



Cheshire Public Library Advisory Board

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

Regular Meeting Minutes
Date: September 24, 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 the Evelyn Moss Room of the library. Mrs. DiPietro welcomed Board members back after the summer.

Pledge of Allegiance

Board members recited the Pledge of Allegiance.

Roll Call

Members Present:

Carol DiPietro, Chair
Craig Wilson, Vice Chair
Judy Knott, Corresponding Secretary
Alice Darter
Dalena DeSena
Joy Hostage
Ramona Burkey, Library Director

Members absent:

Kathy Nankin, Treasurer
Andy Falvey, Town Council Liaison

II. June 18, 2012 Meeting Minutes

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

III. Treasurer's Report

Mrs. Burkey reported the Library Board account balance to be \$1750.00

IV. Reports of Committees

1. School-Library Partnership

Mrs. DiPietro read the following report from Sue Hartley.

- Thank you to the Children's and Teen Staff for all valiant efforts during reconstruction.
- They had another very successful Summer Reading Program. The few remaining t-shirts were given out at the Fall Festival on 9/8/12.
- All the current Children's series programs are full.

- Upcoming Programs:
 - *PJ Story time*: One Tuesday night monthly at 6:30pm
 - *Dog Tales*: The following Saturdays at 2pm - 10/6/12, 11/10/12, and 12/8/12
 - *Halloween Read-Along* with the Future Educators of America: Wednesday, 10/10/12 from 3:30-4:30pm
 - *Pumpkin Painting Festival with Kim Larkin*: Saturday, 10/13/12 from 10:30-11:30am. Bring your own pumpkin and enjoy other seasonal crafts.
 - *Avengers* movie: Saturday, 10/13/12 at 2:00pm
 - *Halloween Story time and Parade*: Wednesday, 10/17/12 at 3:30pm
 - CT Ghost Hunters present "*Your Paranormal CT*" on Monday, 10/29/12 at 7:00pm
 - Teen programs are starting up again, including Anime Club, Older Anime Club, Teen Games and more.

2. Funding Resources

No report.

3. Strategic Plan:

Mrs. Burkey reported the Strategic Planning committee met just prior to this meeting. They are ready to start working on action steps.

V. **Communications**

Mrs. DiPietro has received emails and mailings from various organizations, including: United for Libraries (formerly names ALTAFF-Association of Library Trustees, Advocates, Friends and Foundations); ALA; ALTA; FFTR; PLA; ACLB Trustee Talk; and Booklistonline (part of ALA).

The ACLB (Association of CT Library Boards), in conjunction with the CT State Library is presenting the 2012 Trustee Leadership Conference: *Preparing your Board for the Future*, on Thursday, October 25th, 2012 at the Gray Conference Center at University of Hartford. The program starts at 9:15am. Cost for ACLB members is \$25. The cost to attend this conference is in the Library Budget. Mrs. DiPietro reported this is usually a very educational conference. Please let Mrs. Burkey know by October 4th if you are interested in attending this event.

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

Mrs. DiPietro shared the following newspaper articles:

- From the *New Haven Register*: In a 9/8/12 article by Bridget Albert entitled "Libraries, businesses team up to offer discounts in Orange," the Case Memorial Library has teamed up with 35 businesses for customers who show their library cards to receive discounts In celebration of National Library Card sign up month. More information can be found at www.casememoriallibrary.org.
- From the *Waterbury Republican-American*: In a 9/9/12 article by Chris Gardner entitled "Agreement reached on gifts" about the \$1.8 million donation received by the Southbury Library, CT state law requires the Town Treasurer to receive, hold and manage money donated to the Library. The Library retains the right to decide how the money from endowment income or gifts can be spent.
- From the *New Haven Register*, an article by Susan Misur entitled "Libraries adapting to digital world."
- From the *Tourist News* in Maine, the Springvale Public Library is holding a "*Brews for Books*" fundraiser event on 9/21/12.
- Hillel Italie of the *Associated Press* reported on a study from The Pew Research Center in an article entitled "E-book library borrowing takes slow pace."

VII. Report of the Library Director – Ramona Burkey

See attached report.

Technology

We cut over to our new fiber optic Internet connection on Thursday 9/13/12. Since then, we have seen up to a 40-fold increase in download speeds, which will be reinforced when Library Connection, Inc. (our computer consortium) is able to upgrade their firewall and associated network equipment. Our self-checkouts are well utilized; we are averaging over 60% self-check after just three months of use. We have implemented credit/debit payment of fines at the self-checks and at the staff station in the lobby. More than half of the money taken in at the self-checks now comes from credit/debit cards. We will be installing software later this year to manage patron signups for Internet computers; that software will also manage and release patrons' print jobs after payment. We intend to free up professional reference librarians' time, much of which is currently spent policing Internet signups and taking in dimes and quarters for printing. Instead, we will use their considerable expertise to provide better one-on-one customer service when answering reference or reader's advisory questions, performing outreach, hosting educational programs, and strengthening our ties to the business community.

