



Cheshire Public Library Advisory Board

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

Regular Meeting Minutes

Date: March 19, 2012

I. Call to Order

The regular meeting of the Cheshire Public Library Advisory Board was called to order by Craig Wilson at 7:00 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. January 23, 2012 Meeting Minutes

MOTION was made by Kathy Nankin to accept the minutes, SECONDED by Judy Knott. The minutes were unanimously approved with a voice vote.

February 27, 2012 Meeting Minutes

Corrections: Typo on Page 4 - Other: should read “officers” instead of offices.

MOTION was made by Kathy Nankin to accept the minutes, SECONDED by Judy Knott. The minutes were unanimously approved as corrected with a voice vote.

III. **Treasurer's Report**

Kathy Nankin reported the account balance to be \$1059.75.

IV. **Reports of Committees**

1. School-Library Partnership

Judy Knott read the following report from Sue Hartley:

- Sue brought copies of the Friends' Information and Application brochure, and Cheshire Library brochures, to the Cheshire Chamber of Commerce for inclusion in welcome packets for Alliant Insurance, who is bringing 50 new families to Cheshire. Chamber President provided space in the display panel at Chamber. Sue filled spots with Friends brochures and Iconn information brochures. Sheldon also provided a lawn sign about the Home and Garden Expo for display in front of the Library.
- March 13 & 20: Stork Club visits to Library for stories and tour.
- Nursery schools and day cares are pleased with book deliveries. Sue is now including a teacher's calendar (highlighting historical people and events, and author birthdays) and related books in each book packet.
- The Children's department has been actively discarding materials. Old easy reader's were donated to the Yellow House program where older students mentor 1st graders with their reading skills. Paperback Nutmeg books were donated to Friend's book sale.
- Staff and volunteers helped complete the tagging of the children's books. Also have volunteers to help shift many of the books in the Children's section. Looking forward to new teen space and reconstruction of children's area.
- April children's programs: 4/16-Eric Nelson workshop on Rocks and Minerals. 4/17-Lynn Lewis (musician and singer) will be here with Elmo. 4/19-Edward Leonard with Family Drum Time. Tween programs: Nicole Dogat is attracting a lot of tweens with her "Gizmos, Gadgets and Goo" program, which will continue through the summer. Teen programs: Kelley Gile has a regular group for her Anime Club and Teen Games on Fridays.
- Meetings: 4/11-Every Child Learns to Read meeting in S. Windsor. 4/17-Sue and Louise LeClaire will meet with Deb Burns (Cheshire Public Schools Curriculum Coordinator) to learn more about leveled reading. The Library plans to adapt the labeling of our easy readers and preschool books more similar to elementary school collections.

2. Funding Resources (Mr. Wilson)

No report.

3. Strategic Plan (Mrs. Burkey)

- 26 community members (representing a wide array of people in the community) are serving on the Strategic Planning committee. Ms. Burkey electronically sent the first survey to those members. Received 8 responses. Shared those results with the Board.
- Mrs. Knott asked how previous strategic plans were done. Mrs. Burkey responded that in 2005, the first strategic plan was developed with community members and an outside facilitator. The current 3 year plan was developed by the Library Board. Because the “landscape” of library services has changed so much, the Library wanted community input for this plan.
- Mrs. Hostage reported that the CT State Library has a committee to work on the issue of cost of e-books for libraries. Mrs. Burkey is on that committee. They are having the CEO from Overdrive report on this issue.

V. Communications

None.

VI. Report of the Vice-Chair – Craig Wilson

Was asked to serve as Vice Chair and humbly accepted. Mrs. Hostage reported that she was sworn in today. Mrs. Nankin reported that nominating committee has selected a replacement for Mrs. Bartoli. Selection must go before Town Council for approval.

VII. Report of the Library Director – Ramona Burkey

See attached report.

Technology

Our collection is nearly 100% RFID-tagged. We will return the mobile conversion stations to 3M at the end of March. We tagged our entire collection in just over three months; this process has taken other libraries more than a year. Kudos to our dedicated staff and volunteers! As his Eagle Scout project, J. T. DeGennaro led a group of Boy Scouts to tag about 12,000 items (10% of collection).

We now offer text-message notification of available reserves, "almost-due" items, and overdue items. Stop by the checkout desk to sign up.

Programs and Services

February's circulation was 37,305 items, of which 597 (or 1.6%) were downloaded materials.

