuk for his time and work to drafting the best practices and she noted the final documents were prepared for the Board to review. She asked the Board if there were any comments or changes to please bring them to her now and if nothing is to be changed, the final work will be forwarded to Ms. Canham-Clyne.

At 8:05 p.m. Ms. Fiss entered the meeting.

LTSA Grant – Ms. Canham-Clyne gave an overview of the grant, and she added that an RFP will be issued looking for a consultant. This is a part-time role for someone to put together the grant application. She has three or four consultants interested to working with the library and putting the grant application together.

Action Guide 2.0 – Ms. Glover noted the rollout of the plan and she will share the materials of the project with the Board.

**7. New Business:**

- a. CLA Virtual Town Hall meeting with guest, Deborah Schander, CT State Librarian. The town hall is March 24<sup>th</sup> from 2:00 to 4:00 p.m. The Board is welcome to attend, and Ms. Canham-Clyne will share the registration for anyone to participate virtually.

- b. Governor’s Budget – There were a few updates regarding the borrow-it and return-it for the libraries in Connecticut. A number of town libraries are considering withdrawing from the program and this may affect those libraries who benefit from the program.
  - c. Saturday Holidays in 2021 – Ms. Canham-Clyne requested the Board approve a revision to the weekends that have holidays bordering the weekends. Those weekend holidays are Memorial Day weekend, July 4<sup>th</sup>, Labor Day weekend, and New Year’s Eve holiday. The library would like to close those Saturdays for these holiday weekends. This contains three Saturdays and one Friday. After a discussion was held, the Board agreed to table this discussion until the next meeting.
- 8. Library Director’s Report:** Ms. Canham-Clyne presented her report. She highlighted a couple of items on the report and noted a transition is in place for the Constant Contact program. The replacement carpet was installed; and the staff has been working very hard at the library and providing services for our patrons. They are helping with the services to the public and looking to enhancing the program services for the public.
- 9. Executive Session:** Nothing to present.
- 10. Adjourn:** Ms. Glover requested a motion to adjourn. Ms. Esposito motioned to adjourn the meeting at 8:21 p.m. Ms. Fiss seconded the motion. All were in favor.

Respectfully submitted,

*s/Patrice A. LeMoine*

Clerk for the Library Board