

HAMDEN LIBRARY BOARD
(via Zoom/Telephonically)
Minutes of a Regular Meeting of
October 13, 2020 at 7:00 p.m.

A regular meeting of the Hamden Library Board took place on Tuesday, October 13, 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; and Patrice LeMoine, Clerk for the Town of Hamden.

1. **Call to Order:** Chair 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 September 8 and October 5 meetings. Ms. Hatkin motioned to approve the minutes of the September 8, 2020 meeting as corrected. Ms. Esposito seconded, and the motion passed unanimously. At this time, Ms. Glover requested a motion to approve the minutes of the October special meeting. Ms. Esposito motioned to approve the minutes of the October 5, 2020 special meeting as presented. Mr. Kuchuk seconded the motion. All were in favor.
3. **Correspondence:** Nothing to present.
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 noted that the mayor requested the legislative council to approve a reallocation of funds; however, the legislative council voted it down. Ms. Canham-Clyne said the financial reports are in order and this month is the first month where she had to approve overtime.
 - b. Bankwell Account – Ms. Canham-Clyne and Ms. Esposito met with the bank representative regarding the interest rate offer for a 12-month certificate of deposit. The decision was made to renew the account at the rate of .50% for one year, not two years. As a result, the funds remain in the TD sweep account and nothing was transferred.
 - c. Reopening of the Library – During the pandemic Ms. Canham-Clyne applied for a connectivity grant through the State of Connecticut. Only 65 town or city libraries were given funds, and the Hamden libraries were awarded \$64,000 to assist in the reopen. Some of the funds will cover the cost for physical distancing, sanitizing supplies and maybe supplies to support the patrons, i.e., computer stations. There is some frustration with getting the libraries ready to open, but one area of concern is the ventilation in the buildings.

A discussion was held regarding screening of the patrons. There is the possibility of a security company contracted to screen the patrons by completing a temperature check, a questionnaire, and/or register the patrons for COVID purposes. The conversation was held if the service is not available, how do we screen the patrons. The staff have enough on their plates, and we cannot ask them to screen the patrons. If we do not have the services of the security company, the library will post signage, requesting visitors to wear a mask, to be safe. The benefit of having the security company is they retrieve and keep the patron's contact information for fourteen days and after that the

information is destroyed. Ms. Canham-Clyne will keep the Board updated regarding the outcome of this subject.

At 7:55 p.m., Ms. Fiss entered the meeting.

Pandemic Policy – The Board approved a proposed policy last June. A revised pandemic policy was provided. It was noted that there was one small change made to the policy. With no other changes or corrections, Ms. Canham-Clyne will copy and post to the library's website.

- d. Computer Services – Ms. Canham-Clyne discussed the relocation (or move) of the computer stations at the Miller library. The purpose is for physical distancing. During the move, the work crew noticed the old carpeting is exposed and the library has to address the situation by issuing a purchase order. After a brief discussion, Ms. Esposito motioned to approve the order of carpeting, in the amount of \$426.00, which will come from the library gift fund account. Ms. Hatkin seconded, and the motion passed unanimously.
 - e. Draft Board and Policy Review Schedule – Ms. Glover sent a schedule, which will address the policy revisions each month. This will avoid a lengthy time at each meeting and keep to the schedule.
6. **New Business:**
- a. Public Library Connectivity Grant – As previously discussed, the connectivity grant will assist the libraries to reopen and expand communities that suffered from services due to the pandemic. This grant will assist with PPE, gloves, plexiglass, sanitizing spray, gel, plexiglass insulation and maybe screens to direct traffic. We may be able to use some of the funds toward software to enable wifi for printing, cost associated to reconfiguring the tables for staffing to view patron activity, and changing out the flooring in the children's room where cleaning and sanitizing in this area is very important. Ms. Canham-Clyne is setting up a committee to discuss the planning and designating the expenses from the grant funds. The deadline is December 14.

A few ideas were exchanged to develop products and/or programs for the library patrons and to be paid through the grant funds. Further discussion will be presented at a future meeting.

Ms. Glover requested a motion. Ms. Esposito motioned for a blanket approval to Ms. Canham-Clyne to use the Connectivity grant funds, in the amount of \$64,713, by December 14, 2020 and a summary report will be provided to the library Board. Ms. Hatkin seconded the motion. All were in favor.

- b. Charter Commission – Ms. Glover asked the board to review the library's charter. Ms. Glover contacted the ACLB for an opinion regarding the Board membership. Discussion was held to consider increasing the membership and review the benefits of having a larger membership. Doing this now through the Charter Commission, will enable the Board to move forward in the future. Ms. Glover added this is an opportunity for us to consider diversifying our membership, broadening the scope of the representation in our town and re-look at the application process. Ms. Canham-Clyne suggested going with a number that the Board may want to consider in the future and determine each year the membership. For a nonprofit sector, nine is the general number for board membership. She suggested the Board review the remaining areas of the charter so we could prepare a draft for the Charter Review Commission at an upcoming hearing.
- c. Advocacy – Marketing firm and Library Foundation. Ms. Canham-Clyne spoke about the library setting up a foundation. The requirement is to establish a 501(c)3 and spoke about the benefits of the

library being a 501(c)3 and establishing a foundation. There are several ways to raise funds, profiling and enlarging the library outside of the town, developing a legacy for the library.

Marketing firm – Ms. Canham-Clyne would like to look at drafting an RFP for marketing firms to present proposals. This is for the library’s newsletter, build-up the social media, ways to expand a new audience.

A recommendation was made to contact the former library board member to meet and brainstorm for suggestions. There is the recommendation to invite Jackie Downing and/or Angela Powers from the Community Foundation for Greater New Haven to meet with the Board regarding developing a foundation and marketing recommendations. Ms. Canham-Clyne will look into the LTSA grant for marketing tools. The Board agreed to go forward with the marketing grant.

- d. Request – Amend the hours of library operations for November and December 2020. Ms. Hatkin motioned and was seconded by Ms. Esposito. The Board unanimously passed the following motion:

to amend the hours for the library to be as follows:

10:00 a.m. to 5:00 p.m. on Wednesday, November 25, day before Thanksgiving holiday;

10:00 a.m. to 3:00 p.m. on Friday, November 27; and

10:00 a.m. to 3:00 p.m. on Thursday, December 31.

Ms. Canham-Clyne mentioned a number of the library staff have lost a number of their members of their family or loved ones. Since March, the staff lost eight family members.

At the end of the conversation, Ms. Esposito motioned to approve a transfer of \$200 from the library gift fund to the library’s sunshine fund. Ms. Hatkin seconded the motion. All were in favor.

The staff sunshine fund committee is putting together a celebration for Nancy McNicol’s retirement celebration. The special day is Tuesday, October 27.

Ms. Esposito motioned to expend \$75.00, from the library gift fund, for the purchase of a floral arrangement for Ms. McNicol. Ms. Hatkin seconded, and the motion passed unanimously.

7. **Library Director’s Report:** Ms. Canham-Clyne presented a report for the Board to review. Please contact her via email with any questions.
8. **Associate Director’s Report:** Ms. McNicol report was provided for the Board to review.
9. **Executive Session:** (nothing to present)
10. **Adjourn:** Ms. Glover requested a motion to adjourn. Ms. Esposito motioned to adjourn the meeting at 9:00 p.m. Ms. Fiss seconded the motion. All were in favor.

Respectfully submitted,

s/Patrice A. LeMoine

Clerk for the Library Board