



Cheshire Public Library Advisory Board

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

Regular Meeting Minutes Date: November 18, 2013

I. Call to Order

The regular meeting of the Cheshire Public Library Advisory Board was called to order by Carol DiPietro at 7:00 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
Dalena DeSena, Treasurer
Alice Darter
Ramona Burkey, Library Director

Members absent:

Joy Hostage
Kathy Nankin
Andy Falvey, Town Council Liaison

II. October 21, 2013 Meeting Minutes

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

III. Treasurer's Report

Mrs. DeSena reported the Library Board account balance to be \$971.25.

IV. Reports of Committees

1. School-Library Partnership

Mrs. DiPietro read the following report from Sue Hartley.

- Nov. 6th: The Future Educators of America (FEA) from Dodd Middle School did a wonderful fall presentation including reading stories, a craft and refreshments for children ages 3-6.
- Nov. 7th: I met with Ann Donnery, principal of Darcey School and three kindergarten teachers. We walked about ways to encourage parents to use the public library to promote reading at home. I plan to keep in touch with Kim Grabowski, the Darcey media specialist, and formulate some ideas to encourage parents to come to the library.
- A teacher from Highland School came and observed our Builder's Brigade program with our Legos. Highland School would like to start a Lego program at the beginning of the New Year.
- One of the Children's Librarians from Hamden is coming to our library on Thursday, Nov. 21st to observe Gizmo's, Gadgets and Goo. This is the amazing science program for children ages 9 and up, done by Nicole Dolat.
- Regular Library Programs:
 - Friday, Oct. 4th: Zumba for Kids
 - Friday, Oct. 11th: Family Drum Time with Edward Leonard
 - Saturday, Oct. 12th: Pumpkin Painting festival with Kim Larkin
 - Wednesday, Oct. 30th: Halloween Story Time and Costume Parade – We had over 60 children listening to stories and then parading in costume through the library to pick up specially prepared treats.
- November Programs:
 - Friday, Nov. 1st: Zumba for Kids
 - Wednesday, Nov. 6th: FEA Story Time
 - Friday, Nov. 15th: Family Drum Time – we have 30 children signed up for this event.
 - Tuesday, Nov. 19th: Thanksgiving Story Time
 - Friday, Nov. 22nd: Holiday Art with Kim Larkin – 2 sessions
 - Saturday, Nov. 23rd: Children's Film – Wreck-It-Ralph
- All our programs are very well attended. I have 25 children in my Mother Goose group for infants to age 2.

I hope everyone has a wonderful Thanksgiving holiday.

2. Funding Resources (Mr. Wilson)

No report.

V. **Communications**

- Mrs. DiPietro received numerous ACLB emails.
- She was also contacted by Patti Flynn-Harris, who reported that her sister's name was incorrect in recent minutes. Mrs. DiPietro checked our minutes

and suggested to Ms. Flynn-Harris that the error may have been in the Friends' minutes.

- Mrs. DiPietro also received a call from the Meriden Record Journal reporter who said our agenda posted on the Town website does not contain the meeting time. Mrs. DiPietro replied that her agenda did contain the meeting time. Mrs. Burkey will check with the Town Clerk's Office because the agenda being submitted to them does contain the time of the meeting.

VI. Report of the Chair – Carol DiPietro

- Mrs. DiPietro and Mrs. Burkey attended the ACLB Trustee Leadership Conference on Oct. 25th, at the University of Hartford Gray Conference Center. The program was broken into three parts.
 - Keynote Address by Dr. Renee Hobbs: *Digital Literacy and Libraries*. Digital literacy is the ability to use information and communication technologies to find, evaluate and create.
 - 1st Break-out Session: *Library Board Basics* with Betsy McIlvaine, Chair of the Brookfield Library Board of Trustees. She offered a refresher session on the basics of good board governance and practice. She discussed the roles of Friends, Governing Trustees (elected) and Advisory Trustees. Mrs. DiPietro shared two handouts from this session – “Working Together: Roles and Responsibilities Guidelines” and “Tools for Trustees” – the 12 golden rules for board members.
 - Technology Spotlight: *MakerSpaces in Libraries – a new wave of library service* with Bill Derry, Asst. Director for Innovation and User Experience at the Westport Public Library. MakerSpace refers to an area of the library set aside where you build or make something (ie. 3-D Printer; DIY, Crafters, etc.). Mrs. Burkey explained our library does some of this concept with our after-school and summer programs for children. Playing with Legos teaches numeracy, using a kinesthetic way of learning. Mr. Wilson stated it is important to consider the scale and resources your library has and the focus of the library. Mrs. Burkey said we are trying to raise thinkers. Mrs. DiPietro said this program provides a place for children to become creative. Mrs. Darter stated that libraries have always been a place that pushes your imagination to the most; a book is your ticket to imagination.
- She visited the Southport Library last week and was quite impressed with their building.
- She attended the “Cheshire Reads One Book” program. A diverse audience of about 70 people attended the event. The author, Laura Harrington, injected personal stories about her father, who served in World War II, and read excerpts from the book, Alice Bliss. Mrs. DiPietro said the author, a magnetic speaker, brought life to the novel, which is being made into a musical.

