

**HAMDEN LIBRARY BOARD**  
**(via Zoom/Telephonically)**  
**Minutes of a Regular Meeting of**  
**September 8, 2020 at 7:00 p.m.**

A regular meeting of the Hamden Library Board took place on Tuesday, September 8, 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; and Patrice LeMoine, Clerks for the Town of Hamden.

1. **Call to Order:** Chairman Glover called the meeting to order at 7:09 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 July meeting. Ms. Hatkin motioned to approve the minutes of the July 14, 2020 meeting as presented. Ms. Esposito seconded, and the motion passed unanimously.
3. **Correspondence:** Ms. Canham-Clyne read a letter from a donor thanking the staff for their service. A second letter was read regarding a donation from a family thanking the library for their service during this different time; and a third letter from a resident of Hamden requesting the library to open to the public.
4. **Public | Media Comments on Agenda:** No one present, therefore, no comment(s) received.
5. **Old Business:**
  - a. Library Budget FY 2020/21 Update – Ms. Canham-Clyne gave an update on the most recent report. She noted the expense items and said the library is doing well. The department is experiencing delays in ordering supplies and receiving orders. The final, approved budget is posted on the town’s website.
  - b. Library Gift Fund Reports – Ms. Canham-Clyne mentioned the Hamden Businesswomen organization has designated the library as a recipient for 2020. It is a great opportunity, and we are designating the funds to the children’s department.

Fines Policy – A revision was provided to the Board. The policy will be enclosed with the Board’s library manual. Ms. Glover highlighted the areas that need corrections and updating. A discussion was held regarding some wording to the fines policy where changes or deletions can be made, i.e., collection agency from the manual. Mr. Kuchuk agreed to review and clean-up the policy.

After no further discussion, Ms. Glover requested a motion. Ms. Hatkin motioned to delete from the policy any mention of a collection agency from the fines policy. Ms. Fiss seconded the motion. No objection, all were in favor. The motion passed. Ms. Canham-Clyne added a new feature to add to the policy manual is the hot spot.

- c. Reopening of the Library – Ms. Canham-Clyne gave an update of the Friends Bookstore. She noted the shop has not been touched since March 12. Ms. Canham-Clyne spoke to the manager about a plan, if possible, to re-open the shop. It is not an easy task since the town is not open to the public yet, and we need to meet state regulations. There is the matter that books cannot be touched by patrons. Right now there is not a possible remedy.

A variety of options were considered and presented. Ms. Fiss asked if books and sales could go online. There are over 10,000 books in inventory. At this time, the store does not have any volunteers to work at the shop. This topic will be revisited next month.

A recommendation is to consider “mystery bags,” which contains 10 books of various genres. Ms. Glover suggested we should not entertain the project. We do not want to open the Friends Library Bookstore until the building is open to the public.

The coordinator of the Historical Society would like to open to allow the coordinator and volunteers to return to conduct research. It was decided that no volunteers will be permitted in the library until further notice.

- d. Computer Services – Ms. Canham-Clyne is proposing a project for the patrons. A number of patrons are requesting use of the computers at the library; therefore, the idea of placing three or four laptops outside of the library will accommodate the patrons. It would be a challenge to hold connectivity outside. Ms. Canham-Clyne would like to do a pilot of this service. Ms. Glover would like to make it a pilot/trial run for three weeks for three or four computers, and to properly staff the area.

Discussion was held regarding the safety criteria. The town personnel are still waiting for the necessary equipment to arrive and set up. Ms. Glover suggested a letter addressed to the legislative council and the mayor for their support while waiting for the library to be set up. Ms. Canham-Clyne said this delay is affecting staff morale.

**6. New Business:**

- a. Library Hours – The proposed hours to reopen to the public will be 9:30 a.m. to 3:00 p.m., with 30-minute lunch breaks. Ms. Canham-Clyne discussed the hours, staffing issues, coverage issues, however, there are a number of criteria and needs to be met. Ms. Glover said we should offer a general set of hours for library staff and then when we are able to revisit the hours, create a new set of library hours for the public.

As discussed and with the proposed library hours presented, Mr. Kuchuk moved to accept the presentation of the temporary library hours due to the COVID19 pandemic and in keeping of the contactless hours. Ms. Esposito seconded, and the motion passed unanimously.

- b. Bankwell Certificate of Deposit – The current CD at Bankwell is maturing on September 21, in the amount of \$85,000. Terms available are six months to two years. The interest rates were not available. After review of the second CD with Bankwell and the two accounts with TD Bank, the decision was made to transfer some funds from the TD sweep account and add to the CD that is maturing this month and renew for twelve months.
- c. Charter Commission – Ms. Glover mentioned that we should be prepared for the upcoming review of the library’s charter.

- d. Branches – Mss. Canham-Clyne and McNicol presented a data gathering plan. Ms. Glover requested this topic to address that we hope to start a data gathering plan for the library. Ms. Canham-Clyne suggested a team of three be part of a work group to brainstorm.
- e. Policy Review Schedule – Ms. Glover just prepared a draft of the policies of the library and will present a policy review schedule to everyone in the next day or two.

7. **Library Director’s Report:** Ms. Canham-Clyne presented a report for the Board to review. She spoke about the Zoom programs for Children’s services. There were other department reports available for those who would like a copy. If there are any questions regarding the director’s report, please contact Ms. Canham-Clyne.

8. **Associate Director’s Report:** Ms. McNicol presented her report with a summary of the results from the recent survey.

At this time, the Board acknowledged the news regarding Ms. McNicol’s announcement regarding her resignation. The Board shared their thanks and appreciation for her work at the library.

9. **Executive Session:** Ms. Glover requested a motion to go into executive session for the purpose to discuss a personnel matter. At 8:52 p.m. Ms. Hatkin requested to go into executive session. The motion was seconded by Ms. Fiss and unanimously passed.

Ms. Hatkin motioned to end executive session at 9:14 p.m. Ms. Esposito seconded the motion, which passed unanimously.

Ms. Glover requested a motion for a transfer from the Library’s Gift Fund. Ms. Esposito motioned to allocate monies from the Library’s gift fund for the cost of a gift for the Associate Library Director’s retirement gift. Ms. Hatkin seconded the motion. The motion carried.

10. **Adjourn:** Ms. Glover requested a motion to adjourn. Ms. Esposito motioned to adjourn the meeting at 9:15 p.m. Ms. Hatkin seconded the motion. All were in favor.

Respectfully submitted,

*s/Patrice A. LeMoine*

Clerk for the Library Board