

**Hamden Public Library Board**  
**SPECIAL MEETING, AUGUST 29, 2023**  
**Minutes**

**Call to Order:** The **SPECIAL MEETING** of the Hamden Library Board (HLB) took place on Tuesday, August 29, 2023 in the Friends Room at Miller Library. Chairperson Jan Glover called the meeting to order at 6.02p.m.

**In attendance:** Jan Glover (Chairperson), Philip R. Kuchuk , Evelyn Hatkin, Christine Esposito, Mary Jean Brown, Brett Prestia . Also in attendance: Melissa Canham-Clyne (Library Director), Alyssa Dansinghani (Associate Library Director), Sathiyapriya (Library Board Clerk).

**Approval Of Minutes:** It was moved (Ms. Esposito) and seconded (Ms. Hatkin) to approve the minutes as amended. The motion passed with 5 votes in favor and 1 abstention.

**Correspondence:** No correspondence.

**Public I Media comments on Agenda :** No public comments.

**Meet the Staff: Jenny Nicolelli, Teen Librarian,** introduced herself and explained her past jobs and highlighted current programs she is doing in the library. All Board members welcomed Jenny Nicolelli.

**Announcements:** No announcements.

**Old Business:**

a. Financial Update:

Year-to-Date Report : Ms. Canham-Clyne said overall library operation accounts are in order, according to the Town year-to-date (YTD) report for July 2023. She noted that vacations and staff vacancies are the cause of the increase in overtime spending.

HPL Gift Fund (Considerations of CDs): Mr. Kuchuk stated the rates were 4.85 for 1 year and 5.15 for 18 months. After discussion it was agreed the 18 months would suit better. Ms. Esposito made a motion to move the CD with the expiration date of 9/16/23 to 18 months which Mr. Kuchuk seconded. The motion carried unanimously.

b. Committee Reports: Committee written reports were included on the agenda and required no action.

c: Update on Elevator: Ms. Canham-Clyne reported there is a delay in the alarm system installation by an outside contractor. She anticipates the elevator will be operational in late September.

d. Board Recruitment: Ms. Canham-Clyne announced a potential candidate for the empty trustee position for District 3 has been identified.

e. Re-approval of collection Development policy: It was moved (Ms. Esposito) and seconded (Mr. Prestia) to approve the collection development policy. All were in favor and the motion passed.

**New Business:**

a. HUD Grant: Ms. Canham-Clyne updated the board on the recent HUD Grant to be used in support of the digital navigator program.

b. Regional Grant: Ms. Canham-Clyne updated the board on the \$250,000 grant for a Regional Hub for Digital Navigation. This is an IMLS leadership grant.

c. Board web page/Digital presence: Ms. Glover requested that each trustee write a short bio to add to the board's website.

d. Elections: It was moved (Ms. Hatkin) and seconded (Mr. Kuchuk) to delay elections until all board positions are filled. All were in favor and the motion passed.

e. Library Director Performance Evaluation: It was moved (Ms. Brown) and seconded (Ms. Esposito) to delay the library director performance evaluation until March through June 2024. All were in favor and the motion passed.

f. Composing Our Story: Ms. Glover asked Ms. Canham-Clyne to give a brief background of efforts resulting in *Composing Our Story*. Ms. Glover asked the board to carefully read the document for the October meeting as work will begin on setting our strategic focus framework goals.

g. Puddicombe Bequest: Ms. Glover announced that Ms. Puddicombe continued her support of the library through her bequest to the Friends of the Hamden Library and that the Friends will continue her work.

h. Professional Development Request: Ms. Canham-Clyne detailed the history of professional development requests. She presented this year's request which comprised of two staff development days and support of several for regional conferences. It was moved (Mr. Prestia) and seconded (Ms. Glover) to support the Professional development request of \$4000 with money from the Hamden Public Library gift fund. All were in favor and the motion passed.

**Administrative Reports:** Both Ms. Canham-Clyne and Ms. Dansinghani thanked the library staff for their amazing team work during these past months.

**Executive Session:** No Executive session.

**Adjourn:** It was moved (Ms. Esposito) and seconded (Mr. Prestia) to adjourn the meeting at 7.55pm. All were in favor and the motion passed.

Submitted by Sathiyapriya Library board clerk