



Cheshire Public Library Advisory Board

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

Regular Meeting Minutes

Date: September 19, 2011

I. Call to Order

The regular meeting of the Cheshire Public Library Advisory Board was called to order by Carol DiPietro at 7:06p.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
Dalena DeSena
Ramona Burkey, Library Director

Members (absent):

Judy Knott, Corresponding Secretary
Kathy Nankin, Treasurer
Marilyn Bartoli
Joy Hostage
Andy Falvey, Town Council Liaison

II. June 20, 2011 Meeting Minutes

The minutes were reviewed by attendees. No vote could be taken due to lack of a quorum.

III. Treasurer's Report

Mrs. Burkey reported:

- The account balance is \$ 1750.00.

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IV. Reports of Committees1. School-Library Partnership

Carol DiPietro relayed the following report from Sue Hartley:

- Summer Reading Club registration was held on-line this year. 344 children registered in grades preschool- grade 2. 444 children registered in grades 3 and up. Over 300 children completed the Reading Club.
- Added a Tuesday story time for ages 3 ½ - 5, and Mother Goose for infants to age 30 months.
- Summer programs included “Fun with Rhythms” featuring Edward Leonard (a 4 week drumming circle for children ages 7+.) The Pumpnickel Puppets and the Critter Caravan (live animal show) brought in over 240 patrons at the end of June. This summer we included programs highlighted as educational workshops, including Photography; Energy Fuel Science; Funky Hardware; and Exploring Art from Down Under. Two of our most popular programs were the National Marionette Theater (“Hansel and Gretel”) and Keith Munslow (musician and story teller) who performed at our Reading Club Finale. Over 1000 children and adults enjoyed library programs over the summer.
- This summer was the second year holding an Adult Reading Club, with 42 participants who submitted 205 book reviews. 6 patrons received a contest prize.
- Preschool programs continued to be very popular over the summer. The “Teens and Tots” program in July and August were filled with energetic teens and enthusiastic children. Kirsten Canfield, a recent MLS graduate, helped with this program and many other activities this summer.
- Hosting first graders from Norton School on 9/20, for a tour, stories, and a chance to select books and use their library cards. They always invite children for National Library Card month (September).

2. Funding Resources (Mr. Wilson)

No report.

3. Marketing Plan: (Mr. Wilson)

No report.

V. Communications

Mrs. DiPietro received various e-mails this summer, including the following information:

- an article from ALTAFF (Association of Library Trustees, Advocates, Friends and Foundations) regarding “Crafting Policy without Consent”.
- ALA (American Library Association) – 2012 Annual Conference June 21-26, 2012 in Anaheim CA.
- ALA Midwinter Meeting – January 20-24, 2012 in Dallas TX.
- Mrs. DiPietro also shared the Roselle Public Library District’s “Policy for Patron Behavior” (a 3 page document).
- Mrs. DiPietro enjoyed exploring the library’s new website.

VI. Report of the Chair – Carol DiPietro

- ACLB (Association of Ct. Library Boards) – 2011 Trustee Leadership Conference: Preparing Your Board for the Future – Nov. 10, 2011 at Rensselaer in Hartford.

Mrs. Burkey, Mrs. DiPietro and Mrs. DeSena are interested in attending. The cost is \$40 per members and the Library Board would pay for the conference cost.

- Mrs. DiPietro visited the Boston Public Library, which contained a Civil War exhibit. Mrs. DiPietro noted they had a very busy coffee shop. This library also had donation bins located as patrons exited the building.
- Mrs. DiPietro shared several articles about CT libraries, including:
 - New Haven Register (NHR) 7/15/11: Milford had to close on Saturdays due to funding.
 - NHR 7/8/11: Derby Library was able to save library hours.
 - NHR 8/28/11: New Haven Free Library is 100 years old.
 - NHR 9/19/11: West Haven hired a new Library Director (Kathy Giotsas).
- Mrs. Burley met with Carol O'Donnell (CT Community Foundation), and wrote a letter of inquiry to the Naugatuck Savings Bank Foundation, about a possible \$20,000 grant for the reconfiguration of the Teens/Children's Room.

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

See attached report.

Technology: The new library website debuted in early July. It is much easier to navigate and edit, and features a slideshow on the front page. Mrs. Burkey is a member of the new Town Technology Study Group, which meets to discuss the current state of the town's technology infrastructure and steps to take to improve it in the future.

Programs and Services

Like most other public libraries, our circulation seems to have reached a plateau for the time being. Our fiscal year 2011 circulation was 483,301, down 2% over 2010's total of 483,161 (common with ACL libraries). Our door count was down 0.9%, to 196,342. Usage of our downloadable materials (eBooks, audiobooks, and videos) was up 22%. Mrs. Burkey finished processing the raw data for our statistical profile, which is sent to the CT State Library for the CT Public Library Survey.

Our summer reading program was very successful this year, with 788 children and teens registering online (available for the first time). This year we again offered a summer reading program for adults, which was also well-received. On September 10, several staff members, board members, and Friends joined me at the library's booth at the Fall Festival and Marketplace at Bartlem Park. Special thanks go to the Cheshire Chamber of Commerce for providing the library a space in which to display our wares (including our iPad loaded with downloaded eBooks and internet capability).

