



Cheshire Public Library Advisory Board

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

Regular Meeting Minutes

Date: February 27, 2012

I. Call to Order

The regular meeting of the Cheshire Public Library Advisory Board was called to order by Kathy Nankin at 7:02 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 or excused):

Judy Knott, Corresponding Secretary
Kathy Nankin, Treasurer
Dalena DeSena
Ramona Burkey, Library Director

Members Absent:

Carol DiPietro, Chair
Craig Wilson, Vice Chair
Marilyn Bartoli
Joy Hostage
Andy Falvey, Town Council Liaison

II. January 23, 2012 Meeting Minutes

No action was taken on the minutes due to the lack of a quorum.

III. Treasurer's Report

Mrs. Nankin reported the account balance of \$1118.50.

IV. Reports of Committees

1. School-Library Partnership

Mrs. Burkey reported the Library was very busy during February school vacation week. Mrs. Knott complimented the Cheshire Herald article about the February break programs available at the Library.

2. Funding Resources

No report.

3. Strategic Plan:

Mrs. Burkey reported that the Library Board's Strategic Planning board member volunteers met today at 6:30pm to finalize the list of committee members. They also discussed having on-line surveys to gather information. The following committee meetings have been tentatively scheduled: Monday, 3/19 and Monday, 4/23 from 6:00-7:00pm.

V. Communications

None.

VI. Report of the Chair

Mrs. Nankin had nothing to report.

VII. Report of the Library Director – Ramona Burkey

See attached report.

Technology

More than 82,000 items have been RFID-tagged, or 65% of our collection. Boy Scout Troop 1 members worked at the library all day on Saturday, February 25, and will be here all day on Saturday, March 3. They are RFID-tagging, shifting books, and dusting shelves, and their efforts are very much appreciated as we prepare for big changes. The town will have fiber optic network cable installed at the library within the next few months, which will allow us to connect more quickly to the servers at Town Hall.

Programs and Services

January's circulation was 35,064 items, of which 662 (or 1.9%) were downloaded materials. A few months ago, our average downloadable circulation was only about 1% of our circulation, so that media type is definitely growing in popularity.

From November 2011, when we began our subscription, through January 2012, our Consumer Reports database had 247 logins, with a total of 3,008 page views. It is proving to be a very popular purchase, worth untold amounts to our patrons.

February programs were very well-attended. There were nearly 170 people at the magic show on 2/22. We also had a full house (and had to open the moveable wall in the Mary Baldwin Room) for the "Something Extra" performance on Sunday, February 12.

Upcoming Programs (see www.cheshirelibrary.org for more info and to register):

- Movie Matinees: Tuesdays 1:00 p.m. – 3/6; 3/13; and 3/20. Old Oscar winners/nominees.
- Paranormal Book Club: Monday, 3/5 at 7:00 p.m. – Seth Grahame-Smith's *Abraham Lincoln, Vampire Hunter*. The Library also offers a Mystery Book Club and a Classics Book Club.
- Homeowner Organic Lawn Care – Tuesday, 3/13 at 7:00 p.m.

Personnel

Thanks to the generosity of the Friends of the Library, several staff members will be attending the Public Library Association conference in Philadelphia, and the Computers in Libraries conference in Washington, D.C., both in the month of March.

Budget

The library's budget workshop with the Town Council Budget Committee is on Thursday, March 15 at 6:30 p.m. in Room 207-209 of Town Hall. I encourage you all to attend.

Buildings and Grounds

The bid opening for the reconfiguration of the first floor of the library is on March 29. We hope that construction will begin in April, and conclude by the beginning of summer vacation (our busiest time of year). The portico is 99.9% complete – the pillars just have to be painted to match the trim. It has already made a huge difference, with our 2 storms, not to have to worry about the back steps being shoveled/salted/sanded. I have asked Public Works to patch and paint the front and back steps and concrete work, signposts, etc. after the reconfiguration project is complete.

Policies and Planning

Strategic Planning community stakeholder meetings are tentatively scheduled for Monday 3/19 and 4/23 from 6:00-7:00 p.m.

Meetings

I attended the following meetings: Town Manager monthly meeting; a business writing workshop; several library managers' meetings; several union/management meetings; a town department heads' meeting; a meeting with the architect for the reconfiguration project; an LCI Member Council meeting; a budget review meeting with the Town Manager; several meetings with the Eagle Scout candidate who is coordinating Troop 1's RFID work; an informational visit from Welles-Turner Memorial Library (Glastonbury) staff regarding RFID; a statewide eBook Task Force meeting; a webinar on "Building a

Library Aware Community;" a meeting with another Eagle Scout candidate; and a full library staff meeting.

Other

Mrs. Burkey spoke with Chair Carol DiPietro by phone, who asked that the Board put together a slate of offices to present at the March Board meeting and be voted on at the April Board meeting. Mrs. Nankin offered to handle this; she will e-mail Mrs. DiPietro.

As requested at the last meeting, Mrs. Burkey distributed a summary of her budget request and reviewed that summary; with the addition of the RFID, this is a maintenance budget. Mrs. Burkey also distributed copies of the work steps required to process a book with RFID tags (requested by Town Manager Michael Milone).

The Meriden Probate Court has notified Mrs. Burkey that the Cheshire Public Library was remembered in a will.

In response to Mrs. Knott's question asked about the budget meeting with the Town Council, Mrs. Burkey reviewed the process.

IX. Unfinished Business

X. New Business

XI. Adjournment

A motion to adjourn could not be made. The Library Advisory Board meeting ended at 7:36pm.

The next regular meeting of the Cheshire Public Library Advisory Board will be held on Monday, March 19, 2012, 7:00 p.m., in the Evelyn Moss Room of the Cheshire Public Library.

Respectfully submitted,

Kathy Kirby,
Recording Secretary