



## **Cheshire Public Library Advisory Board**

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

### **Regular Meeting Minutes Date: December 16, 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 (arrived at 7:05pm)  
Judy Knott, Corresponding Secretary  
Dalena DeSena, Treasurer  
Alice Darter  
Joy Hostage  
Kathy Nankin  
Ramona Burkey, Library Director

##### Members absent:

Rob Oris, Town Council Liaison

#### **II. November 18, 2013 Meeting Minutes**

MOTION was made by Kathy Nankin to accept the minutes, SECONDED by Dalena DeSena. The minutes were approved with a voice vote, 4 in favor, 2 abstained.

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

Mrs. DeSena reported the Library Board account balance to be \$1040.00. Mrs. Nankin asked why the account balance increased from last month. Mrs. Burkey responded that we may have misread the balance last month or something was credited back to the account. She will check with Cherie Stenson about this.

#### IV. Reports of Committees

##### 1. School-Library Partnership

Mrs. DiPietro read the following report from Sue Hartley.

The following is a list of the many wonderful programs we have in December.

- Saturday, Dec. 7<sup>th</sup> at 10:30am – I Spy Photo Workshop with Craig Norton.  
I have heard many great reviews from this workshop.
- Friday, Dec. 13<sup>th</sup> at 10am and 11:15am – Holiday Art with Kim for children ages 2½ to 5
- Wednesday, Dec. 18<sup>th</sup> at 3:30pm – Dodd Middle School Future Educators of America (FEA) Holiday Read-Aloud for ages 3-6
- Thursday, Dec. 19<sup>th</sup> at 4pm –Holiday Story time with Miss Nicole, ages 3-8
- Friday, Dec. 20<sup>th</sup> at 10:30am - Silly Sing-A-Long with Edward Leonard for ages 1-5
- Saturday, Dec. 21<sup>st</sup> at 2pm – Fab Film Saturday: “Eloise at Christmastime”
- Friday, Dec. 27<sup>th</sup> at 10:30am – Family Drum Time with Edward Leonard for all ages
- Saturday, Dec. 28<sup>th</sup> at 10:30am – Masque Theater with Larry Hunt for adults and children ages 5 and up. Larry Hunt has performed this show all over the world. I saw a demonstration of his work at Hamden Middle School this fall and he was amazing.

Donna Notti from the Birth to Three Center is looking forward to being more involved with our Family Time program in 2014.

Ms. Hartley wished everyone a Happy Holiday season and New Year.

##### 2. Funding Resources (Mr. Wilson)

No report.

#### V. Communications

- Mrs. DiPietro received numerous ACLB emails.
- Mrs. Burkey shared the minutes from the Friends two fall meetings with Mrs. DiPietro. Mrs. DiPietro commented we are lucky to have our Friends support of the Library. When she and Mrs. Burkey attended the recent conference in Hartford, they learned the West Hartford Friends membership numbers are very low.
- Mrs. Hostage shared 2 handouts from the CT Library – “Children’s Books Set in Connecticut” and “Children’s and Young Adult Authors and Illustrators in Connecticut.”
- Mrs. DiPietro also shared two documents she received:
  - The ALA (American Library Association) 2014 Catalogue; and

- The PLA (Public Library Association) 2014 Conference Preliminary Program in Indianapolis from March 11-15, 2014. Six librarians from the Cheshire Public Library will be attending, thanks to the generosity of the Friends.
- Mrs. DiPietro also shared the “Community Currents” winter 2013 brochure from the Community Foundation for Greater New Haven. The title of the article on page one read: “A Record Breaking \$900,000+ for Region’s Non-Profits.”

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

- Mrs. DiPietro bumped into a friend recently whose husband is retired; he reads all the time. Her friend was very complementary about the Cheshire Public Library.
- Mrs. DiPietro shared the gift purchased by the Library Board members for Mrs. Maria Poirier Brandriff on her retirement from the Library. The gift is a beautiful engraved bowl; Mrs. DiPietro thanked Mrs. Darter for her assistance purchasing this gift. Mrs. Burkey will give the bowl to Mrs. Brandriff on Wednesday.

