



## **Cheshire Public Library Advisory Board**

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

### **Regular Meeting Minutes**

**Date: November 16, 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 203-27 as soon as possible.*

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

The regular meeting of the Cheshire Public Library Advisory Board was called to order by Harold Kramer at 7:00 p.m. via Zoom.

#### **Pledge of Allegiance**

Board members recited the Pledge of Allegiance.

#### **Roll Call**

##### Members present:

Harold Kramer, Chair  
Jodee Heritage, Vice-Chair  
Terry Grahame, Treasurer  
Tod Dixon, Secretary  
Kathleen Nankin  
Beth Crowley  
Emily Versteeg

##### Member absent:

Dalena DeSena  
Sylvia Nichols, Town Council Liaison

##### Guests

Louise LeClaire  
Jared Goldman

## **II. Approval of Minutes from October 26, 2020**

Motion made by Terry Grahame to approve the Minutes from October 26, 2020 as presented. Kathleen Nankin seconded the motion which was approved unanimously by those present.

## **III. Cheshire Public Library Technology Staff Presentation – Emily Versteeg, Louise LeClaire, and Jared Goldman**

A presentation was given by Emily Versteeg, Louise LeClaire, and Jared Goldman highlighting their individual responsibilities and professional skills. Efforts were noted for creativity used through the pandemic to keep patrons and the public engaged. Emily Versteeg, Head of Technology and Digital Services is in charge of the library's website, that she designed, oversees in-house digital support and training. Emily is proud of what a staff of three people is able to accomplish. Rather than farming out consulting for technical support, the staff does it.

Louise LeClaire, Social Media Coordinator, uses major social media platforms to support programs, promote marketing, and keeping patrons, public and staff updated with important events, new items, time and policy changes. The library has approximately 27,000 social media followers worldwide including 9,297 on Facebook. Instagram focuses on internal focus at the library, i.e., staff and highlighting programs that have taken place and are ongoing. A blog is posted once per week provides information sharing, a booklist, and a readers advisory service.

Jared Goldman, Library Technology Coordinator (former Apple employee), leads back end technology efforts which include one-on-one support for Kindle, handheld devices, and digital troubleshooting in-house via Zoom. He also produces videos with fun and engaging content and online classes which will continue well into the future and when the pandemic has cleared. Online classes provide a safe outlet as patrons participate from home using their own tools and equipment.

Harold Kramer thanked the Technology Staff for their tireless efforts during these challenging times to flawlessly continue to provide support, programming, troubleshooting, and idea sharing.

#### **IV. Treasurers Report**

There is \$1,110.00 in the treasury.

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

Harold Kramer reported that Sylvia Nichols will ask the Town Council to include his October 2020 letter to the Cheshire Herald in an upcoming Town Council Meeting. Sylvia was not present at tonight's meeting to provide an update.

Harold Kramer reported that he would like to continue monthly presentations going forward.

*Kathleen Nankin left the meeting at 7:49 pm.*

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

Library Director's Report  
November 16, 2020

##### **Re-Opening Update**

- Nothing new to report since last month. Cheshire is now in the red zone so we won't be expanding services or hours. I have not received any direction from Town Management about rolling back in-person visits.

##### **State Library Report Highlights**

- I submitted our annual statistical report to the State Library last week which covers the period from July 1, 2019-June 30, 2020. As would be expected, due to the COVID-19 closure beginning March 13<sup>th</sup>, our annual visits were down about 30%, loans of physical items was down 30% and programs offered was down 16%. However, a silver lining of the pandemic was we saw increases in:
  - library card registrations - up 17%
  - use of databases - up 48% (Ancestry, Mango Languages, ValueLine)
  - downloads of digital books, magazines and videos - up 30%

Respectfully Submitted by  
Beth Crowley  
Library Director  
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*Please see our monthly calendar at [www.cheshirelibrary.org](http://www.cheshirelibrary.org) for a full listing of library programs and events.*

*A question was raised about the status of overdue fines for library books/materials. Beth Crowley said that the library is “fine free” and hopes that this will continue.*

#### **VII. Unfinished Business**

The discussion will continue regarding honoring Joy Hostage. Donations will be determined and calculated.

#### **VIII. New Business**

Library Board meetings will continue via Zoom.

#### **IX. Adjournment**

The meeting ended at 7:54 p.m.

The next regular meeting of the Cheshire Public Library Advisory Board will be held on **Monday, December 14, at 7:00 p.m. via Zoom.** Please notify Beth Crowley at 203-272-2245 x33021 or Harold Kramer at 203-272-8134 in advance if you are unable to attend.

Respectfully submitted,

Dawn Guite, Recording Secretary