



Cheshire Public Library Advisory Board

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

Regular Meeting Minutes

Date: October 17, 2011

I. Call to Order

The regular meeting of the Cheshire Public Library Advisory Board was called to order by Carol DiPietro at 7:00p.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
Judy Knott, Corresponding Secretary
Kathy Nankin, Treasurer
Dalena DeSena
Joy Hostage
Ramona Burkey, Library Director
Andy Falvey, Town Council Liaison

Members (absent):

Marilyn Bartoli

II. June 20, 2011 Meeting Minutes

MOTION was made by Kathy Nankin to accept the minutes, SECONDED by Joy Hostage, to accept minutes as amended. Vote was unanimous.

September 19, 2011 Meeting Minutes

MOTION was made by Craig Wilson to accept the minutes, SECONDED by Dalena DeSena, to accept minutes as amended. 4 in favor, 3 abstain.

III. Treasurer's Report

Mrs. Nankin reported:

- The account balance is \$ 1470.00.

IV. Reports of Committees

1. School-Library Partnership

Carol DiPietro relayed the following report from Sue Hartley:

- **Staffing:** The Children's Staff is happy to welcome Nicole to our Library. Kelly and Sue are working with Nicole on programming for the upper elementary and teen groups. Nicole has been shadowing on the Children's Desk and also learning more about Circulation operations from Noureen.
- **Computers:** Mary D. was able to solve the lock down problems with the AWE computers in the Children's Room, so they did not have to be returned to the company for problem resolution. Sue hopes to continue to work with Doug from 5K Technology; she would love to have more computers in the Children's Room.
- **Weeding books:** Cindy continues to weed the easy non-fiction section. Children's non-fiction is weeded. Kirsten (volunteer) and Sue are starting to weed the juvenile fiction section. There were 883 children's books weeded in September. Kirsten has been helpful with the weeding project. Dale Bernadoni, a former elementary principal and friend of Fellis Jordan took all remaining summer t-shirts and about 200 books to send to an orphans' school in Africa.
- **Outreach and Class Visits:** The Nursery School delivery system continues to be very successful. The Stork Club also receives books for their monthly curriculum. Norton 1st graders visited on 9/20 for National Library Card month. They sent a lovely message and notebook of pictures as a thank you.
- **Meetings:** SOAR roundtable - Services for Older Adults.
- **September meeting:** Grandparent Services in the Library. Agencies and materials that will assist grandparents. May include support groups, books, websites, etc.
- **October presentation:** Abby Stokes, author of *Is this thing On? A Computer Handbook for Late Bloomers, Technophobes, and the Kicking and Screaming*. Excellent program. Her compelling points: 1) Only go as fast as the slowest person in the class. 2) Class runs 2 hours; take breaks every 40 minutes. Need correct posture and to move your eyes around. Do exercises for your eyes and hands. 3) Keep humor in your program. 4) Keep a notebook of your computer activities; work on computer in the morning and at the same time each day; work on the computer shorter time periods rather than a long period. 5) Offer refreshments at your program. Abby is currently doing workshops on teaching e-book use to librarians, holding meeting like a petting zoo. She also does webinars. Mrs. Burkey reported the possibility of Abby Stokes doing an adult program for library patrons.

2. Funding Resources (Mr. Wilson)

No report.

3. Marketing Plan: (Mr. Wilson)

The Marketing Plan is complete. There is no need to keep it as a line item.

V. Communications

Mrs. DiPietro also received the following publications:

- American Library Association (ALA) “Building Common Ground”
- Public Library Association (PLA) Conference Information 3/13-17/2012
- Sept/Oct. American Libraries magazine – magazine of the American Library Association.
- The Voice 9/11 publication

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

- ALTAFF (Association of Library Trustees, Advocates, Friends and Foundations):
 - Regarding trustees and town charter changes
 - Young professionals and junior boards (forming a group of 18-30 year olds)
 - E-newsletter
 - Friends group and trustees
 - Probation period
- American Library Direct
 - E-newsletter of the ALA
 - 1802 Heirloom Recipe Contest 10/4-11/1
- E-mails from the Cheshire Public Library announcing programs and News from the Cheshire Public Library.

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

- The Book Sale will be held next Thursday – Saturday, with a special preview night for Friends of the Library. If you are able to help out, they would appreciate your assistance.
- *Cheshire Reads One Book One Town* event will be held on Thursday, November 3, 2011. Carlos Eire, the author of *Learning to Die in Miami – Confessions of a Refugee Boy*, will be presenting at 7pm. Prior to the presentation, there will be an hour-long concert of Cuban music and followed by a reception catered by New Haven restaurant Safra. If you haven’t done so, please sign up.
- Signed a grant proposal to the CT Community Foundation Herbst Fund for a replacement microfilm reader/printer.

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

See attached report.

Technology

Our RFID conversion stations were delivered today (earlier than expected); still waiting for our tags to be shipped. Once the tags arrive and 3M installs our conversion stations, we can begin tagging our collection. We will be hosting an RFID tagging “class” and reception at 6:00 on Monday, November 21 (before the Library Board meeting). Please join us if you plan to become a tagging volunteer.