**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 go live on May 12, 2014. The library is participating in the free beta version of the Impact Survey ([www.impactsurvey.org](http://www.impactsurvey.org)), in order to obtain information from library patrons about their digital needs, so that we can write an effective Technology Plan. I encourage all Board members to fill out the survey, either on paper or on the library’s website. The survey runs through January 10, 2014. A hardcopy of the survey was given to members. The on-line version will be available tomorrow (12/17/2013).

**Programs and Services**

Circulation for November was 31,850 items. Circulation of downloadable items was up 37%. Our door count year-to-date is up by nearly 3,000 people, most likely due to the fact that we were open Saturday mornings this July and August (for the first time ever).

*Upcoming events (more programs, info and registration at [cheshirelibrary.org](http://cheshirelibrary.org)):*

- Movie Matinee: “A Christmas Carol (1951)” – Tuesday 12/17 at 1:00 p.m.
- Holiday Readaloud with the Future Educators of America – Wed. 12/18 at 3:30p.m.
- Silly Song Sing-along: Friday 12/20 at 10:30 a.m. (ages 5 and younger)
- Fab Film Saturday: “Eloise at Christmastime” – Saturday 12/21 at 2:00 p.m.
- Family Drum Time with Edward Leonard – Friday 12/27 at 10:30 a.m.
- Masque Theatre with Larry Hunt – Sat. 12/28 at 10:30 a.m. (ages 5 and older)

The library will be closed on Tuesday, 12/24 and Wednesday 12/25 (Christmas Eve and Christmas Day). The library will close at 4:00 p.m. on Tuesday 12/31 (New Year's Eve) and will be closed on 1/1/14 (New Year's Day) as well as 1/20/13 (Martin Luther King, Jr. Day).

### **Personnel**

I will be discussing the revised Assistant Library Director Job description with the Town Manager at my monthly meeting with him this Wednesday. I hope to be advertising this position in late winter. I will also discuss my budget strategy with the Town Manager.

### **Financial**

My budget request for Fiscal Year 2014-2015 is due to the Town Manager by January 17, 2014. We have received a gift of \$7,500 (from family members of two loyal library patrons – John and Helen Dixon) to be used for new furnishings for the Children's Room and the Lobby.

Mrs. DiPietro raised the possibility of adding Sunday hours again. Mrs. Burkey commented that we have not had Sunday hours in five years.

### **Buildings and Grounds**

Many thanks to the Beautification Committee, which has yet again provided exterior holiday decorations for the library. Also thanks to the Garden Club who provided holiday decorations in the pots at the front entrance.

### **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, for the spring session of classes.

### **Other/Meetings**

- I attended an Executive Safety Committee meeting; a CPFA (Cheshire Performing and Fine Arts) Committee meeting; an Artsplace process improvement meeting; a monthly meeting with the Town Manager; several library managers' meetings; a Town Department Heads meeting; two Town Social Media Committee meetings; the new Town Council's organizational meeting; a meeting with an interior designer; an LCI Member Council meeting; a visit from the director of the Wallingford Public Library; a LCI Directors' Roundtable, and a meeting with representatives from the new Cheshire Dog Park.

- If any Library Board member is interested in CPR/AID training, Joan Pilarczyk is offering a training session at ArtsPlace on Jan. 2<sup>nd</sup> from 1-3pm, for her teachers and committee members. Library Board members may also attend. There is money in the Library Board budget for training. Please let me know by this Friday.
- This Thursday (12/19/2013) from 12noon-2pm is the Staff Holiday Luncheon. Board members were invited to stop by for a bite to eat.

Best wishes to all of you and your families for a safe and happy holiday, and a Happy New Year.

**IX. Unfinished Business**

Mrs. Knott reported she sent a Thank You note to the Friends for their successful book sale and for sending 6 librarians to the 2014 PLA Conference in Indianapolis in March.

**X. New Business**

None.

**XI. Adjournment**

MOTION to adjourn was made by Craig Wilson and SECONDED by Joy Hostage. The meeting was adjourned at 7:28 p.m.

The next regular meeting of the Cheshire Public Library Advisory Board will be held on Monday, January 27, 2014, 7:00 p.m., in the Evelyn Moss Room of the Cheshire Public Library.

Respectfully submitted,

Kathy Kirby,  
Recording Secretary