



Cheshire Public Library Advisory Board

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

Regular Meeting Minutes

Date: January 23, 2012

I. Call to Order

The regular meeting of the Cheshire Public Library Advisory Board was called to order by Craig Wilson 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):

Craig Wilson, Vice Chair
Judy Knott, Corresponding Secretary
Kathy Nankin, Treasurer
Dalena DeSena
Joy Hostage
Ramona Burkey, Library Director

Members Absent:

Carol DiPietro, Chair
Marilyn Bartoli
Andy Falvey, Town Council Liaison

II. December 19, 2011 Meeting Minutes

MOTION was made by Joy Hostage_ to accept the minutes, SECONDED by Judy Knott. The minutes were unanimously approved, with Mrs. Nankin abstaining.

III. Treasurer's Report

Kathy Nankin reported:

- That the Library Board account balance is \$1302.50.

IV. **Reports of Committees**

1. School-Library Partnership

- Two first grade classes from Doolittle School came to the library on Dec. 1st and 20th for a tour, stories and their new library cards.
- The Future Educators of America (FEA) from Dodd Middle School did a holiday program for children ages 3 and up. These students do a wonderful; presentation including stories, a craft, and refreshments.
- Nicole Dolat, our “tween” librarian, just started a very popular science workshop twice a month called “*Gizmos, Gadgets and Goo*”. The response has been excellent.
- Our December programs were very popular. These programs included Ed Popielarczyk with a magic show and magic workshop, Edward Leonard with Family Drum Time, and Eric Nelson with a survival workshop.
- We are looking forward to the first Connecticut Annual “*Take your Child to the Library*” on Saturday, Feb. 4th. We will host a valentine craft workshop from 10:30-11:30am.
- Young adult activities continue to be very popular with the Anime Club, Game afternoons, and the teen book board.

2. Funding Resources (Mr. Wilson)

No report.

3. Strategic Plan:

Will discuss under New Business.

V. **Communications**

None to report.

VI. **Report of the Chair** – Vice Chair Craig Wilson

Nothing to report.

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

See attached report.

Technology

Nearly 50,000 items have been RFID-tagged, or 40% of our collection. We are very proud of and thankful for our volunteers and staff, who have spent untold hours tagging books

and materials. We look forward to having a local Eagle Scout candidate and several Boy Scout Troop 1 members helping us to tag and interfile children's books in February.

Programs and Services

December's circulation was 33,698 items. Of particular note was a 113% increase in loans of downloadable materials over December 2010 – probably due to eBook readers given as holiday gifts! Cheshire is fairly consistently the third-or fourth-highest lender of downloadable materials in our consortium. Mrs. Burkey hopes in next year's budget to allot more funds toward downloadable materials.

The following circulation changes have occurred: 1) Infants and toddlers can now receive a library card if their parents request one for them. 2) DVDs can now be renewed one time (either on-line or in person). Mrs. Burkey also shared the new Library logo and the new library cards with key tags.

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

- Movie Matinee: Tuesday 1/24 at 1:00 – “McLintock!”
- Author Talk: Thursday, 1/26 at 7:00 --Steve Liskow, The Whammer Jammers
- Mystery Book Club: Tuesday, 1/31 at 7:00 – Dashiell Hammett's The Maltese Falcon, and Tuesday, February 21 at 7:00 – Jo Nesbo's The Snowman
- “Take Your Child to the Library” Day: Saturday, 2/4
- Paranormal Book Club: Mon., 2/6 at 7:00 – Annette Curtis Klause's Blood and Chocolate
- School Vacation Week Programs: 2/20-2/24
- Ice Dam Workshop: Wed., 2/22 at 7:00 – presented by the Neighbor to Neighbor Energy Challenge

Please note: The library is OPEN on Monday, 2/20 (Presidents Day).