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

- Cheshire Cats Classics Book Club: Wednesday 3/21 at 7:00 p.m. - Little Women, by Louisa May Alcott. Wednesday, 4/11 at 7:00 p.m. - Uncle Tom's Cabin, by Harriet Beecher Stowe.
- "Who Says It's Just a Man's World? Women in Classical Music": Thursday, March 22 at 7:00 p.m.
- Sunday Showcase: "Travelin' Through the Blues," with Mark Naftalin and Mike Michaels on Sunday, March 25 at 4:00 p.m.
- Murder by the Book (Mystery Book Club): The Last Child, by John Hart: Tuesday, March 27 at 7:00 p.m.
- Author Talk: Colleen Plimpton, author of Mentors in the Garden of Life: Thursday, March 29 at 7:00 p.m.
- Book Club: World War Z by Max Brooks: Mon., April 2 at 7:00 p.m.
- eReader Help Desk (NEW!): Tues., April 3 at 2 p.m. and Thurs., April 5 at 6 p.m.
- "Cemeteries and the Gravestones Within": Tuesday, April 3 at 7:00 p.m.
- Cheshire Chamber of Commerce Home, Garden and Business Expo: Saturday, April 14 at Cheshire High School from 9 a.m.-2 p.m.—Mrs. Burkey invites any Board members to join her and Sue Hartley at the Expo.
- Technology Petting Zoo: Thurs., April 12 at 7 p.m. and Tues., April 17 at 7 p.m.
- "Where to Hike in Cheshire": Wednesday, April 18 at 7:00 p.m.

Ongoing children's and teen programs: Mother Goose Time (birth to 30 months); Preschool Storytimes; Family Time; Friday Fun; Art with Kim; Saturday Drop-In Crafts; Afterschool Storytime; Mad Scientists Club ("Gizmos, Gadgets and Goo"); Teen Games; Anime Club (and Anime Club Xtra); Teen Book Board.

The library will be **CLOSED** on Friday, April 6 for the Good Friday holiday.

Personnel

Mary Dattilo, Technology Support Librarian, and Mrs. Burkey will be away at the Computers in Libraries conference in Washington, D.C. for the remainder of this week, thanks to the generosity of the Friends of the Library. Are you a member?

We have begun negotiating a successor bargaining unit agreement.

Congratulations and welcome to our new Library Clerk is Kate Altobello, who was promoted from Library Page.

Budget

Our budget hearing on March 15 went well --many thanks to Dalena DeSena and Judy Knott for turning out to support the library. Mrs. Burkey has not heard any updates on the status of the municipal budget, as workshops for other departments are still progressing.

Buildings and Grounds

The bid opening for the reconfiguration of the 1st floor of the library is on March 29. Any upgrades are dependent on how the bids come in. Their aim is for a construction window beginning as early as May 22 and lasting a few weeks. The Library will probably need to

close for 2-3 days while the stacks in the lobby are moved. Mr. Wilson recommended “over-communicating” the closing dates as soon as possible.

Policies and Planning

Eight people have completed the first electronic survey as part of our strategic plan renewal process. On April 23 at 6:00, the library board's Strategic Planning Committee will meet to discuss the survey results to date, and plan the next steps in the process.

Other/Meetings

Mrs. Burkey attended a monthly meeting with Town Manager; a Library Managers meeting; a meeting with staff from Apex Technology Group to discuss future library I.T. projects; a Town Dept. Heads meeting; a Library Connection, Inc. Finance Committee meeting; Library Clerk interviews; a Public Works informational meeting; an OverDrive (downloadable library materials) web meeting; a meeting with the Personnel Director regarding contract issues; a meeting with library union reps; a Chamber of Commerce St. Patrick's Day luncheon; a meeting with the library moving company to go over the furniture plan for the reconfiguration; a budget workshop with the Town Council; a meeting with the Town's labor lawyer; and a union contract negotiations meeting.

The Library staff is making a Library Cookbook as a fundraiser to purchase new staff furniture. Each Library Board member is invited to submit up to 4 recipes for inclusion in the cookbook.

IX. Unfinished Business

The Board Nominating committee (Mrs. Nankin and Mrs. Hostage) put forth the following slate of officers for the Library Board:

Chair: Carol DiPietro
Vice Chair: Craig Wilson
Corresponding Secretary: Judy Knott
Treasurer: Kathy Nankin

Mr. Wilson asked if there were any other names to be considered for the slate. No other names were offered.

MOTION to accept the slate as proposed was made by Dalena DeSena and SECONDED by Joy Hostage. Unanimous.

X. New Business

Mr. Wilson was made aware of complaints about cell phone usage in the library reported in the Cheshire Herald. Mrs. Burkey explained the staff handles cell phone calls the same as any other disruptive behavior, per policy in the Code of Conduct.

XI. Adjournment

MOTION to adjourn was made by Joy Hostage and SECONDED by Kathy Nankin. The meeting was adjourned at 7:34 p.m.

The next regular meeting of the Cheshire Public Library Advisory Board will be held on Monday, April 23, 2012, 7:00 p.m., in the Evelyn Moss Room of the Cheshire Public Library.

Respectfully submitted,

Kathy Kirby,
Recording Secretary