

Hamden Public Library Board Meeting

Tuesday, August 10th, 2021

at 7:00 p.m.

Friends Program Room

Minutes

Attendance: Jan Glover, Chairwoman; Irene Fiss; Christine Esposito; Evelyn Hatkin; Philip Kuchik

Also In Attendance: Melissa Canham-Clyne, Library Director; Alyssa Bussard, Associate Library Director; Liana Paglia, Commission Clerk

Absent: N/A

- 1. Call To Order: Chairwoman Jan Glover called the meeting to order at 7:00 pm.**
- 2. Additions to the Agenda- N/A (Special Meeting)**
- 3. Approval of Minutes- July 13, 2021**
 - a. Several changes were made to last month's minutes. Ms. Bussard's title was corrected from "assistant" to "associate" director. "Discussion" was corrected to "Report" under "Announcements." "Miller Library" was corrected to "Hamden Public Library System" when discussing the pilot program. "Quarterly Fund" was corrected to "Hamden Public Library Fund" under Old Business. All references to the "commission" and "commissioners" were changed to "board" and "board members," respectively. Ms. Hatkin made a motion to approve the corrected minutes, which was seconded by Mr. Kuchik. All were in favor.
- 4. Correspondence- N/A**
- 5. Public | Media Comments on the Agenda- N/A**
- 6. Meet the Staff: No Staff Tonight**
- 7. Announcements- N/A**
- 8. Old Business**
 - a. Financial Update
 - i. Library Budget FY 22
 1. Ms. Canham-Clyne reported that the library is slightly over budget this quarter, namely due to the payment for the Lion membership. As there were no questions/comments, the board accepted the report, and no action was required.
 - ii. Meeting Time- Library Board
 1. Chairwoman Glover revisited the topic of changing the HLB meeting time. She posed two options for consideration to the board members. Option #1 would be to continue meeting at 7pm, but on another day and at another location. Ideally, the new location would be the Hamden Government Center, which would be open to the public at that meeting time. Option #2 would be to continue meeting at the Miller library, but move the meeting time to 6pm as opposed to 7pm. There was a brief discussion regarding the advantages and disadvantages to each option. Ms. Canham-Clyne noted that continuing to hold the meetings in the library, now during open hours (As of 9/7/21, the library will be open until 8pm on Tuesdays), may encourage library-goers to participate. It would also

allow the public to see how the library operates as an institution. Mr. Kuchik made a motion to hold a vote to change the meeting time to 6pm-8pm and remain in the Miller Library. The vote was as follows:

Yay: Chairwoman Glover; Ms. Fiss; Ms. Hatkin; Mr. Kuchik

Nay: Ms. Esposito

The motion carried, effective for next month's meeting.

- iii. Community Needs Assessment Meeting W/ Maureen Sullivan
 - 1. Chairwoman Glover suggested inviting Ms. Sullivan to the September meeting at the new 6pm time. All but Mr. Kuchik will be able to attend.

9. New Business

- a. Preservation of HPL historical documents
 - i. Ms. Canham-Clyne alerted the board to the discovery of scrapbooks and boxes of historical library material/media that had not been properly organized. She hired a young woman for \$15/hr to organize the findings, who expects to finish the project in about four weeks. Ms. Canham-Clyne reminded board members that as library director, she is allowed to use up to \$1,000 from the gift funds, without an official request made to the board. She requested an additional \$600 to pay for the remaining four weeks. Ms. Fiss made a motion to grant Ms. Canham-Clyne the right to spend up to \$600 to complete the history project. Mr. Kuchik seconded, and all were in favor.
- b. Memorial for anonymous donor
 - i. The board was recently made aware that a repeat anonymous donor recently passed away and there was a collective desire to honor their life in some tangible way. Ms. Canham-Clyne had discussed this with her library staff and the most popular idea was to install a wall railroad. Kids would be able to interact with a "birthday whistle" and it would be a way to honor the donor's career, which enabled them to be so generous. Chairwoman Glover suggested the planting of a tree and installation of a bench next to it. She also reminded the board members that the board cannot raise funds for any project, so the library would have to take the lead on any fundraising efforts. Ms. Fiss suggested the creation of a committee to oversee the project. Chairwoman Glover clarified that Ms. Canham-Clyne would be responsible for creating a committee and appointing its members. The committee would then investigate options to honor the donor and make a final recommendation to the board. There was a brief discussion amongst board members which concluded with the stipulation that the board would make the final decision on which project to proceed with.

10. Library Director's Report | Associate Director's Report

- a. Highlights (no written report)
 - i. Ms. Canham-Clyne notified the board of a new Hamden magazine, which is currently distributed to Hamden households with a gross income of \$75,000 or higher. She is hopeful that the library will be granted free ad space, as long as it provides ongoing article ideas. Ms. Canham-Clyne also notified board members that library management has an upcoming retreat, specifically regarding "vision and values" as management

team. The goal is to continue being flexible and resilient, as COVID has required. She is currently interviewing candidates for the part-time library position.

Ms. Bussard reported that all departments and branches are doing well and staying busy. She noted specifically that the teen programs are doing increasingly well- showcased by increased participation. With the help of many clerks/librarians, the library is starting a podcast, which Ms. Bussard will assist with. She was happy to report that the door counter in the Miller library has been fixed and is officially counting patrons. Ms. Bussard is looking into getting counters for the other branches as well. She and Ms. Canham-Clyne recently completed Future School training. She noted that the training was accelerated, but effective. It has motivated her to start implementing her training in everyday library matters. A marketing task force was also created to help garner public awareness.

Ms. Fiss suggested the library look into advertising on the billboard by Brownstone restaurant. Ms. Canham-Clyne and Ms. Bussard will look into getting quotes.

11. Executive Session

- a. Library Director Annual Performance Review: Final document review
 - i. At 7:53 pm, Ms. Esposito made a motion to move to executive session, which was seconded by Ms. Fiss. All were in favor. At 8:45 pm, Ms. Esposito made a motion to adjourn the executive session, which was seconded by Mr. Kuchik. All were in favor.

12. Adjournment: At 8:45 pm, Ms. Hatkin made a motion to adjourn the board meeting, which was seconded by Ms. Esposito. All were in favor.

Submitted by: Liana Paglia, Substitute Commission Clerk