



## **Cheshire Public Library Advisory Board**

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

### **Regular Meeting Minutes**

**Date: February 25, 2013**

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

The regular meeting of the Cheshire Public Library Advisory Board was called to order by Craig Wilson at 7:03 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:

Craig Wilson, Vice Chair  
Judy Knott, Corresponding Secretary  
Kathy Nankin, Treasurer  
Alice Darter  
Dalena DeSena  
Joy Hostage  
Ramona Burkey, Library Director

Members absent:

Carol DiPietro, Chair  
Andy Falvey, Town Council Liaison

#### **II. December 17, 2012 -- Meeting Minutes**

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

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

Mrs. Nankin reported the Library Board account balance to be \$1308.75.

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

## 1. School-Library Partnership

Mrs. Knot t read the following report from Sue Hartley.

- Jan. 26: Chinese New Year program with Chinese Cultural Society. Very well attended, including Mrs. Burkey and her son.
- Jan. 29: Sue Hartley made a field trip to Little Scholars Daycare. She read stories and talked all about the children's activities at the Library.
- Jan. 29: Builder's Brigade (LEGO) group. More than 60 children attended this event. The children loved the group and are very excited that they can show off their work in the teen area.
- Jan. 30: Sue Hartley did a presentation for special needs students from Dodd Middle School.
- Feb. 2: *Take Your Child to the Library Day* – Valentine's craft activity with Kim Larkin. There were more than 50 children and parents in attendance. The children were especially excited to make their own cards for someone special in their lives.
- Feb. 4: Susan Cormier and Linda Williams from the State Library came to Cheshire to present an Evanced software workshop for our Summer Reading Program. The state is offering this free computer program for Summer Reading Program registration for free for the next three years.
- Feb. 13: Nicole Dolat and Sue Hartley did a cupcake decorating class for 32 very eager students. Stop and Shop gave us containers for the children to take home their cupcakes. Nicole and Sue made more than 150 cupcakes, as well as frosting for those cupcakes.
- Tween Book Club: Nicole Dolat has been getting a good response for the tween (ages 8-12) book club. The January group spread the work that there are also refreshments at book club meetings.
- Mar. 1: Sue Hartley will visit with the Mothers of Preschools group (MOPS) at Christ Community Church next door to the library.

## 2. Funding Resources

No report.

## V. **Communications**

- Mrs. Hostage attended the State Library Board meeting today, which Representative Elizabeth Esty also attended. Mrs. Hostage proudly shared that Representative Esty started her public service career on the Cheshire Library Advisory Board. Mrs. Hostage also talked about the successful Builder's Brigade LEGO group at our library. Judge Michael R. Sheldon, CT Appellate Court Judge, asked for details of the program to pass onto his wife, who serves on the Kent Library board. This program costs no tax dollars and the LEGOs are donated by community. There was a discussion about E-books, a huge issue for libraries. Librarians will continue to discuss this issue at the state level. Mrs. Burkey serves on the Statewide Task

Force regarding this issue. Until the E-book market levels out, the task force really cannot take much action. Legislation is being put together to require publishers to price books the same for the public and libraries; this will raise public awareness of the issue. Starting 3/1/2013, Macmillan will be offering many of its books to libraries as E-books for the first time.

- Mrs. Knott sent thank you cards to the Suburban Garden Club, the Cheshire Garden Club, and the Town of Cheshire Beautification Committee thanking them for the holiday decorations around the Library.
- Mrs. Burkey wrote to our state legislators about the potential cut in the Connecticut reimbursements and how this could impact the Library.

VI. **Report of the Chair** – Vice Chair Craig Wilson

No report.

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

See attached report.

**Technology**

We implemented the Envisionware PC Reservation and Print Management system on 2/21/13. Our staff and patrons are learning how to use it, and it will cut down on the amount of staff intervention that has to take place with the routines of signing up for Internet computers and paying for items printed from the public computers.

**Programs and Services**

Circulation for January was up 1% over January 2012. Teen circulation was up 2%, and adult circulation was up 3%. We are still seeing a leveling-off of the increase in the downloadable audiobook circulation, as this format (perhaps) finds its niche in the pantheon of library item types.