Upcoming programs (see www.cheshirelibrary.org for more info): "Are You Ready for Your SAT?" by Ellis Ratner 9/19; Book Talk and Signing: Susan Olesen, CPL staffer and author of the science fiction novel *Best Intentions*: Thursday, 9/22 at 7:00 p.m.; "Banned Books Week: Effecting Social Change," with Craig Hotchkiss from the Mark Twain House & Museum and Sonya Green from the Harriet Beecher Stowe Center. Tuesday, 9/ 27 at 7:00 p.m.; "Austen Addicts Book and Movie Series: *Pride and Prejudice*." Monday, 10/3 at 7:00 p.m.; "Intro to eBay Selling." Tuesday, 10/4 at 7p.m.;

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"All About Leaves (and the trees that drop them): Preparing Your Yard for Fall and Winter." Wednesday, 10/ 5 at 7:00 p.m.; Cheshire Cats Classics Club: Daphne DuMaurier's *Rebecca*. Wednesday, 10/12 at 7:00 p.m.;

Friends of the Library Semi-Annual Book Sale: October 20-22 in the Mary Baldwin Room. Preview night for current Friends members: Wednesday, October 19. The Friends are now selling the Art Print collection, which has been de-accessioned from our catalog. Most of the prints were in worn-out condition and the collection had not been added to.

The Canton Public Library has emulated our "Teens and Tots" program with great success.

Holiday closing: The library will be closed on Monday, October 10 for Columbus Day.

Personnel: We now have a janitorial service to perform custodial tasks five days a week after hours. We no longer have a custodian to set up for library programs. Nicole Dolat has been hired as our newest Librarian II, in Children's/Teen Services, starting on 10/ 3.

Budget: The Town Council has approved our capital budget request of \$130,000 for RFID conversion. We are currently weeding our collection thoroughly and will begin tagging this autumn (removing books no longer accurate, in poor condition or those "dusty books" that have not been circulated in a long time). Children's books will be given away. Adult books will be donated to Goodwill or the Friends of the Library for their book sale. Last week, the Town Manager and I had the grant paperwork meeting with State Library staffer Tom Newman, who is the new Building Consultant and contact person for our project. We may have our signed grant contract back from the State Library within a couple of weeks, at which point we can begin looking for contractors and working with the architects to prepare bids for the reconfiguration project. We now accept online donations via credit/debit card at www.cheshirelibrary.org.

Buildings and Grounds

The library building weathered Hurricane Irene beautifully, and we opened only 20 minutes late on the morning after the storm. It was very busy at the library that day, what with patrons needing to charge cell phones and other devices, school closings, and residents' lack of electricity. The Public Works Department has solicited updated quotes for the pitched portico in the back of the library over the steps; the work may be done as early as Thanksgiving. I have requested quotes from the janitorial service for carpet cleaning, to be performed this fall. I will be meeting with an Eagle Scout troop leader next week to discuss potential projects to be done at the library, including holiday decorations and exterior signage.

Policies and Planning: Mrs. Burkey raised the need to review some of the Library's policies to look at the challenges staff is facing at the library, including:

- Develop a firmer Unattended Children's policy.
- Tutoring policy at the library. Look at the behavior aspect – are they disruptive to other patrons?
- Loitering at the library (especially teens)

- Think about these areas for future discussion (reconsideration). The Library Board reviewed all the policies back in 2007.

Other/Meetings

I attended the following over the summer: an ICMA performance measures meeting for town department/division heads; several meetings with Peter Wells (architect for the reconfiguration project); the American Library Association annual conference (with funding provided by the Friends of the Library); several monthly meetings with the Town Manager; several town department heads meetings; a retirement reception for Mary Louise Jensen (State Library Building Consultant); several LCI Member Council and Finance Committee meetings; farewell receptions for Patti-Lynn Ryan (outgoing Finance Director) and Doreen Pulisciano (outgoing Senior Center director); a town Executive Safety Committee meeting; a Capital Budget workshop; a meeting with Carol O'Donnell (Associate CEO of the Connecticut Community Foundation); several days of Librarian II interviews; meetings with Public Works and Planning staff about various buildings/grounds/custodial projects; two Town Technology Study Group meetings; several internal staff meetings; the Fall Festival and Marketplace; the town's September 11th commemoration ceremony; and a State Library grant paperwork meeting.

IX. Unfinished Business

None.

X. New Business

Mrs. DiPietro proposed the following Library Advisory Board meeting dates for 2012: Jan. 23, Feb. 27, Mar. 19, Apr. 23, May 21, June 18, July and August if needed, Sept. 24, Oct. 15, Nov. 19, and Dec. 17. The 20121 schedule will be voted on at the next meeting.

Mr. Wilson inquired if any board members terms were expiring soon. Mrs. Burkey responded that Mr. Wilson, Mrs. Hostage, and Mrs. Bartoli's terms expire in January 2012.

X. Adjournment

The meeting was adjourned at 7:55pm.

The next regular meeting of the Cheshire Public Library Advisory Board will be held on Monday, October 17, 2011, 7:00 p.m., in the Evelyn Moss Room of the Cheshire Public Library.

Respectfully submitted,

Kathy Kirby,
Recording Secretary