



Cheshire Public Library Advisory Board

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

Regular Meeting Minutes

Date: October 15, 2012

I. Call to Order

The regular meeting of the Cheshire Public Library Advisory Board was called to order by Carol DiPietro at 7:09 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:

Carol DiPietro, Chair
Craig Wilson, Vice Chair
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. September 24, 2012 Meeting Minutes

MOTION was made by Alice Darter to accept the minutes, SECONDED by Joy Hostage. The minutes were unanimously approved as presented.

III. Treasurer's Report

Kathy Nankin reported the Library Board account balance to be \$1590.

IV. Reports of Committees

1. School-Library Partnership

Mrs. DiPietro read the following report from Sue Hartley.

- Norton School brought 2 classes of 1st graders to the Library on Friday, 9/21 and Friday, 9/28. September is National Library card month. The children got a tour of the Library, listened to 3-4 stories, and were able to check out their first library book by themselves using the self-checkout machines.
- Ms. Hartley contacted Nursery Schools which participate in Book Delivery, offering to visit their schools and give a presentation. She will check back with a follow-up phone call.
- Kelley and Nicole have appointments with two different teachers at Cheshire High School during November.
- The FEA (Future Educators of America) from Dodd Middle School did a fall/Halloween presentation for children 3-8 on Wed., 10/10. Their teacher, Maria Mullally, does a wonderful job with this group.
- Pumpkin Painting Festival – Sat., 10/13: We had a full house of children. painting pumpkins, making Halloween cards, and doing a variety of Halloween crafts.
- CT Ghost Hunters present “Your Paranormal Connecticut” from 7-8pm on Monday, 10/29. The talk centers around Connecticut ghost legends; with hands-on demonstration of professional “ghost-hunting” equipment. This program is for children ages 10 and up.
- I have made some changes to my preschool programs. The Mother Goose program has been divided into 2 different age groups; a class aged 0-2 and a class aged 2-3½.
- The Family Place program is now introducing a new letter every week to the participants. We are skipping around the alphabet to accommodate seasonal topics. This week we covered “Leaves” and next week will be “Pumpkins”.
- Workshops
 - 10/3: Cindy Tencza and Sue Hartley took a Webinar called “*What’s New for Story times.*” It was filled with many good ideas.
 - 10/11: Kelley Gile went to a workshop called “*Practical Social Media Tips for Small and Large Libraries.*”
 - Ms. Hartley will be attending the New England Library Association conference in Sturbridge, Massachusetts.

2. Funding Resources (Mr. Wilson)

No report.

3. Strategic Plan: (Mr. Wilson)

The Strategic Plan Committee met prior to this Board meeting. Mrs. Burkey did a terrific job assembling information for review by the committee. This draft information included the Mission Statement, Values Statement, and Strategic Focuses. The committee reviewed the documents, making some recommendations for wording. The next Strategic Planning Committee meeting

will be held at 6:00 p.m. on Monday, November 19, just before the regular Board meeting.

V. Communications

Mrs. DiPietro received numerous library related e-mails. Mrs. DiPietro also received information a brochure entitled "RefleCTions on Success" by the CT Association of Non-Profits, with information about their 10th Annual Non-Profit Conference on Monday, Nov. 19th at the Omni Hotel in New Haven CT.

VI. Report of the Chair – Carol DiPietro

Mrs. Burkey and Mrs. DiPietro attended a program entitled "Purposeful Boards, Powerful Fundraising – Effective Board Fundraising" on October 11th at the Thomaston Opera House, Presenter Chuck Loring, CFRE of Fort Lauderdale, FL. The program was hosted by the Community Foundation of New Haven, CT, the Community Foundation of CT, and the CT Association of Non-Profits. The program provided fundraising fundamentals for non-profit board members. Mrs. DiPietro and Mrs. Burkey felt the program was very good and provided "food for thought".

VII. Report of the Library Director – Ramona Burkey

See attached report.

Funding

I have not yet received word from the Budget Committee regarding an official Town Council "ruling" on fundraising activities for the library. In the meantime, all fundraising should continue to take place through the Friends of the Library, our 501(c)(3) advocacy group. On October 11, Carol DiPietro and I attended a very informative workshop called "Effective Board Fundraising."

Technology

We have signed a contract with Envisionware and will be installing the PC/print management software over the next few months. Our library consortium, Library Connection, Inc., has issued a Request for Proposals for a new Integrated Library Software system (ILS). This may or may not lead to a "migration" to a new software system in mid-2014.

