



## **Cheshire Public Library Advisory Board**

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

Regular Meeting Minutes  
Date: November 19, 2012

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

The regular meeting of the Cheshire Public Library Advisory Board was called to order by Carol DiPietro at 6:59 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  
Alice Darter  
Dalena DeSena  
Joy Hostage  
Ramona Burkey, Library Director  
Andy Falvey, Town Council Liaison

Member absent:

Kathy Nankin, Treasurer

### **II. October 15, 2012 Meeting Minutes**

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

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

Mrs. Burkey reported the Library Board account balance to be \$1456.25.

### **IV. Reports of Committees**

1. School-Library Partnership

Mrs. DiPietro read the following report from Sue Hartley.

- School Outreach
  - Nov. 9: School visit to Cheshire Nursery School.
  - Nov. 13: First Congregational Church – 4 year old visit
  - Nov. 15: First Congregational Church – class visit
  - Nov. 16: School visit to Kindercare on Byam Road. Talked about libraries and librarians as community helpers.
  - Nov. 20: Doolittle School Book Club: Invitation to talk to the Book Club at Doolittle School.
- Upcoming Library Visits
  - Nov. 30: Doolittle School 1<sup>st</sup> grade – tour of library
  - Dec. 7: Doolittle School 1<sup>st</sup> grade – tour of library
- November Children's programs
  - Nov. 9: Civil War craft and story time for elementary students
  - Nov. 10: Dog Tales – Children can read to a therapy dog.
  - Nov. 13: Pajama Story Time
  - Nov. 17: Fab Film – The Lorax at 2pm
  - Nov. 27: Your Paranormal CT Ghost Hunters – Ages 10 & up
- December Children's programs
  - Dec. 8: Fab Film
  - Dec. 12: Future Educators of America (FEA) from Dodd Middle School present a Holiday read-a-long, craft & refreshments 3:30pm
  - Dec. 15: Dog Tales – Children can read to a therapy dog. 3pm
  - Dec. 20: Cookie Decorating Party
  - Dec. 26: Toy Science Workshop with Eric Nelson. Explore how toys are made and how they work.
  - Dec. 27: Builder's Brigade – a new monthly program where kids have the opportunity to use their best creativity to design buildings, creatures, and more with Lego and Mega blocks. A different theme is picked for each session; kids can build on that theme or create their own. At the end of each session, their creations will be displayed at the Library until the next club is scheduled.
  - Dec. 28: Family Drum time with Edward Leonard at 10:30am. Children learn about rhythm and music. Preschool and up.

2. Funding Resources (Mr. Wilson)

No report.

3. Strategic Plan: (Mrs. DiPietro)

The Strategic Planning committee has completed their work. Mrs. DiPietro reported that the Board will vote on the Strategic Plan at the Dec. meeting.

#### V. **Communications**

Mrs. DiPietro received numerous e-mails over the past month, including one from Florida complementing the Library website and programs offered. Mrs. DiPietro also received an e-mail from Martha Lape, Friends of the Cheshire Library, thanking the chair for volunteering at the recent book sale and reporting that the Friends made \$6447.25 from the book sale. Mrs. DiPietro responded via an e-mail from the Board thanking the Friends for their support of the Library.

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

Mrs. Burkey, Mrs. Knott and Mrs. DiPietro attended the Association of CT Library Board (ACLB) 2012 -- Trustee Leadership Conference "Preparing your Board for the Future" on Thursday, 10/25/2012. Mrs. DiPietro felt the conference was well organized. The first Group Presentation was entitled "*A Future for Libraries*", presented by Kendall Wiggin, a State Librarian, discussing what libraries will look like in the future. Breakout sessions included "*Working together for Stronger Libraries*" (Mrs. DiPietro attended), "*Library Board Basics*" (Mrs. Knott attended) and "*Giving to Libraries*" (Mrs. Burkey attended). Mrs. DiPietro's session focused on the roles of the Library Director, Trustees (Boards) and Friends, and included a "Roles and Responsibilities Guideline" chart. Mrs. Knott's session focused on how to be a good library board member. One suggestion was to become acquainted with everything your library has to offer. Mrs. Burkey's program focused on the legalities of bequests to libraries. After an excellent luncheon, the afternoon session addressed how to get legislators to your library, presented by 2 legislators. More information about the conference can be found on the ACLB website: [www.aclb.org](http://www.aclb.org).

Mrs. DiPietro reported that she and Mrs. Knott attended Kandie Carle's "*The Victorian Lady*" program on November 15<sup>th</sup>. Ms. Carle is an excellent storyteller, who dresses in authentic period garb as she tells her story.

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

See attached report.

#### Funding

We are the beneficiary of a \$1,000 bequest from the estate of Marguerite Downes.

#### Technology

#### Programs and Services

Circulation for October 2012 was up 3.7% over that of October 2011, despite being closed for Hurricane Sandy (however, we were closed for several days in late October/early November last year for the October Snowstorm). Our Civil War programming for all ages has been very well-attended and successful. Also popular was our "Coupons 101" program on 11/5.

