



Cheshire Public Library Advisory Board

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

Regular Meeting Minutes

Date: June 18, 2012

I. Call to Order

The regular meeting of the Cheshire Public Library Advisory Board was called to order by Carol DiPietro at 7:05 p.m. in Room 207 of Town Hall.

Pledge of Allegiance

Board members and attendees recited the Pledge of Allegiance.

Roll Call

Members present:

Carol DiPietro, Chair
Craig Wilson, Vice Chair (arrived late)
Judy Knott, Corresponding Secretary
Kathy Nankin, Treasurer
Alice Darter
Dalena DeSena
Joy Hostage
Ramona Burkey, Library Director

Members absent:

Andy Falvey, Town Council Liaison

II. May 21, 2012 Meeting Minutes

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

III. Treasurer's Report

Mrs. Nankin reported the Library Board account balance to be \$721.00.

IV. Reports of Committees

1. School-Library Partnership

Mrs. DiPietro read the following report from Sue Hartley:

- Ms. Hartley thanks the Board for their continued support and interest in Children's Services.
- They have been busy with collection management tasks. They have done a lot of weeding in the Children's and Young Adult (Teen) department. They have also tagged many books for the RFID project. They are currently shifting various sections of the collection.
- They have added Guided Reading books to the easy reader section. These books follow the school curriculum and are especially helpful for the kindergarten population.
- They have many summer programs for children of all ages this summer. A handout was distributed to Board members and attached to the minutes.

2. Funding Resources (Mr. Wilson)

No report.

3. Strategic Plan: (Mr. Wilson)

No report.

V. **Communications**

Mrs. DiPietro received numerous library-related e-mails.

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

Mrs. DiPietro shared two articles from the *Waterbury Republican-American* about the \$1.08 million gift from Lu Burke to the Southbury Public Library. In a 6/10/12 article by Chris Garner entitled "Library supporters seek compromise on gift fund", control of the Library Gift Fund (now over \$1.8 million with this gift) is in question. The Town of Southbury believes that the Library Gift Fund should be managed by the Town's fiscal office, not by the Library Board of Directors. Town auditors said the gift fund should be turned over to the Town per state statute. The Southbury Library Board is worried that Town of Southbury leaders could use the Library Gift Fund to replace tax support for the library. The other article, "Library's defense fund finds itself among Friends," reports that a Library Defense Committee has been formed to raise defense funds to help fight the Town.

Mrs. Burkey stated that if the library is a municipal library, the board is typically municipally appointed. A municipal library board could not hold/control separate funds; those funds would go to the town general fund. In light of these concerns in Southbury,

Mrs. Burkey took the articles and will request for a clear opinion from the Cheshire's Town Attorney.

Mrs. DiPietro expressed her concern how this could impact our Board when/if we start fundraising for the Library. A discussion was held among Board members. Mrs. Nankin offered to research state statutes.

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

See attached report.

Technology

The fiber optic line to the library will be connected on Wednesday 6/20.

Programs and Services

Programs have been very limited due to construction. Summer reading program registration begins on Monday, June 25 (the day we anticipate reopening after construction). We will resume regular library programming on July 5.

The library will be closed on Wednesday, July 4 for Independence Day.

Personnel

All thirty-three (33) employees' 2011-2012 performance evaluations have been completed and sent to Town Hall.

Budget

The Town Council approved an additional \$35,000 capital appropriation for first-floor carpet replacement at their June 12, 2012 meeting.

Buildings and Grounds

Construction should be finished late this week, and we will reopen on Monday, June 25, barring any unforeseen circumstances. We will continue with finishing details throughout the summer. Much furniture is still on order and will also arrive later this summer. Mrs. Burkey shared photos of the construction, and encouraged Board members to visit when the Library re-opens.

Policies and Planning

The Strategic Planning Committee has not met since before the May Library Board meeting, due to construction. The Town Council Chairman has referred the topic of Library Board members' participation in fundraising activities to the Budget Committee. The Town Attorney found no conflicts or prohibitions against fundraising by Library Board members, but he suggests the formation of a Fundraising Committee consisting of Library Board members, Friends, and other interested parties in the future, if fundraising activities (appeals, planned giving, events, and the like) are warranted.

Other/Meetings

I attended many construction meetings; a monthly meeting with the Town Manager; several Library Managers meetings; a bargaining unit negotiations session; two Library Connection, Inc. (LCI) budget meetings; and a meeting with town and library I.T. staff to discuss computer purchases and network configuration.

IX. Unfinished Business

Mrs. DiPietro distributed an updated Board Member listing prepared by the Recording Clerk. A copy of that listing is attached to the minutes.

Mrs. Hostage was approached by a library patron at a Town meeting. He wanted the library to be open on Saturdays during the summer months. A discussion was held by Board members; this issue involves both budgetary and bargaining unit staff scheduling issues.

X. New Business

Mrs. DiPietro distributed a draft of the Library Board meeting dates for 2013: Jan. 28, Feb. 25, Mar. 18, Apr. 22, May 20, June 17, July and August if needed, Sept. 16, Oct. 21, Nov. 18, and Dec. 16. The 2013 schedule will be voted on at the next meeting.

Mrs. Hostage asked if we needed to meet during July or August of this year. Mrs. Burkey responded that the Board is working on the Strategic Plan. Mrs. DiPietro and Mrs. Burkey both felt the Board could communicate and provide feedback electronically over the summer.

Having prepared on mission statements in the past, Mrs. Darter felt it was more effective to meet in person when developing the mission statement. Mrs. DiPietro instructed the Board to look at mission statements which can be shared at the next meeting. Board members discussed that the mission statement needs to be short, clear, concise, succinct, and memorable.

Mrs. DiPietro said she would call a meeting during the summer if needed, and if not, the Strategic Planning committee will meet at 6:00pm prior to the September 24th meeting.

Mrs. DiPietro wished Board members a good, safe and fun summer.

X. Adjournment

MOTION to adjourn was made by Craig Wilson and SECONDED by Kathy Nankin. The meeting was adjourned at 7:35 p.m.

The next regular meeting of the Cheshire Public Library Advisory Board will be held on Monday, September 24, 2012, 7:00 p.m., in the Evelyn Moss Room of the Cheshire Public Library.

Respectfully submitted,

Kathy Kirby,
Recording Secretary