Programs and Services

September's circulation was 36,549 items. Circulation of downloadable materials was up 45% over September 2010, due largely in part to the fact that our eBooks are now compatible with the Amazon Kindle. Our children's educational programs are very popular and well-attended – we now offer the following: “Mother Goose Time” – birth to 30 months; Family Play Time – ages 1 to 3 years; Friday Fun – ages 2½ to 3½; Story Time – ages 3½ to 5 years.

Thus far, we have 89 participants signed up to attend this year's “Cheshire Reads: One Book, One Town” event on Thursday, November 3. Author and Yale professor Carlos Eire will discuss his newest memoir, *Learning to Die in Miami*. Cuban music, art and food will also be featured that evening. Limit to 140 attendees.

Don't miss these upcoming programs (see www.cheshirelibrary.org for more info):

- Friends of the Library Semi-Annual Book Sale: October 20-22 in the Mary Baldwin Room. Preview Night for members only is Wednesday, October 19. Are you a member?
 - “The College Maze: The Financial Process” – Thursday, October 27 at 7:00 p.m.
 - “Face book Fundamentals” – Tuesday, November 1 at 7:00 p.m.
 - November's “Austen Addicts” title is Sense and Sensibility.
 - “Cholesterol: What it Means and How to Manage It” – Thursday, Nov. 10 at 7:00 p.m.
- Holiday closing: The library will be closed on Friday, November 11 for Veteran's Day. We will be open on Saturday, November 12.

Personnel

Staff member Robin Aitro is being recognized this year for 25 years of service to the Town of Cheshire. Congratulations, Robin!

Budget

The Town Council accepted and appropriated the \$50,000 construction grant from the State Library on October 11. I have mailed the signed grant contract to the State Library and should receive it back within a couple of weeks, after which point we can begin lining up contractors and nailing down the schedule for the reconfiguration.

Buildings and Grounds

A portico will be built over the back steps of the library over the next few weeks. Please be advised that foot traffic from the parking lot may be diverted to the front (Main Street) entrance periodically, for safety reasons.

Other/Meetings

Mrs. Burkey attended the following meetings: a town Executive Safety Committee meeting; a Cheshire Rotary Club dinner meeting; a meeting with an Eagle Scout troop leader; two Town Technology Study Group meetings; a monthly meeting with the Town Manager; a meeting with our 3M RFID representative; an LCI Finance Committee meeting; a statewide eBook Task Force meeting; a monthly Library Managers meeting; and an LCI Patron Interface Task Force meeting;

IX. Unfinished Business

At the September 19, 2011 meeting, 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.

MOTION was made by Craig Wilson to accept the 2012 meeting dates, SECONDED by Judy Knott. Vote was unanimous.

Mrs. Hostage asked about the upcoming holidays and decorating the library. She had contact with Jo-Ann Vitarelli of the Suburban Garden Club. Mrs. Hostage suggested that Mrs. Burkey make a formal written request for their help with the holiday decorations.

Mrs. Burkey met with Mark Dickinson, Troop Leader of Boy Scout Troop 1, about the possibility of his troop doing an exterior sign. They also discussed possible community service activities for the troop, such as RFID tagging.

X. New Business

Mrs. Burkey mentioned the need to form a committee to review the Library's Strategic Plan. This committee will be added to the agenda of first meeting in 2012.

Mrs. Hostage asked the Town Council Liaison (Andy Falvey) for an update.

Mr. Falvey reported:

- Town Council approved the RFID grant.
- Portico is going to be built over the back stairs.
- They have been going through the Capital Budget process.
- All members of Town Council are running for re-election. Mr. Falvey encouraged people to go out and vote on Nov. 8th. There will be two referendum items on the ballot this year: 1) Paving Roads – on-going item. 2) Wastewater Treatment Plant Upgrade – 4 year project costing up to \$30 million. Plant must be updated to meet state-mandated items and follow state and federal laws. The Town Council is trying to receive a portion of the cost from the state due to the presence of the prisons in our town.
- The League of Women's Voters are hosting a Town Council Candidates Forum on Wed., 10/19/11 at 6pm at Town Hall.
- There are no pressing issues regarding the town's operations at this time.
- Budget season starts after the election. Town departments are working on their budgets. Concerned that this will be a very difficult budget year.

Mrs. Hostage shared:

- The Connecticut State Library Board has a new chair – John Barry from Southington.
- An article in The New York Times, Sunday, July 31, 2011 about libraries being tourist spots now: "European Sanctuaries, Not Just for Scholars."

X. **Adjournment**

MOTION was made by Craig Wilson to adjourn the meeting. SECONDED by Joy Hostage. Vote was unanimous. The meeting was adjourned at 7:40pm.

The next regular meeting of the Cheshire Public Library Advisory Board will be held on Monday, November 21, 2011, 7:00 p.m., in the Evelyn Moss Room of the Cheshire Public Library.

Respectfully submitted,

Kathy Kirby,
Recording Secretary