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

- Job Search Strategies – Monday, 11/26 at 1:00 p.m. Dept. of Labor will show how to use the latest job search technology.
- e-Reader Help Desk – Tuesday, 11/27 beginning at 2:00 p.m., and Thursday 11/29 beginning at 6:00 p.m. (pre-registration is essential).
- "Murder By the Book: Mystery Book Club": Umberto Eco's Name of the Rose – Tuesday, 11/27 at 7:00 p.m.
- "Your Paranormal Connecticut" (rescheduled from 10/29) – Tues., 11/27 at 7p.m.
- Civil War Movie Night: "Glory" – Wednesday, 11/28 at 6:30 p.m.
- "Titanic for Dummies" with Author Stephen Spignesi – Thurs., 11/29 at 7:00 p.m.
- "Are You an Innie or an Outie?" with humorist Joyce Saltman–Mon., 12/3 at 7pm.
- "Incoming Legislators Meet and Greet" (state and national) - Thursday, 12/6 at 3:30 p.m. during the "Gizmos, Gadgets and Goo" program. All Library Board members are particularly encouraged to attend!
- "Summer 1862: The Revolutionary Crisis of the Civil War"–Thurs. 12/6 at 7 p.m.
- Saturday Movie Matinee: "A Muppet Christmas Carol"–Sat., 12/8 at 2:00 p.m.
- Holiday Read-Aloud with Future Educators of America–Wed. 12/12 at 3:30 p.m.
- "The United States of Pie" with cookbook author Adrienne Kane – Thursday 12/13 at 7:00 p.m.

December is "Show Your Card" month in Cheshire, and we already have thirty Cheshire businesses registered to participate. Many thanks go to all Library Board members and staff who have done the legwork to sign up these businesses. Mrs. Burkey thanked Mrs. Darter for donating a poster to promote the program.

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 close at 4:00 p.m. on Wednesday, Nov. 21, and will be closed all day Thursday, Nov. 22, and Friday, Nov. 23, for Thanksgiving. We will re-open on Saturday, November 24.

### Personnel

The successor bargaining unit contract has been ratified by the library union and approved by the Town Council. It will go into effect after being signed by both parties later this month. The union/management job descriptions review committee is getting closer to having a final draft of the proposed revisions. The contract includes language

that allows the ability to schedule union members between 9am-1pm on Saturdays during the summer. Such a move would have budgetary impact. The contract language was clarified regarding lay-offs.

#### Budget

I am preparing items for our 2013-2014 budget request, which is due to the Town Manager in late January. Mrs. DiPietro asked if opening on Sundays is being considered. Mrs. Burkey responded that opening on Sundays would have a greater budget impact. She also said the Library would need to open on Sundays for several months for it to be effective. The cost is about \$1000 per Sunday to open. Mrs. Burkey stated the budget priority would be to open on Saturdays during the summer.

#### Buildings and Grounds

#### Policies and Planning

The Strategic Planning committee met on Monday, 11/19, and completed their work. Mrs. Burkey thanked the Board members for their hard work.

#### Other/Meetings

I attended several union-management job descriptions meetings; an LCI RFID Users Group meeting; individual monthly meetings with library department heads; a children's department meeting; the annual convention of the Connecticut Conference of Municipalities; the annual conference of the Association of Connecticut Library Boards; an LCI Library Directors roundtable meeting; a monthly meeting with the Town Manager; several weekly group meetings with library department heads; a library Social Networking and Media meeting; and a monthly town department heads meeting. Mrs. Burkey is speaking at the Economic Development Commission on 11/20/12.

Mrs. Hostage commented on Mrs. Burkey's Guest Column in a recent Cheshire Herald. Mrs. Hostage also asked about the Civil War soldier in character program from the CT State Library. Mrs. Burkey responded that the Nov. 8th program "The Life and Times of William Webb: An African-American Civil War Soldier from CT" presented by Kevin Johnson was well received.

### **IX. Unfinished Business**

### **X. New Business**

Mrs. Hostage reported that she represented Mrs. DiPietro at the annual Exchange Club Breakfast this morning at Elim Park. The keynote speaker was Major Fox, Chief of Staff for the CT State Police. His focus was that we can always do more to help people who are needed.

Mrs. Hostage asked Mr. Falvey for a Town Council report, including information about the new recycling bins. She also asked Mr. Falvey if a child got inside one

of the recycling containers, could the child get safely out? Mr. Falvey responded the new containers have a light weight plastic lid that can easily be lifted up. Mr. Falvey reported on the new recycling bins, which will allow single stream recycling. Council members used the new containers for 2 months, and were impressed with how many more items they can recycle in this program. Recycling will be done bi-weekly; the pick-up will be the same day as your solid waste (trash) pick-up, either during week A or week B. Residents will have the opportunity to swap the size of their recycling containers if they feel the need; they should contact the Town Manager's office after using the bins. This program will save the Town money, because pick-up will be bi-weekly. They also expect an increase in the amount of items recycled, and a decrease in the amount of solid waste trash needing to be picked up, based on other towns who have switched recycling programs. Mrs. DiPietro noted that some abandoned houses received new recycling containers. Mr. Falvey will talk to the Town Manager about this concern.

**XI. Adjournment**

MOTION to adjourn was made by Craig Wilson and SECONDED by Alice Darter.  
The meeting was adjourned at 7:45 p.m.

The next regular meeting of the Cheshire Public Library Advisory Board will be held on Monday, December 17, 2012, 7:00 p.m., in the Evelyn Moss Room of the Cheshire Public Library.

Respectfully submitted,

Kathy Kirby,  
Recording Secretary