



Cheshire Public Library Advisory Board

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

Regular Meeting Minutes

Date: May 16, 2011

I. Call to Order

The regular meeting of the Cheshire Public Library Advisory Board was called to order by Carol DiPietro at 7:03 p.m. in the Evelyn Moss Room of the library.

Pledge of Allegiance

Board members and attendees recited the Pledge of Allegiance.

Roll Call

Members present:

Carol DiPietro, Chair
Craig Wilson, Vice Chair
Kathy Nankin, Treasurer
Judy Knott, Corresponding Secretary
Dalena DeSena
Joy Hostage
Ramona Burkey, Library Director
Andy Falvey, Town Council Liaison

Visitors present:

Terry Grahame

Members absent:

Marilyn Bartoli

II. April 25, 2011 Meeting Minutes

MOTION was made by Craig Wilson to accept the minutes, SECONDED by Kathy Nankin. The minutes were approved as presented.

III. Treasurer's Report

Kathy Nankin reported:

- The account balance as of 5/16/2011 is \$1153.74.

IV. Reports of Committees

1. School-Library Partnership

Carol DiPietro relayed the following report from Sue Hartley:

- Old Business: Sue Hartley and Ramona Burkey had a successful display and handouts at the Chamber of Commerce Home and Garden Expo on 4/30. Ramona gave demonstrations of various e-book readers. Sue told people about the upcoming summer programs. They handed out plantable bookmarks.
- Summer T shirts will be Kelly green. Design has been approved and t shirts are ready for the print shop.
- Outreach: Nursery School Book Delivery: Sue picked up all books from the nursery school. They are very happy with delivery system. They are pleased with Lit Kits and have encouraged their parents to come to the library and check out the kits.
- School Visits: Had successful visit to Highland on 5/9/11, speaking to 1st and 2nd graders about summer reading program. Dodd Future Educators of America (FEA) held a program on 5/12/11 with a story, craft and snack.
- Outreach: The Children's Room continues to supply books for the Teen Tutoring program at the Yellow House. Local nursery schools are pleased with our book delivery system. Sue has also introduced the nursery school to our Literacy ('Lit') Kits, which contain books, a CD, an activity book and a DVD. Lit Kits are listed online at www.cheshirelibrary.org.
- Career Mentoring: Sue discussed the services offered by the library to a patron expressing interest in becoming a librarian, and had her observe the Family Place program. Sue also directed her to speak with other school and special librarians. Laura Fillion served as student Library Director on 4/15. Future Educators of America from Dodd Middle School will host a program with stories, crafts and refreshments on 5/12.
- Upcoming School Visits: Visiting 2nd graders at Chapman School on 6/6. Chapman 1st graders from Chapman will visit the library on 6/7 to get library cards and learn about the Summer Reading Program. Visiting Stork Club on 6/28. Will try to schedule visits with Doolittle, Norton and Darcey Schools.
- Upcoming events: Edward Leonard will hold drumming circle workshops on June 9th and 16th for children ages 3-5 and on June 23rd and June 30th for children ages 6+. June 27th – Pumpernickel Puppets present Peter Rabbit. June 29th – Critter Caravan with small domestic and exotic pets.

2. Funding Resources (Mr. Wilson)

No report.

3. Marketing Plan: (Mr. Wilson)

Prior to tonight's meeting, the Marketing Plan Committee met and made final edits to the marketing plan to Ramona Burkey. Mrs. Burkey will revise the Marketing Plan accordingly and send a "final" version to the committee before the next meeting. The Board will vote on the marketing plan at the June board meeting.

V. **Communications**

Mrs. DiPietro received numerous e-mails from various organizations, including e-mails from ACLB, ALA, etc. The American Library Association annual conference will be held in New Orleans June 23-28.

Mrs. Hostage reported the First CT Book Festival, featuring dozens of authors, will be held at the Hartford Campus of the University of CT on May 21-22 from 10am-5pm each day.

VI. **Report of the Chair** – Carol DiPietro

Mrs. DiPietro reported:

- She attended the Home and Garden Expo at CHS and volunteered at the Library table. Many people signed up for CPL e-mails. The plantable bookmarks were well received. Questions she received: A patron from Hamden wanted to get a Cheshire library card and was please to learn she could use her Hamden card at CPL. Another patron questioned why the CPL was not open on Sundays.
- Called Mary Fritz and Vicki Nardello about the possible closing of the CT Library.

VII. **Report of the Library Director** – Ramona Burkey

See attached report.

Technology: Our updated website will debut within the next month (a June rollout).

Programs and Services: April circulation was down 2% over that of April 2010, and our total circulation is down 1.5% fiscal year to date. Most other public libraries are experiencing a similar phenomenon. However, our downloadable materials circulation is up 28%, and Blu-Ray DVDs are up 263%. The door count for the year has not decreased. New fiction books for adults, teens and children remain very popular.

The remainder of our Earth Month programs was very well-attended, including 30 participants for "Bat Chat" (featuring Theo the Bat) on May 4. Kudos goes to Bill Basel, Head of Reference, for planning and hosting our Earth Month programs, in conjunction with Suzanne Simone, the Town Environmental Planner.