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

- “Builders’ Brigade” (LEGO program) – Tuesday 2/26 at 4:00 p.m. (ages 7 and up)
- Mystery Book Club: *The Leopard* by Jo Nesbo – Tuesday 2/26 at 7:00 p.m.
- Tween Book Club (ages 8-12) – Wednesday 2/27 at 4:00 p.m.
- “Gizmos, Gadgets and Goo: Mad Scientists Club” – Thursdays 2/28, 3/7 and 3/14 at 3:45 p.m. (Grades 3-6)
- “Latest Advances in Minimally Invasive Surgery” – Thursday 2/28 at 7:00 p.m.
- Movie Matinees – Tuesdays 3/5 and 3/12 at 1:00 p.m.
- SAT Preparation – Thursday 3/7 at 7:00 p.m.
- Sunday Showcase: Guitarist Neal Fitzpatrick and Soprano Samantha Talmadge – Sunday 3/10 at 4:00 p.m.
- “Backyard Fruits” – Monday 3/11 at 7:00 p.m.
- Pajama Storytime – Tuesday 3/12 at 6:30 p.m.
- “Update Your Resume” – Wednesday 3/13 at 6:00 p.m.

-“Social Media Made Simple” – Thursday 3/14 at 7:00 p.m. This program is aimed at the small business community. The speaker will be a representative from Constant Contact.

The Chamber of Commerce Business After Hours on Wednesday, February 6 was a great success, with more than thirty members of the Cheshire business community, as well as Board members Joy Hostage and Judy Knott in attendance. We made many great community connections that night.

The Friends of the Library will hold their next semi-annual book sale from April 25-27 in the Mary Baldwin Room. They are currently looking for a new Treasurer. If you have not renewed your membership in the Friends, now is the time to do it, as their annual membership drive is in progress.

### **Personnel**

The Town Council approved the revised library job descriptions at their meeting on February 13. The position of Library Technology Coordinator has been posted in-house.

### **Financial**

The library’s budget workshop with the Council is scheduled for **Wednesday, March 13 at 6:30 p.m.** As always, all Library Board members are encouraged to attend. Mrs. Burkey is meeting with Town Manager Michael Milone to review the Library Budget request on 2/26/2013. Mrs. Burkey also shared the concern that the Governor’s Budget proposal may cut additional funds from the ConnectiCard program.

### **Policies and Planning**

On February 13, the Town Council approved a change to the library board ordinance that clarifies the fact that Board members may participate in fundraising activities. Our next step will be to begin the process of writing a Fund Development Plan.

A discussion was held regarding this action and its impact for the Library Board and the Friends of the Library. This action is to complement what the Friends of the Library already do. Mrs. Burkey explained how the Friends function regarding donations to the Library and the process the Library requests funds from the Gift Fund.

The Ordinance (Sec. 2-59 – Duties) states the Library Board may conduct fundraising activities. All activities must be approved by the Town Manager in advance. All funds raised will be accepted and appropriated but the Town Council as it deems necessary.

### **Other/Meetings**

I attended a state eBook Task Force meeting; a Town Department Heads meeting; a library software system demo in Rocky Hill; a Personnel Committee meeting; a budget review with the Town Manager; a Chamber of Commerce Business After Hours; a Town Council meeting; and a library staff meeting.

**IX. Unfinished Business**

- As discussed at last month's meeting, the Library Board and the Friends of the Cheshire Public Library will be sharing minutes to/from each organization. Mrs. Burkey passed around a copy of the Friends' December and January minutes. As requested, she will ask the Friends for an electronic copy of the minutes. Mrs. Burkey will forward the Library Board minutes to the Friends.

**X. New Business**

- Conflict of Interest: The Town's Conflict of Interest Policy was emailed to Board members in December. Please let Mrs. Burkey know if you want to receive a hard copy of the policy.
- Proposed Library Board Budget: Mrs. Burkey presented her proposed Library Board budget for the 2013/2014 fiscal year. The current budget is \$1750. The proposed budget for 2013/2014 is \$2050, a 17% increase. Mrs. Burkey recommended the proposed increase to accommodate anticipated higher professional association dues in the future (ie. ALA dues) and expected higher charges to register for state meetings and conferences for Library Board members to attend.

MOTION was made by Kathy Nankin to accept the proposed 2013/2014 Library Board Budget as presented by Mrs. Burkey. SECONDED by Joy Hostage. The budget was approved by a voice vote: 4 members in favor, 1 member opposed.

- Board Elections: Mrs. Nankin offered to gather and present a slate of officers at the March meeting. Officers will be voted on at the April meeting.
- CT Library Association Conference (CLA) is in April. Mrs. Burkey will distribute information to Board members as soon as she receives it.

**XI. Adjournment**

MOTION to adjourn was made by Joy Hostage and SECONDED by Judy Knott. The meeting was adjourned at 7:57p.m.

The next regular meeting of the Cheshire Public Library Advisory Board will be held on Monday, March 18, 2013, 7:00 p.m., in the Evelyn Moss Room of the Cheshire Public Library.

Respectfully submitted,

Kathy Kirby  
Recording Secretary