



## **Cheshire Public Library Advisory Board**

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

### Regular Meeting Minutes

Date: April 23, 2012

#### **I. Call to Order**

The regular meeting of the Cheshire Public Library Advisory Board was called to order by Carol DiPietro at 7:03p.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  
Dalena DeSena  
Joy Hostage  
Ramona Burkey, Library Director

##### Members absent:

Kathy Nankin, Treasurer  
Marilyn Bartoli  
Andy Falvey, Town Council Liaison

#### **II. March 19, 2012 Meeting Minutes**

MOTION was made by Craig Wilson to accept the minutes as presented,  
SECONDED by Judy Knott. The minutes were unanimously approved with a voice vote.

#### **III. Treasurer's Report**

Mrs. Burkey reported the account balance to be: \$991.00

#### IV. Reports of Committees

##### 1. School-Library Partnership

Mrs. DiPietro read the following report from Sue Hartley:

- March 11<sup>th</sup>: Volunteered at Art's Day at Cheshire Academy, sponsored by Artsplace. Over 550 attended this exciting program. Mrs. Hartley encouraged people to visit the Library for more art books.
- April 11<sup>th</sup>: Every Child Learns to Read: Sue Hartley and Cynthia Tencza attended an all day workshop in S. Windsor. Theme of program was *STAR POWER (Sing, Talk, and Read Play on and Write for Easier Reading)*. The workshop included many great ideas and suggestions for increasing early literacy skills. In the afternoon, participants practiced presenting a parenting workshop called *Fun with Words*.
- April 12<sup>th</sup>: Sue Hartley, Louise LeClaire and Deborah Rutter met with Cheshire Public Schools Curriculum Coordinator Deb Burns. The library staff saw many examples of leveled reading and brought back catalogues. The Children's department will be ordering specific leveled materials for kindergarteners. The school district has received many requests for these types of materials to be available at the Library. This will aid the Library in aligning with the school curriculum. The Children's department and the Technical Services department will be working throughout the summer to process these materials and determine the best and most accessible area in the Children's room for display.
- April 18<sup>th</sup>: Children's department meeting – the Children's department will be holding weekly meetings to discuss renovations for the Children's area, leveled reading books, and revamping our series of Children's programs.
- April 23<sup>rd</sup>: Leadership Competencies at Gateway College from 1-3pm. Featured speaker will be Mary Wilkins Jordan. This is part of the GSLIS (Graduate School of Library and Information Science) Continuing Education Program.
- School Vacation Programs: All programs were well attended. The Cheshire Herald published an extensive article on Eric Nelson's program about Rocks and Minerals.
- Summer Reading Program: Laurie Lee designed a beautiful t-shirt for our ***Dream Big Summer Reading 2012***. We have a great selection of summer programs. There will be many science programs offered this summer, including Birds of Prey; Go for the Stars-learning more about astronauts; and Gizmos, Gadgets and Goo (with Nicole).

##### 2. Funding Resources (Mr. Wilson)

No report.

3. Marketing Plan: (Mr. Wilson)

No report.

4. Strategic Plan: (Mr. Wilson)

The committee met at 6pm this evening, prior to the Library Advisory Board meeting. The committee discussed the responses received from the community stakeholders, including SWOT (Strengths, Weaknesses, Opportunities, and Threats).

V. **Communications**

Mrs. DiPietro received numerous e-mails from various Library Associations.

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

- Mrs. DiPietro recently returned from Naples, Florida, and shared a spring/summer pamphlet from the Collier County Public Library, offering an extensive selection of programs. Mrs. DiPietro learned that Collier County does have a **Friends of the Library** group, but this group benefits all libraries in the county rather than an individual library. She noted their **Friends** membership rates are higher.
- Shared brochures entitled “*Welcome to the Library*”; “*Are You a Library Card Holder or Friend? BE BOTH!!!; “EBooks”*”.
- Shared a newspaper article entitled “*Libraries cracking down to recoup overdue materials cost.*”
- Shared a newspaper article entitled “*Time to honor the people who make the Libraries Successful.*”

Mrs. Hostage noted the outstanding number of donations/gifts that are given to the Cheshire Public Library.

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

See attached report.