- She attended the reception today to honor Maria Poirier Brandriff, who is retiring from the Library in December after 36 years of service.

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

See attached report.

Technology

Staff are preparing for training on our consortium's new software system, which is due to be rolled out in April 2014.

Programs and Services

Circulation for October was 34,602 items, 2.6% of which were downloadable items. Many thanks to the Friends of the Library, who held yet another very successful book sale fundraiser in October. This year's "Cheshire Reads: One Book, One Town" program with author Laura Harrington was extremely well received. Sixty people were in attendance at the library program, with a lively and lengthy question and answer session at the end. The library will be setting up a Mitten Tree in the lobby again this year, in order to help our neighbors in need.

Upcoming events (more programs, info and registration at cheshirelibrary.org):

- Movie Matinees (Tuesdays at 1:00 p.m.): "The King's Speech" (11/19); "The Queen" (11/26)
- "Lyme Disease in Connecticut: Epidemiology and Control" – Tues. 11/19 at 7p.m.
- "Jewelry Jam" – Wednesday 11/20 at 7:00 p.m.
- "The Art and Science of Hapkido" – this martial arts program will be held on Thursday 11/21 at 7:00 p.m.
- Fab Film Saturdays: "Wreck-It Ralph" – Saturday 11/23 at 2:00 p.m.
- Joyce Saltman presents "Optimism for Dummies" – Monday 11/25 at 7:00 p.m.
- I Spy Photo Workshop – Saturday 12/7 at 10:30 a.m. (ages 8-14)
- "Jerks in Connecticut History" with Ray Bendici – Monday 12/9 at 7:00 p.m.

Personnel

Thanks to the generosity of the Friends of the Library, five staff members and I will be able to attend the biannual Public Library Association conference in Indianapolis in March 2014.

Financial

Buildings and Grounds

The Beautification Committee has pledged yet again to provide exterior holiday decorations for the library; many thanks to them! Deb Rutter will work with the Beautification Committee on this effort.

Policies and Planning

Staff and I are in the process of reviewing library policies (the last review was 2007) and will likely make recommendations to the Board/Town Manager/Town Council later this fiscal year.

Artsplace

Joan Pilarczyk (Director of Artsplace) and I are working on streamlining processes and implementing credit/debit payments for classes and workshops – we hope to go live with that technology in late winter, to have on-line registration for the spring session of classes. Using the Library's Constant Contact newsletter email software to notify people about their programs has helped increase their registration numbers.

Other/Meetings

I attended a monthly meeting with the Town Manager; an Employee of the Year committee meeting; several One Book, One Town meetings; a monthly town department heads meeting; a monthly library staff meeting; a visit by Glastonbury library staff to observe our RFID/self-check equipment and procedures; a town holiday party planning meeting; several meetings with Joan Pilarczyk (director of Artsplace); a town social media committee meeting; an LCI Member Council meeting; and the Police Retirement Dinner.

Best wishes to all of you and your families for a safe and happy Thanksgiving.

IX. Unfinished Business

None

X. New Business

- Mrs. DiPietro was approached and asked if the Library Board was doing something for Mrs. Maria Poirier Brandriff on her retirement from the Library. Mrs. DiPietro asked for suggestions from the Board. Several ideas were discussed; Mrs. Darter will work with Mrs. DiPietro on possible gifts. MOTION was made by Judy Knott for the Library Board members to each donate \$10 towards a gift for Mrs. Brandriff, SECONDED by Craig Wilson. The vote was unanimous. Donations may be given or mailed to Mrs. DiPietro.
- Mrs. Knott will send a thank you note to the Friends for their recent wonderful and successful book sale and for sending six library staff to the PLA Conference next March.
- Mrs. Burkey shared the Friends would like to collaborate more with the Library Board, making communication faster and more effective between the two groups.
- Mrs. Burkey said the Town Manager approved a new effort to increase enrollment in the Friends. When someone signs up for a library card, they can opt in to receive a free year of Friends membership. For those patrons who opt in, the library will share their contact information with the Friends (this will be made known to the patron opting in). The Friends hope to get more volunteers

and new members through this effort. The Friends raise more than \$40,000 annually to benefit the library through the memberships and book sales. The Friends are working on getting a Pay Pal account for memberships.

- Mrs. DiPietro showed the Board a portable panic button; Mrs. Burkey explained how to use the panic button. Panic buttons are located in several areas of the library. When a panic button is activated, the alarm company which monitors the library will immediately contact the police.

XI. **Adjournment**

MOTION to adjourn was made by Craig Wilson and SECONDED by Judy Knott. The meeting was adjourned at 7:50 p.m.

The next regular meeting of the Cheshire Public Library Advisory Board will be held on Monday, December 16, 2013, 7:00 p.m., in the Evelyn Moss Room of the Cheshire Public Library.

Respectfully submitted,

Kathy Kirby,
Recording Secretary