Personnel

Budget

Mrs. Burkey delivered her budget request for Fiscal Year 2012-2013 to the Town Manager and presented it to the Library Board tonight. She has requested a substantial increase (\$15,000) in the book budget, which includes any items we circulate. There is a decrease in the salary account (2011 had one additional payroll period) and an increase in non-salary accounts. The rentals account will increase with the cost of 3 coin machine located next to the 3 RFID machines. Mrs. Burkey expects a long period of RFID training for library patrons; then staff can be re-deployed, allowing for better use of their qualifications. There is the expected increase in equipment for the maintenance of RFID equipment. Book wholesalers will be pre-processing our books with RFID tags, so they will be nearly shelf ready when they are received. Mrs. Burkey expects the patrons to enjoy the new RFID system, allowing for more efficiency and privacy for patrons.

The Library Board budget will remain the same as last year. Mrs. Burkey has not received the date of her budget meeting with the Town Council yet. Mr. Wilson asked Mrs. Burkey to provide Library Board members with a list of increases and decreases in the budget. Mrs. Burkey will e-mail that information. Mrs. Hostage suggested emphasizing how much fines/fees come into the Town's General Fund from the Library. Mrs. Burkey mentioned that there is interest in Town departments accepting credit/debit cards.

Mrs. Burkey announced that the Naugatuck Savings Bank Foundation has awarded \$5,000 to the library, to be used towards computers in our new Teen Reading Room.

Buildings and Grounds

The sprinkler plumbing on the portico has been installed; now the electrical work and sprinkler head installation has to be finished before the ceiling can be put back together. We are nearly ready to go out to bid for the reconfiguration project. The architect will meet with library and town staff (including the Building Official and the Fire Marshal) on 1/31 to finalize schematic drawings before going out to bid. The library closed at 1:30 p.m. on Saturday 1/21 due to inclement weather, per the Town Manager.

Mrs. Burkey has made a request to Public Works for one additional day of cleaning for the library (a 6th day of cleaning) in the next fiscal year.

Policies and Planning

Mrs. Burkey distributed copies of the current Strategic Plan and Marketing Plan status reports at tonight's meeting.

Other/Meetings

Mrs. Burkey attended the following meetings: a town Information Technology Study Group meeting; a monthly meeting with the Town Manager; several meetings with the architect for the reconfiguration project; two town department heads meeting; two meetings with an Eagle Scout candidate; several personnel-related meetings; a library department heads meeting; a town Executive Safety Committee meeting; a budget meeting with Finance staff; a meeting with the director of Artsplace; and a Children's Department meeting.

Questions

Mrs. Knott asked about an American Library Director's e-mail Mrs. Burkey forwarded to the Board entitled "Threats to Digital Lending". Mrs. Burkey discussed the evolving market of downloadable books – the expense of "buying" downloadable materials; libraries purchase a license for downloadable materials rather than own; publishing houses dealing with Overdrive (vendor for downloadable books); publishing companies not allowing downloads of their books to libraries; etc. How do we provide better access to downloadable materials for our patrons?

IX. Unfinished Business

None.

X. New Business

Mrs. Burkey would like to initiate the Strategic Planning Process by gathering a group of Library Board members, Friends members, staff and community members to review the library's current Strategic Plan and asked if you would like to join their Strategic Planning Committee, please let her know. The first meeting will be at 6pm on Monday, February 27, 2012 (before the next Library Board meeting). Mrs. Burkey will send information to those interested parties.

Mr. Wilson suggested the first meeting be an organizational meeting, discussing the committee's focus and the process the committee will be using. Mrs. Burkey said the process will look at current resources; identify/target what the users want; and list the library's priorities, to provide a sense of focus for the library.

Mr. Wilson asked the term status of board members. Mr. Wilson was reappointed to the board and was sworn in this afternoon. Mrs. Hostage, whose term ends January 31, 2012, would like to be reappointed to the board and will need to be sworn in. Mrs. Bartoli is not expected to return to serve on the board due to health reasons. Library Board terms are 4 years; these positions are political appointments.

X. Adjournment

MOTION to adjourn was made by Kathy Nankin and SECONDED by Joy Hostage. The meeting was adjourned at 7:55p.m.

The next regular meeting of the Cheshire Public Library Advisory Board will be held on Monday, February 27, 2012, 7:00 p.m., in the Evelyn Moss Room of the Cheshire Public Library.

Respectfully submitted,

Kathy Kirby,
Recording Secretary