Mrs. Burkey responded to a question from the Board. The state task force on E-books met and viewed a product offered by our wholesaler (Overdrive). All E-book purchasers face the same issue: E-book providers offer files at various costs/periods of usage. The Library purchases a license to use the E-book files; the Library does not own the actual e-book files. When you “purchase” an e-book, you are purchasing one copy of the e-book to be used by one user at a time. The Library cannot provide the desired inventory due to the cost of each e-book. Some patron’s devices are less than user friendly and vary by type. The Library is now offering an **E-reader Help Desk** to help patrons utilize their devices to download e-books from the Library.

Technology

Our first staff self-checkout training session is scheduled for tomorrow, 4/24/12. We would like to deploy one or both of the self-checks to the public as soon as possible after staff are trained; this may occur before the beginning of the reconfiguration/construction project. The town has had optical fiber (faster network cable) installed at the library. It just needs to be terminated (connected to our in-house equipment) and configured. After that, and after Library Connection, Inc. upgrades some network equipment at their central site in Windsor, we should see dramatic improvements in the speed of our network connections. I am still working with the town on approving a merchant vendor for credit/debit card acceptance at the library.

### Programs and Services

March's circulation was 38,608 (8% down, comparable to other libraries), 1.5% of which was downloadable materials. Our "eReader Help Desks" have been very popular and well-received: Staff members sit with patrons one-on-one for up to an hour to help them learn to navigate and use their devices. The staff providing this new service are members of our Social Networking and Media Committee: Louise LeClaire (chair, representing the Technical Services Department); Carrie Crowe (Circulation Dept.); Mary Dattilo (Technology Librarian); Kelley Gile (Children's/Teen Dept.); and Eileen Topitzer (Reference Dept.). Mrs. Burkey is very pleased and proud of the work that this committee has done and continues to do, especially since they are adding these responsibilities to their already busy schedules. This committee also plans to do a blog (by genre) with book recommendations.

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

- "Murder by the Book: Mystery Book Club" will discuss Josephine Tey's *The Daughter of Time* on Tuesday, April 24 at 7:00 p.m., and John le Carre's *Tinker, Tailor, Soldier, Spy* on Tuesday, May 15 at 7:00 p.m.
- "Shade Gardening": Tuesday, April 24 at 7:00 p.m.
- "Container Gardening Indoors and Out": Wednesday, April 25 at 7:00 p.m.
- "Climate Change: Fact or Fiction?": Thursday, April 26 at 7:00 p.m. Explore this complex issue with Lisa Fernandez from the Yale School of Forestry and Environmental Studies.
- Friends of the Library Semi-Annual Booksale: Preview Night is Wednesday, May 2 beginning at 6:30p.m. The sale runs 5/3 – 5/5 in the Mary Baldwin Room.
- "How Can You NOT Laugh at a Time Like This?" Thursday, May 10 at 7:00 p.m. Find out how laughter can help during illness or tough times.
- "1940 Census": Monday, May 14 at 7:00 p.m. Learn how to navigate the newly-released but not-yet indexed 1940 Census data.
- "Intro to eBay Selling": Tuesday, May 15 at 7:00 p.m. Get started selling on eBay.
- "Cheshire Cats Classics Club" will discuss Ernest Hemingway's *The Sun Also Rises* on Wednesday, May 16 at 7:00p.m.
- "Ireland: Enjoy Its Splendor": Thursday, May 17 at 7:00 p.m. Librarian and photographer Jason Neely, whose work has been published in National Geographic, will present a slideshow of Dublin, Cashel and the Aran Islands.

- Sunday Showcase: Alturas Duo will perform on Sunday, May 20 at 4:00 p.m. South American and classical music on viola, charango and guitar. Please note that if construction has begun, the location of the concert may change.
- The Children's room will also hold its regular children's and teen programs.
- The Cheshire Public Library averages 10 programs per week.

### Budget

The Fiscal Year 2012-2013 operating budget as adopted by the Town Council includes an increase in the library's book budget to cover additional media types such as eBooks as well as the cost of pre-processing new items with RFID tags; it also includes an additional five hours per week for our Technology Librarian I, bringing her weekly hours from 20 to 25 as of 7/1/2012. The budget will become official if the townspeople do not petition to take it to referendum by May 11. Mrs. Burkey will check with Public Works about the status of her request for additional cleaning hours.

