

**HAMDEN LIBRARY BOARD**  
**(via Zoom/Telephonically)**  
**Minutes of a Regular Meeting of**  
**May 12, 2020 at 7:00 p.m.**

*Revised/Corrected 05 20 2020*

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A regular meeting of the Hamden Library Board took place on Tuesday, May 12, 2020, via Zoom/ telephonically.

**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; Cynthia Altieri, Business Manager; and Patrice LeMoine, Clerk for the Library Board.

1. **Call to Order:** Chairman Glover called the meeting to order at 7:06 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 March 10<sup>th</sup> and May 1<sup>st</sup> meetings. After review and discussion, Ms. Hatkin motioned to approve the minutes of the March 10, 2020 meeting as presented. Ms. Fiss seconded, and the motion passed unanimously. Ms. Hatkin motioned to approve the minutes of the May 1, 2020 meeting as amended. Ms. Esposito seconded, and the motion passed unanimously.
3. **Correspondence:** Ms. Canham-Clyne said the library received two donations. She noted the two amounts; one is from an anonymous donor, unrestricted, and one from a patron of the library. Ms. Glover offered to write the acknowledgement letters.
4. **Public | Media Comments on Agenda:** Nothing received.
5. **Old Business:**
  - a. Library Budget FY 2019/20 update – At this time Ms. Canham-Clyne requested Ms. Altieri to provide an overview of the current budget and expenses. Due to the current pandemic, the library was asked to cut \$64,000 from the budget. Ms. Altieri noted those areas where the library was able to cut and will not impact the library services.  
  
At 7:16 p.m. Mr. Kuchuk entered the meeting.
  - b. Library Budget FY 2020/21 Update – Ms. Canham-Clyne explained the status of the upcoming 2020-21 library budget. Due to COVID19, all departments were asked to reduce their department’s budget. The library will not be impacted severely with the current reductions; however, Ms. Canham-Clyne will go before the town council this week and the council will ask her to find additional reductions. With that said, a discussion was held where to find those budget items that can be further reduced. Mss. Altieri and McNicol noted a number of areas where the library can reopen only Miller, leaving the two branches closed for the summer; closed on Saturdays during the summer; and postpone the hiring of the part-time library branch manager until later this year.

c. Re-opening of the library

- i. **State Library Guidelines** [see link] – A copy of the guidelines was shared with the Board. Ms. Canham-Clyne presented a draft of the plan for when the library is permitted to open to the public. The plan is to open Miller library on a reduced schedule and will close early so that the facility can be properly cleaned each night.

Ms. Canham-Clyne proposed to the mayor's office that the library acquire the foyer of the lobby between Thornton Wilder and Miller Library. The foyer would be utilized as a central area and be restricted for the use of the lavatories for the library patrons, may become the only entrance for patrons, and use for the library resources. As discussed earlier, the library would save some expenses by not opening on Saturdays for the summer. To avoid affecting the services of the library, Ms. Canham-Clyne is reluctant to sustain any further cuts to the upcoming budget. The management arrived at a total of \$78,000 to reduce from the proposed budget and will consider an additional \$14,500 if the library postpones the hiring of the part-time branch librarian. The library can find additional savings in overtime pay if there is a second or third wave of this pandemic.

The question of when the library would be fully operational and when the two library branches may open. The patrons utilize the branches for various services. Patrons at Circular branch utilize the computer services and the families near the Community branch utilize children's programs and the adults and college students are in walking distance to this branch. Ms. Canham-Clyne replied that it is uncertain, but it may not be until January 2021.

Ms. Glover suggested that Mss. Canham-Clyne, Altieri, and McNicol work together to come up with extra savings to the 2020-21 budget.

6. **New Business**

- a. Teleworking policy/agreements – Ms. Canham-Clyne reviewed the matter of the closing of the libraries due to COVID-19 pandemic, and noted the town was able to produce an agreement to the employees for working remotely. She added that the library staff has been doing a great job working remotely; working in teams, providing servicing to the public via online, and preparing the accommodations and services for the library staff and patrons when we reopen.
- b. Gift Fund report – Ms. Glover requested a motion to table this item until the June meeting. Ms. Hatkin motioned to table the Gift Fund report until the June meeting. Ms. Esposito seconded the motion and the motion passed unanimously.

c. **Rising to the Challenge: Re-envisioning Public Libraries** [see link] – Ms. Glover requested a motion to table this item until the June meeting. Ms. Esposito motioned to table the subject until the June meeting. Ms. Hatkin seconded the motion and was passed unanimously.

7. **Library Director's comments:** Ms. Canham-Clyne noted the safety measures that the library is planning when they receive permission to open. We are working with the town's facilities/public works to order the appropriate supplies for the desk areas, the computer services area, redirect the traffic for the patrons to enter and exit, and appropriate signage. After further discussion, Ms. Glover requested a draft of the plan before the June meeting.

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The subject of staff uniforms was proposed. The question was raised about ordering uniforms for the staff to wear during the pandemic. After a discussion was held, it was decided to conduct further research and revisit this subject at a later time.

8. **Associate Director's comments:** Ms. McNicol has been focusing much of her time on the online services for the library patrons.

9. **Executive session: if needed.**

10. **Adjourn:** Ms. Glover requested a motion to adjourn. Ms. Esposito motioned to adjourn the meeting at 8:32 p.m. Ms. Hatkin seconded the motion. All were in favor. The next meeting is scheduled on Tuesday, June 9, 2020 at 7:00 p.m.

Respectfully submitted,

*s/Patrice A. LeMoine*

Clerk for the Library Board

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**Re-opening – COVID-19:** LibGuides Home at Connecticut State Library, Division of Library Development  
<http://libguides.ctstatelibrary.org/dld/COVID-19>

**Rising to the Challenge: Re-envisioning Public Libraries**  
<https://csreports.aspeninstitute.org/documents/Aspen-LibrariesReport-2017-FINAL.pdf>