



Cheshire Public Library Advisory Board

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

Regular Meeting Minutes

Date: June 20, 2011

I. Call to Order

The regular meeting of the Cheshire Public Library Advisory Board was called to order by Carol DiPietro at 7:05 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
Kathy Nankin, Treasurer
Judy Knott, Corresponding Secretary
Dalena DeSena
Joy Hostage
Ramona Burkey, Library Director

Members absent:

Craig Wilson, Vice Chair
Marilyn Bartoli
Andy Falvey, Town Council Liaison

II. May 16, 2011 Meeting Minutes

MOTION was made by Joy Hostage to accept the minutes, SECONDED by Judy Knott
The minutes were approved as read.

III. Treasurer's Report

Ramona Burkey reported:

- The account balance as of 6/20/2011 is \$861.75.

IV. Reports of Committees

1. School-Library Partnership

Carol DiPietro relayed the following report from Sue Hartley:

- Chapman 2nd graders visited on June 6th and saw new t-shirt; Chapman 1st graders visited on June 7th and got library cards.
- Thursday mornings in June and first week in July – Edward Leonard will present “Fun with Drumming”.
- Summer Reading Program on-line registration starts June 27th.
- Two June programs (Pumpnickel Puppets on 6/27 and Critter Caravan on 6/29) are full.
- National Marionette Theater will present “Hansel and Gretel” on 8/8.
- Adult Summer Reading program is continuing, with Chamber of Commerce gift certificates prizes funded by the Friends.
- Distributed flyer with summer programs.

2. Funding Resources
No report.

3. Marketing Plan: Mrs. Burkey distributed the revised the Marketing Plan with some minor edits. The final plan has been given to the Town Manager. The document is on file in the Library and will be used as a reference by Library staff.

Board members made several suggestions on how to work closer with the district to complement the school curriculum, including: library staff member attend teacher professional dev.; library offer professional dev. for teachers; host a teacher reception at library; host a PTA/PTOs reception; join summer reading list planning committee.

V. **Communications**

Mrs. DiPietro received numerous e-mails about the American Library Association (ALA) annual conference will be held in New Orleans June 23-28 (Mrs. Burkey to attend). The Public Library Association (PLA) annual conference will be held in Philadelphia March 13-17, 2012 (more staff will be able to attend). The Friends fund out of state conference attendance. Mrs. DiPietro also received the American Libraries magazine, the ALA magazine, information from ACLB (Assoc. of CT Library Boards), the Cheshire Public Library e-mails, and also a call from Luther Turmelle (New Haven Register) asking why the library would be closed (CL&P electrical upgrades).

Mrs. DiPietro asked Mrs. Knott to send thank you notes to the Suburban Garden Club and the Cheshire Garden Club, who provide floral arrangements for the library (on alternating months). Mrs. DiPietro distributed a flyer from the Friends of Boulder Knoll, about an upcoming fundraising event “Delightful Day on the Farm” at Boulder Knoll Community Farm on July 10, 2011 from 12noon-3pm. Cost is \$30 for adults, \$5 for children. www.friendsofboulderknoll.com/dayonthefarm.

Library News from Woodbury – They commissioned a report evaluating their current facility. The report recommended they build a new library, single level, double their current size.

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

- Attended the Friends election of officers and thanked them for their support.
- New Haven Register article: The Yalesville Library branch may be closing. Their library is not up to code and circulation is down.

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

See attached report.

Technology: Our updated website will debut within the next few weeks.

Programs and Services: May circulation was down 1% over that of May 2010, and our total circulation is down 1.5% fiscal year to date. Circulation of children's materials was up 7%, downloadable books and audiobooks up 24%, and Blu-Ray DVDs up 209%. Well attended recent author visits include: "What's Cooking in New England" with chef Diane Gardner and "What the Bleep Can I Eat?" with naturopathic Doctor Debra Anastasio (approximately 30-40 attendees each). Mrs. Burkey credits the increase in program participation to on-line registration and e-notifications about the programs.

Don't miss these upcoming programs:

- "Are You Ready for Your SAT?" - Thursday, June 23.
- The summer reading program begins on Monday, 6/27 with the Pumppernickel Puppets presenting "Peter Rabbit"; also "Critter Caravan" (6/29) and "Fun with Rhythms" (6/30).
- In July, we begin the "Teens Read to Tots" program. Also look for "Mother Goose" storytimes for young children, "Summer Art with Kim," and "Dog Tales."
- For teens, we will offer Anime Club, Anime Club Xtra, many volunteer opportunities, drop-in games, and more.
- Adults can enjoy our Summer Reading Program for Adults (write book reviews and enter to win prizes).
- Please remember to check our website (www.cheshirelibrary.org) for a complete list of dates and times of programs, and to register for programs.