### Buildings and Grounds

The bid opening for the reconfiguration of the first floor of the library was held on March 29, and the lowest bidder was selected by the town as our contractor (Nosal Builders Inc. of Durham CT). While the bids were within what we expected for a range of prices, we will likely have to take money from reserve and grant accounts to fund items like the replacement of all carpeting on the Main Level, plus some furniture and shelving. The Friends of the Library pledged last week to provide \$10,000 towards the purchase of furniture for the Teen Reading Room. I will need to use some Connecticut grant money for the project, and I have inquired with the Town Manager as to our ability to take a substantial sum out of the Julia Tompkins Fund. I also have preliminary authorization from the Town Manager to send out fundraising emails and letters. (See note about Fundraising discussion below.)

### Policies and Planning

Seventeen people 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 met to discuss the survey results to date, and plan the next steps in the process.

### Other/Meetings

Mrs. Burkey attended the Computers in Libraries annual conference; a monthly meeting with the Town Manager; a library managers meeting; a statewide eBook Task Force meeting; several meetings with the Personnel Director; the bid opening for the reconfiguration project; a Neighbor to Neighbor Energy Challenge coalition partners meeting; a photo shoot for the John Frederick Kensett project at Artsplace; two monthly staff breakfast meetings; a town department heads meeting; a meeting with the architect; a meeting with the library stack movers; a meeting with the furniture vendor; a demonstration of wireless/solar powered security cameras; a town Personnel Committee meeting; a town Budget Committee meeting; a library circulation department meeting; a meeting with an Eagle Scout candidate regarding the possible construction of an exterior sign at the library; individual monthly meetings with each of the library's department heads/managers; a quarterly Library Connection, Inc. Member Council meeting; the annual Chamber of Commerce Home, Garden and Business Expo at Cheshire High

School; a World Book Night meeting; a Friends of the Library monthly meeting; an administrative team meeting; bargaining unit negotiations; and a meeting of the library's Social Networking and Media committee.

Fundraising: Mrs. Burkey discussed how to raise fund to add to the Library Gift Fund. The Library plans to send an e-mail to the Library e-mail list. She is meeting with Town Manager Michael Milone tomorrow to discuss the best process to fundraise for the Library. The Board had a discussion about how to fundraise for the Library and expressed concerns based on past discussions about/precedent on this matter. The Board wanted clarification on what the Library can do, to ensure that any fundraising plan would be legally executed. Mrs. Burkey assured the Board she will practice due diligence when meeting with the Town. Mrs. Burkey will e-mail Board members the results of her meeting with the Town Manager.

Mrs. DiPietro stressed the importance of reaching untapped resources. Mr. Wilson commented that companies often want to donate to groups with a vision the company can support.

#### **VIII. Election of Officers**

The Board Nominating committee member Mrs. Hostage put forth the following slate of officers for the Library Advisory Board:

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

MOTION to accept the slate as proposed was made by Joy Hostage and SECONDED by Dalena DeSena. The slate was unanimously accepted with a voice vote.

Mrs. DiPietro asked if there were any other nominations. No other names were offered.

MOTION to close nominations was made by Craig Wilson and SECONDED by Joy Hostage. The motion was unanimously accepted with a voice vote.

The slate of officers (stated above) is accepted.

#### **IX. Unfinished Business**

Mr. Wilson expressed concern that the Board needs to find out the name of the new Library Advisory Board member appointed by the Town Council. Neither the Chair nor the Vice Chair has been notified of the new member's identity. Mrs. Burkey read the Town Council minutes from their last meeting, identifying Alice Darter as the newly appointed Library Board member; the Board did not know if she was sworn in yet. Mrs. DiPietro will follow up with Ms. Darter.

**X. New Business**

None

**X. Adjournment**

MOTION to adjourn was made by Craig Wilson and SECONDED by Judy Knott. The meeting was adjourned at 8:06p.m.

The next regular meeting of the Cheshire Public Library Advisory Board will be held on Monday, May 21, 2012, 7:00 p.m., in the Evelyn Moss Room of the Cheshire Public Library.

Respectfully submitted,

Kathy Kirby,  
Recording Secretary