On 4/30, Ramona Burkey, Sue Hartley and Edith Evangelist staffed the library's booth at the Chamber of Commerce's annual Home, Garden and Business Expo at Cheshire High School, with Board members Carol DiPietro and Kathy Nankin. We all spent a great deal of time and energy educating attendees about library programs and services (and helping them experiment with the library's iPad, Kindle and Nook eReaders).

Don't miss these upcoming programs: We have begun a Saturday morning drop-in craft program for children that will run through June; this program was in response to patron's requests for a Saturday program. On 5/19 we will offer a lectured called "Facing the Future Together," a program for seniors and their adult children, as part of our "Healthy, Wealthy and Wise" series co-sponsored by the Cheshire Senior Center. On 5/26 we will host a visit by cookbook author Diane Gardner of Madison, CT, who will discuss her new cookbook *What's Cooking in New England*. Copies will be available for purchase and

signing, and there will be a food tasting. We will be closed on Monday, May 30 for Memorial Day. Our June 5 Sunday Showcase concert will feature Prester John, a New Haven duo who will perform acoustic folk, jazz, classical, pop, bluegrass and the avant garde. June 13th's Civil War book discussion title is *Mary Chesnut's Diary*, by Mary Chesnut. Please remember to check our website (www.cheshirelibrary.org) for dates and times of programs. 200 people attended a Ukrainian Choral group on 5/15.

Please join us at this year's Supporter Appreciation Reception on Monday, June 6 from 6:15 to 7:00 in the Mary Baldwin Room. A separate invitation is distributed to board members, Friends, Donors, Town Councilors, and dignitaries.

Personnel: Library department heads and Mrs. Burkey will be working on staff performance evaluations over the next several weeks.

Budget: State Library Budget: The Governor reached an agreement with state unions late Friday: There will be no furloughs and no layoffs for the next four years; there may still be further cuts to the State Library's budget.

Buildings and Grounds: During this spring or summer, the library may be closed for some or most of a day while CL&P replaces a transformer in front of the library as part of routine maintenance. They may also decide to replace the electrical line out to the street. Since we have no generator and our emergency lights' batteries last only one hour, for safety reasons we cannot be open to the public or have staff to come to work during a prolonged power outage such as this. The library will publicize the date and nature of the work with signs, e-blasts, and notices in local newspapers and on the website.

Policies and Planning: As part of a town-wide initiative, Lieutenant Jim Fasano of the Cheshire Police Department came to our May 6th monthly staff meeting to talk about security procedures. Kelley Gile, our Teen Services Librarian, has completed the Young Adult Library Services Association (YALSA) Teen Services Evaluation Tool and our services rate very highly. The evaluation tool looks at the teen services your library provides and identifies areas that can be improved. A copy of the lengthy evaluation tool is available from Mrs. Burkey upon request.

Other/Meetings: Met individually with all library department heads; three weekly sessions of the online advocacy course "Turning the Page;" a town department heads meeting; the Cheshire Home, Garden and Business Expo; the Connecticut Library Association's annual conference in Stamford; the Cheshire Neighbor to Neighbor Energy Challenge's official launch event at CHS; a monthly library staff meeting; our annual library volunteers luncheon; the Business Appreciation Day breakfast at Elim Park; a monthly library managers' meeting; and an online LCI budget meeting.

The Friends of the Cheshire Public Library are holding a reception this evening in the Mary Baldwin Room and holding their annual elections. The Friends donate about \$40,000 a year to the library for programming. Mrs. Burkey invited Board members to drop by the reception with her after this meeting.

VIII. Unfinished Business

Follow-up on inquiry about the Library Board Treasurer role raised by Mrs. Nankin last month. Mrs. Burkey e-mailed Arnett Talbot at Town Hall about this inquiry. The Library Advisory Board can modify the by-laws regarding the Treasurer position and/or duties. Discussion was held. Mr. Wilson felt we should keep the current Treasurer role as is because as we approach a marketing plan with a focus on grant writing, funding and resource procurement, the Treasurer position may gain more responsibilities in the future. The other Board members agreed.

IX. New Business

Mrs. Hostage reported:

- She signed up for an Energy Audit
- Attended the May 10th Business Appreciation Breakfast. Keynote speaker was UCONN Head Football Coach Paul Pasqualoni.
- Was concerned about potential budget cuts affecting State Library House Judiciary Library, Museum of CT History, Services to Blind, Connecticut, and InterLibrary Loan. She called Deputy Governor Nancy Wyman, Legislators Donald Williams, Mary Fritz, and Vicki Nardello. She received an email from the CT State Library notifying her of the Governor's settlement with the unions, and thanking her for her efforts on behalf of the CT Library.

Mrs. Knott presented a newspaper article about the Plymouth Library celebrating 140 year anniversary. The library is a subscription library; initially patrons had to buy stock in the library to utilize it. Currently about 50 participants still subscribe to the library; the Plymouth Library is not part of the CT Library system.

X. Adjournment

MOTION to adjourn was made by Craig Wilson and SECONDED by Joy Hostage. The meeting was adjourned at 7:40p.m.

The next regular meeting of the Cheshire Public Library Advisory Board will be held on Monday, June 20, 2011, 7:00 p.m., in the Evelyn Moss Room of the Cheshire Public Library.

Respectfully submitted,

Kathy Kirby,
Recording Secretary