

Hamden Public Library Board of REGULAR MEETING, OCTOBER 10, 2023

Minutes

Call to Order: The Hamden Library Board (HLB) regular meeting took place on Tuesday, OCTOBER 10, 2023 at Friends Room Miller Library. Chairperson Jan Glover called the meeting to order at 6.05p.m.

Additions to the Agenda: Ms. Esposito requested that a discussion of the non-CD monies be added to the November agenda.

In attendance: Jan Glover (Chairperson), Philip R. Kuchuk, 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:

- August 29, 2023 - It was moved (Mr. Kuchuk) and seconded (Ms. Esposito) to approve the minutes as amended. All were in favor and the motion passed.
- September 6, 2023 - It was moved (Ms. Esposito) and seconded (Mr. Kuchuk) to approve the minutes as amended. All were in favor and the motion passed.

Correspondence: Ms. Canham-Clyne received a note from Paula Panzarella with a copy of the Progressive Action Roundtable/PAR Newsletter. She wanted to share the article Martin Luther King Mural in Hamden Unveiled which highlighted the unveiling ceremony and included pictures of the mural.

Public I Media Comments on Agenda :

Emily Drennen, 22 Quentin St., Hamden, urged the Board to consider the hours/days that the Whitneyville Branch is open to the public. She is especially concerned that the library is not open three days in a row and that the library closes during lunch break (a chunk of time during the few days that the library is open).

Rev. Lindasusan Ulrich, 22 Quentin St., Hamden, agreed with Emily Drennen and added that the Board should consider opening the Whitneyville Branch a weekend day - no weekend hours makes it difficult to use the library.

Meet the Staff: Aeryn Boyer, new library intern, was introduced.

Announcements: Ms. Glover asked that trustees review their 2024 calendars to identify any problematic dates and to forward those dates to sathiyapriya (Library Board Clerk).

Old Business:

a. Financial Update :

Year-to-Date Report (YTD) : Ms. Canham-Clyne mentioned that MUNIS is in the process of being updated and therefore the report is less robust than usual. She explained that the high percentage for

overtime spending reflects the staff vacancies over the last months(staff has been down by 15%) and that with the five new staff members beginning on September 26, overtime spending should lessen.

HPL Gift Fund: Ms. Canham-Clyne , Ms. Esposito and Mr. Kuchuk reported that the renewal of the Bankwell CD was completed.

Foundation - Ms. Glover gave an update and background information on the status of foundation planning and asked for volunteers to help with further investigations. Ms. Brown and Mr. Kuchuk volunteered. Ms. Brown asked to view all background documents. Ms. Glover will send documents to all trustees.

b.Committee Reports:

Behavior Policy - Ms. Canham-Clyne anticipates a response from Town Administration and the Town Attorney after the town elections on November 7.

Financial Guidelines - Mr. Kuchuk shared a draft of the Financial Guidelines and asked for a volunteer to help finalize the guidelines which will be part of the Board of Trustees manual. Mr. Prestia agreed to work with Mr. Kuchuk.

c.Board Recruitment - Ms.Canham -Clyne announced that Amber Woodward, District 3, will be joining us for the November meeting as a new Trustee. She also announced that a candidate from District 1 submitted an application.

d.Board web page/Digital presence - Ms. Glover thanked everyone for their short bios. Ms. Brown suggested that we summarize party affiliation information.

e. Composing Our Story / Strategic Focus - Mr. Prestia was very impressed with the data compiled for this project and Ms. Brown had questions about the comparison graphs. Ms. Brown offered to work with Library Administration to create a data narrative. Mr. Prestia volunteered to work with the group (Ms.Canham -Clyne, Ms. Glover , Mr. Kuchuk) on developing a framework to move our strategic focus plan forward.

New Business:

a. Meetings during the winter months - Ms. Glover asked for zoom versus In-Person meeting preferences for the winter months. Trustees prefer In-Person meetings but all are amenable to either full zoom or hybrid meetings when its necessary.

b. Hot Spot Update - Ms.Canham -Clyne updated the Board on new operational procedures concerning Hot Spot loans.

Administrative Reports: Ms.Canham-Clyne expressed gratitude and applauded Ms. Dansinghani's fortitude, flexibility and amazing scheduling ability in the face of a 15% decrease in staff. Ms. Dansinghani thanked the library staff for their amazing team work during these past months. She mentioned onboarding newly hired staff, highlighted the skills they bring to the team and praised Tracy Nista, Head of Borrower Services, for the patient calmness during the onboarding process for her new staff.

Ms. Dansinghani mentioned that the union contract has been renewed for one year (June 20, 2024).

Ms.Canham-Clyne mentioned charter issues around youth members are resolved and recruitment will begin.

Mr. Prestia asked about the recent Staff Day (October 4, 2023). Both Ms.Canham-Clyne and Ms. Dansinghani were pleased with both portions of the training day and said that many members of the staff shared positive comments about what they learned from the workshop and from each other. SMART goals were created successfully.

Executive Session: No Executive session.

Adjourn: It was moved (Mr. Prestia) and seconded (Ms. Brown) to adjourn the meeting at 7.50pm. All were in favor and the motion passed.

Submitted by Sathiyapriya Library board clerk