Programs and Services

Circulation for September 2012 was 32,986 items, 2% of which were downloadable materials (eBooks and audio books). September 2012 circulation was 9.3% under September 2011. Mrs. Burkey will attend a Library Connection, Inc. roundtable in Wethersfield to discuss recent trends in library services.

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

- Halloween Story time and Parade – Wednesday, 10/17 at 3:30 p.m.
- “The College Maze: Financial Aid” – Thursday, 10/18 at 7:00 p.m.
- Friends of the Library Semi-Annual Book Sale – Thursday 10/25 through Saturday 10/27. Preview Night (members only; memberships can be purchased/renewed at the door): Wednesday 10/24.
- “Your Paranormal Connecticut (CT Ghost Hunters)” – Monday, 10/29 at 7p.m.
- “CT Wild Turkey Restoration and Management” – Tuesday 10/30 at 7:00 p.m. This program is offered by DEEP.
- Murder By the Book: Mystery Book Club (Ian Fleming’s Casino Royale) – Tuesday, 10/30 at 7:00 p.m.
- Teen Anime Club Cosplay Extravaganza – Wednesday, 10/31 at 3:00 p.m.
- Cookbook Author Visit: Adrienne Kane, The United States of Pie – Thursday, 11/1 at 7:00 p.m.
- Civil War Book Discussion: Team of Rivals by Doris Kearns Goodwin – Monday, 11/5 at 7:00 p.m.
- Civil War Program: “The Life and Times of William Webb: An African-American Civil War Soldier from Connecticut” – Thursday, 11/8 at 7:00 p.m.
- Civil War Program: “The Victorian Lady” with Kandie Carle –Thurs, 11/15 at 7 p.m.
- Cheshire Cats Classics Book Club: Victor Hugo’s Les Miserables) – Wednesday 11/14 at 7:00 p.m.
- Fab Film Saturdays: “The Lorax” – Saturday, 11/17 at 2:00 p.m.
- December is “Show Your Card” month in Cheshire. Cheshire library cardholders will be eligible for discounts or gifts when showing their library card at participating Cheshire businesses. This program is supported by the Cheshire Chamber of Commerce and the Cheshire Economic Development Commission. The Library is registering businesses now. Mrs. Burkey asked Board members to approach local businesses about participating. Mr. Wilson recommended approaching business you patronize. The program will increase visibility for Cheshire businesses and promote the Library.

The latest edition of the Cheshire Public Library cookbook, Cooking By the Book, is now available for sale (\$10.00 each). Checks can be made out to “Friends of the Cheshire Public Library,” with “Cookbook” in the memo line. Proceeds will be used to improve the staff room.

The library will be closed on Monday, November 12 for Veteran’s Day.

Personnel

The successor bargaining unit contract is not yet approved/ratified. The union/management job descriptions review committee is getting closer to having a final draft of the proposed revisions. We are advertising for an additional Page to help with shelving and programming.

Budget

I am already preparing items for our 2013-2014 budget request, for the Operating budget and the Public Property budget (part of the Public Works budget). If the

Board has any suggestions for the budget, please let Mrs. Burkey know. Mrs. DiPietro commented that many people have asked for Sunday hours. Mrs. Burkey reported that people have also asked that the Library be open on Saturdays during the summer.

Buildings and Grounds

Policies and Planning

The Strategic Planning committee met on Monday, 10/15 to review the proposed new library mission statement, the values statement, and objectives/action items. Target completion date for the 2012-2016 Strategic Plan is November 19, 2012.

Other/Meetings

I attended the Friends CPFA/Artsplace author night on 10/3, at which I accepted several books donated in honor of Elizabeth Cressy, who has served as President of the Friends of CPFA/Artsplace for the last 10 years and who is moving to Massachusetts. I also attended a "Libratects" workshop at the newly expanded Avon Library; the "Effective Board Fundraising" workshop; and an LCI Member Council (Directors) meeting.

IX. Unfinished Business

None.

X. New Business

None.

X. Adjournment

MOTION to adjourn was made by Craig Wilson and SECONDED by Kathy Nankin.
The meeting was adjourned at 7:54 p.m.

The next regular meeting of the Cheshire Public Library Advisory Board will be held on Monday, November 19, 2012, at 7:00 p.m., in the Evelyn Moss Room of the Cheshire Public Library.

Respectfully submitted,

Kathy Kirby,
Recording Secretary