Approximately 30 Library Board members, Friends of the Library, supporters, volunteers, partners, donors and town officials joined us for our Supporter Appreciation Reception on June 6. Mrs. Hostage reported it was a wonderful and effective way to say thank you.

On June 9, we began sending notices of "available reserved books" via email. This will decrease staff workload and is something that patrons have been requesting for years.

The library is closed on 7/4 for Independence Day. Please have a safe and enjoyable holiday.

Personnel: Children's Librarian Megan Hegna will be leaving us in mid-July, as her husband has accepted a job out of state. She will be missed. Staff is having a luncheon for her on 6/22. Her position will be posted soon. The library will be short staffed for summer programs until the position is filled.

Performance evaluations have been completed for the year. These meetings provide a opportunity to give each employee written feedback about their performance.

Custodian Mark Johnson's nephew was killed in Afganistan.

Budget: Mrs. Burkey submitted the 2012 Capital Budget request in early June. It is the same request as last year, in that we are asking for \$130,000 to convert the library to Radio Frequency Identification (RFID), in order to implement self-service checkout and reserves. If we receive the funding this autumn, we will be the third library in our consortium of 26 libraries to convert to RFID. Mrs. Burkey spoke to Public Works about getting a new sign for the front of the library, including the library name and street address.

Buildings and Grounds: CL&P continues to work on upgrading the electrical line on Main Street, with another power outage beginning at 9:00 p.m. on Tuesday, June 21. The work should be completed overnight, however, and may not cause us to open late as was the case on Thursday, June 9, when we were finally able to open at 3:30 p.m. We hope the disruption will be kept to a minimum. Mrs. Burkey thanked the Town Hall staff, who allowed her to set up a temporary office in room 210 of Town Hall on the morning of 6/9, so she could use a laptop and other means to keep in communication with her staff and CL&P staff regarding the electrical upgrade and an anticipated opening time for the library that day.

Planning continues for the reconfiguration/RFID project. Meeting scheduled with the architect on June 21. We anticipate having final plans to submit to the State Library in the next few weeks. Final plans must be approved by the CT State Library to ensure the revised plans are in accordance with the original proposal. Once approved, we can meet to obtain grant contracts from the State. After these contracts are obtained, the Library can hire contractors, purchase equipment, etc.

Policies and Planning: The Marketing Plan is now complete and ready for acceptance by the Library Board, and for implementation.

Other/Meetings: Attended webinars entitled 1) "Doing More With Less" (about implementing RFID), 2) "Transforming Our Image;" 3) "Planning Teen Spaces" and one on Social Media Policy; Cheshire YMCA strategic planning meeting; LCI meetings -- personnel committee, budget review, and Member Council Annual meeting; meeting with architect Peter Wells; the Supporter Appreciation Reception; a monthly Library Managers meeting; and various town and staff meetings.

Mrs. Burkey will be at the American Library Association's annual conference from June 24-28. Many thanks are due the Friends of the Library for sponsoring this professional development opportunity. In her absence, Deputy Director Deborah Rutter will oversee operations of the library.

Carol O'Donnell from the Connecticut Community Foundation will be interviewing Library Directors this summer for possible funding opportunities. Mrs. Burkey will research alternatives to a magnifier/reader printer at the ALA conference.

VIII. Unfinished Business

Mrs. Hostage reported that she had her Home Energy Audit and was very pleased with the results. She highly recommends the program, which also benefits the Friends of the Library.

IX. New Business

Mrs. Hostage: Since we are observing the 100th anniversary of the Civil War, she shared a photo of her grandmother's father, who died in 1863. He served in the medical corps.

Mrs. Nankin reminded everyone that the Cheshire Food Pantry is desperately in need of certain non-perishable items, including juice boxes, apple sauce, ketchup, mustard, mayo, pudding, sugar, canned meats (chicken, turkey, ham), cleaning products, personal hygiene products, paper products, Small sizes are needed (vs. large box store sizes).

Board members discussed asking patrons to donate a non-perishable item to upcoming programs and publicizing the need on the website and through e-mails and newsletters. Mrs. Burkey will discuss this idea with the Friends. An idea to accept non-perishable food donations in lieu of fines ("fine free week") was brought up; this idea would need to be discussed with the Town Council.

Mrs. Knott's daughter and grandchildren visited for a week. They love visiting this library.

Mrs. DiPietro reported that her neighbor's grandchildren from NY also enjoy visiting the library. She also wished everyone a good summer.

Mrs. Burkey invited board members to get a Summer Reading Program t-shirt in the Children's room.

X. Adjournment

MOTION to adjourn was made by Joy Hostage and SECONDED by Kathy Nankin. The meeting was adjourned at 8:12p.m.

The next regular meeting of the Cheshire Public Library Advisory Board will be held on Monday, September 19, 2011, 7:00 p.m., in the Evelyn Moss Room of the Cheshire Public Library.

Respectfully submitted,

Kathy Kirby,
Recording Secretary