



## **Cheshire Public Library Advisory Board**

**Cheshire Public Library  
104 Main Street  
Cheshire, CT 06410**

### **Regular Meeting Minutes**

**Date: November 20, 2017**

#### **I. Call to Order**

The regular meeting of the Cheshire Public Library Advisory Board was called to order by Carol DiPietro at 7:00 p.m. in the Evelyn Moss Room of the library.

#### **Pledge of Allegiance**

Board members recited the Pledge of Allegiance.

#### **Roll Call**

##### Members present:

Ramona Burkey, Library Director (ex officio)  
Carol DiPietro, Chair  
Dalena DeSena, Vice Chair  
Tod Dixon, Secretary  
Terry Grahame, Treasurer  
Mark Hostage  
Kathleen Nankin

##### Members absent:

James Conroy

#### **II. Approval of Minutes from October 16, 2017**

Mrs. Grahame made a motion to accept the minutes from October 16, 2017.

Mrs. DeSena seconded the motion which passed unanimously.

#### **III. Treasurer's Report**

Mrs. Grahame reported that the current dollar amount in the library board budget is \$750.00.

#### **IV. Communications**

There was nothing to report.

#### **V. Report of the Chair**

Mrs. DiPietro reported that she volunteered at the Friends of the Library book sale on November 15<sup>th</sup>. The book sale raised \$13,300+ which broke its all-time earnings record. Donations were made by local businesses, Vespucci Restaurant, Cheshire Pizza, Big Y and Stop n Shop supermarkets.

Mrs. DiPietro asked Mr. Dixon to send a congratulatory thank you note to Deb and Jim Morck and the Friends of the Library.

Mrs. DiPietro reported that a regional library branch that she visits in Florida was damaged by the hurricane and may not be rebuilt.

#### **Report of the Library Director**

##### **Programs and Services**

The library program with "Craig and Fred" topped 130 attendees. Also attending were representatives from "Mutts Mending Military" and the Cheshire High School "BRAVE" group ("Bringing Remembrance to All Veterans Everywhere").

By popular demand, the library will be hosting another Friday night "Library After Hours" on December 1, from 5:00 - 7:30 p.m. A family holiday movie, Polar Express, will be shown and the Friends of the Library will again be offering pizza (from Cheshire Pizza) and lemonade for sale. Holiday crafts and activities will be available.

A new product for patrons: "Binge Boxes" will be introduced soon. Boxes will contain multiple movies/materials related to themes such as Martial Arts, Romantic Comedies, and more (the staff are having a lot of fun thinking up ideas for themes, but not so much fun having to narrow it down to a few dozen finalists).

## **Personnel**

The library is still in a hiring freeze, with four staff positions either vacant or eliminated. We are currently at about the same number of full-time-equivalent (FTE) staff that we had in 2005.

However, compared to 2005, the library

- is open 17% more hours per week
- offers 148% more programming and outreach
- welcomes 241% more program attendees
- welcomes 50% more total building visitors per year
- now has a 24/7/365 online branch through our website and downloadable/streaming services
- answers 21% more reference questions

Because of staffing cuts and unfilled vacancies, we are at the same level of staff as was in Fiscal Year 2005. It has decreased by 34% which is a testament to the productivity and efficiency of current staff.

Lauren Gledhill, Lucas Franklin and Mrs. Burkey all gave presentations at the New England Library Association Conference in Burlington, VT in October. Our topics included Community Engagement, Summer Reading Program, and Town-Wide Scavenger Hunt.

## **Financial**

The Town Manager has allowed the library to solicit donations via the email newsletter subscription list. \$250.00 in tax deductible online donations have been received thus far.

The effects on the town regarding the State budget have yet to be determined.

## **Building and Grounds**

The new Invitation to Bid for the reconfiguration project was posted today, with the bid deadline date of December 21, 2017. A liaison from the Public Building Commission will be appointed once the project is formally referred to the PBC by the Town Council.

## **Policies and Planning**

Mrs. Burkey continues to work on the town-wide Building Use Policy document with the Town Manager and other town staff.

**Other/Artsplace/Friends**

The Friends of the Library raised \$13,300+ on the fall Book Sale. This broke their all-time earnings record. Congratulations and thank you to Deb and Tom Morck, and to all of the Friends volunteers who made this the most successful book sale ever.

Artsplace held its annual Artsplace Market fundraiser this past weekend and it was a great success. Its \$1,000 scholarship is now fully funded as a result of the fundraiser.

Respectfully Submitted,

Ramona Burkey, M.L.S.  
Library Director

*Please see our monthly calendar at [www.cheshirelibrary.org](http://www.cheshirelibrary.org) for a full listing of library programs and events.*

**VI. Unfinished Business**

There was nothing to report.

**VII. New Business**

There was nothing to report.

**VIII. Adjournment**

The meeting was adjourned by general consensus of the board at 7:20 p.m.

The next regular meeting of the Cheshire Public Library Advisory Board will be held on Monday, December 18, 2017 at 7:00 p.m. in the Evelyn Moss Room at the Cheshire Public Library, 104 Main Street, Cheshire. Please notify Ramona Burkey at 203-272-2245 ext. 33021, or Carol DiPietro at 203-272-9215 in advance if you are unable to attend.

Respectfully submitted,

Dawn Guite, Recording Secretary