



## **Cheshire Public Library Advisory Board**

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

### **Regular Meeting Minutes**

**Date: May 18, 2020**

VIA VIDEO TELECONFERENCE

(PER EXECUTIVE ORDER OF THE GOVERNOR OF CONNECTICUT)

**Public access made available through streaming on YouTube at**

**<http://www.youtube.com/user/cheshirelibrary/live>**

**Public comments accepted at [tech@cheshirelibrary.org](mailto:tech@cheshirelibrary.org) and by voicemail at 203-272-2245. Video will be available on Channel 14 and on demand at 203-27as soon as possible.**

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

The regular meeting of the Cheshire Public Library Advisory Board was called to order by Dalena DeSena at 7:00 p.m.

#### **Pledge of Allegiance**

Board members recited the Pledge of Allegiance.

#### **Roll Call**

##### Members present:

Dalena DeSena, Chair

Harold Kramer, Vice-Chair

Tod Dixon, Secretary

Terry Grahame, Treasurer

Kathleen Nankin

Jodee Heritage

Beth Crowley

Emily Versteeg – Technical Moderator

## **II. Approval of Minutes from February 24, 2020**

Motion made by Kathy Nankin to approve the Minutes from February 24, 2020 as presented. Harold Kramer seconded the motion which was approved unanimously by those present. There was one abstention.

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

There is \$645.00 in the treasury.

## **IV. Communications**

Accolades were given to Beth Crowley for her budget presentation before the Town Council.

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

Dalena was unable to attend the virtual budget meeting. She is working from home and enjoying the slower pace.

## **VI. Report of the Library Director**

- Budget: A review of the library budget has took place before the Town Council via Zoom Wednesday, May 6<sup>th</sup>. The Council wants a zero mil rate increase which will require additional cuts in the budget. Awaiting direction from the Town Manager.
- A savings of \$5,700 is projected resulting from non-salary lines and
- \$33,853.97 from salary lines. Salary savings come from six furloughed Library Page positions on April 1.
- A projected loss of \$4,800 due to inability to collect money from fines and fees from office services.
- Summary of Activities since Covid-19

Library staff have been working from home since March 23. They are engaged, learning new skills, and interacting with the community. Work plans

and progress reports have been submitted to the Town Manager.

Employees are working full-time hours or taking paid leave for unworked hours.

Staff are making wellness calls to seniors from a list of 1,500 names.

48 virtual programs have been offered and viewed by 1,289 participants.

Over a dozen instructional videos have been created.

60 new library cards have been registered online.

Unique website visits have doubled and newsletter tripled since this time last year.

- Reopening Plan:

A phased reopening plan was submitted to the Town Manager based on State guidelines. The first phase will most likely be contactless pickup and return of materials. Ms. Crowley will talk to Chesprocott Health District about Covid-19 and safety measures going forward.

Dalena DeSena, a healthcare professional, presented thoughts on safety for reopening. Some suggestions are: cleaning work surfaces throughout the day, touchless hand sanitizers, reconfiguring furniture for 6 feet requirements, quarantining books in designated areas for 72 hours to 1 week, cleaning book covers, wearing masks, using one entrance to monitor number of people, limiting the number of people in the library. Concerned raised to cleaning of bathrooms and increasing time to cleaning schedule.

- Building and Grounds:

Roof and air handling unit replacement and LED lighting upgrades are taking place and will be completed soon.

No activity has taken place from White Oak Baptist Church for the next lease contract for parking.

- Professional Activities:

Four staff members and Ms. Crowley attended the Public Library Association Conference in Nashville. Thank you to the Friends of the Library for funding this training.

Ms. Crowley is working with the State Library to have reopening guidelines endorsed by the State's Reopening Task Force.

Maureen Sullivan has been named acting State Librarian until a new person is hired.

Respectfully Submitted by  
Beth Crowley  
Library Director  
[bcrowley@cheshirelibrary.org](mailto:bcrowley@cheshirelibrary.org)  
203-272-2245 x33021

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

## **VII. Unfinished Business**

Motion made by Kathy Nankin for Election of Officers to be held at the June meeting. Motion was seconded by Harold Kramer and accepted unanimously by members present.

The slate of Officers is as follows:

Harold Kramer – Chair  
Jodee Heritage - Vice-Chair  
Terry Grahame – Treasurer  
Tod Dixon – Secretary

**VIII. New Business**

There was no new business.

**IX. Adjournment**

The meeting ended at 7:51p.m.

The next regular meeting of the Cheshire Public Library Advisory Board will be held on **Monday, June 15, 2020 at 7:00 p.m.** in the Evelyn Moss Room at the Cheshire Public Library, 104 Main Street, Cheshire. Please notify Beth Crowley at 203-272-2245 x33021 or Dalena DeSena at 203-415-7781 in advance if you are unable to attend.

Respectfully submitted,

Dawn Guite, Recording Secretary