Programs and Services

For fiscal year 2012, which ended on June 30, circulation was down 9.3% from fiscal year 2011, in part because we were closed for nearly three weeks due to bad weather and construction between 7/1/2011 and 6/30/2012. Our summer reading program, "Dream Big: Read," drew more than 800 registrants; 378 of whom finished the program. Several staff members, library board members, and Friends of the Library joined me at the library's booth at the Fall Festival on September 8, despite "iffy" weather. New databases are now available free to our patrons: Consumer Reports; Morningstar Investment Research Center; Muzzy (language learning for children); and Transparent Learning (language learning for adults). The Children's Dept. is looking into developing/modifying story times/programs to accommodate the children with autism and/or sensory deprivation needs.

Don't miss these upcoming events (more info and registration at cheshirelibrary.org):

- Mystery Book Club: Lisa Scottoline's Look Again – Tuesday 9/25 at 7:00 p.m.
- "Stowe and Twain: Effecting Social Change" – Thursday 9/27 at 7:00 p.m.
- "Exploring Entrepreneurship" workshop (Women's Business Development Council) – 10/9 at 6pm.
- Cheshire Cats Classics Book Club: Leo Tolstoy's War and Peace – Wednesday 10/10 at 7:00
- The College Maze: Financial Aid" – Thursday 10/18 at 7:00 p.m.
- Friends of the Library Book Sale – 10/25-10/27. Members-only preview night 10/24.
- The library will be closed on Monday, October 8 for Columbus Day.

Cookbooks containing recipes from the Library staff, Board, and Friends are available checkout desk for \$10.

Personnel

We are still in negotiations with the union on a successor bargaining unit agreement. I will attend the Town Council Personnel Committee meeting on the evening of September 24 to discuss the status of negotiations. A committee of Union and management staff members is in the process of reviewing all bargaining unit job descriptions. Library and other town staff have received annual training in Blood borne Pathogens over the past two weeks.

Budget

Congratulations to staff member Jennifer Bartlett, who successfully wrote a \$500 NEH Civil War 150/Library of America grant for Cheshire Public Library programming to commemorate the 150th anniversary of the Civil War. Look for that programming to begin in November.

Buildings and Grounds

Our construction project went very well, and we have received many positive comments about the new look of the Main Level of the library. New shelving and tables/chairs in the Teen Room were installed on 9/14. Our coffee kiosk is well used and will undoubtedly get more use as the weather gets cooler. We are still finishing up some minor projects, shifting some collections, etc. as we get used to the new space and setup. We even have a new Lobby Committee, which is working on making the appearance and flow of the new lobby the very best it can be, within our current space and budget limitations. I had a thorough canine inspection of the library for bedbugs on Saturday, August 25. No problems were detected. NOTE: There is an AED (Automated External Defibrillator) mounted on the wall by the restrooms.

Policies and Planning

We have reinstated our Customer Satisfaction and Feedback survey, both on our website and in paper form at each service desk. The Strategic Planning Committee of the Library Advisory Board met at 6:00 p.m. on September 24, 2012 to discuss the library's mission/vision statements and next steps in the strategic planning process.

Other/Meetings

Since the June library board meeting I have attended innumerable meetings related to construction, bargaining unit contract negotiations, our library computer consortium, library technology, library and town staff meetings, and more. I am no longer the chair of the Finance Committee of Library Connection, but I have agreed to serve on the board of the Connecticut Library Consortium, of which our library is a member. Mrs. Burkey also distributed a draft of her annual report to the Town, and the Library flyer distributed at the Fall Festival.

IX. Unfinished Business

At the June 18, 2012 meeting, 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.

MOTION was made by Craig Wilson to accept the 2013 meeting dates as presented, SECONDED by Judy Knott. The 2013 meeting dates were unanimously approved as presented by voice vote.

X. New Business

Mrs. Hostage attended a recent State Library meeting, which is sponsoring Fire Prevention Month, funded by a grant. She also commented that yesterday's concert at the Cheshire Public Library was excellent. Mrs. Hostage shared an article dated 8/18/12 from the *Hartford Courant* entitled "Bedbugs Found at Main Library" in Hamden.

In response to a question, Mrs. Burkey stated that the *Victorian Lady* will visit the Cheshire Public Library on 11/15/12. This program is always well received and well attended.

X. Adjournment

MOTION to adjourn was made by Craig Wilson and SECONDED by Dalena DeSena. The meeting was adjourned at 7:44 p.m.

The next regular meeting of the Cheshire Public Library Advisory Board will be held on Monday, October 15, 2012, 7:00 p.m., in the Evelyn Moss Room of the Cheshire Public Library.

Respectfully submitted,

Kathy Kirby,
Recording Secretary