



Cheshire Public Library Advisory Board

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

Regular Meeting Minutes Date: January 27, 2014

I. Call to Order

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

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

Members absent:

Carol DiPietro, Chair
Rob Oris, Town Council Liaison

II. December 17, 2013 Meeting Minutes

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

III. Treasurer's Report

Mrs. DeSena reported the Library Board account balance to be \$940.00. Mrs. Burkey apologized that last month's account balance was incorrect; the wrong parameters were entered when generating the report.

IV. Reports of Committees

1. School-Library Partnership

Mrs. Know read the following report from Sue Hartley.

December 2013 Programs:

- 12/6: Zumba for Kids – a very popular program. 25 parents and children attended. Tracy Brody is an enthusiastic teacher.
- 12/7: I Spy Photo Workshop with Craig Norton – 12 children attended this excellent workshop. The students got a lesson in digital photography and an analysis of their work for that day.
- 12/13: Holiday Art with Kim – 2 sessions with 30+ at each session.
- 12/20: Silly Sing-a-long with Edward Leonard – 25 people attended.
- 12/21: Children's Movie – Eloise at Christmastime with 85 attendees.
- 12/27: Family Drum Time with Edward Leonard – 30 attendees.
- 12/28: Masque Theater with Larry Hunt – 14 attendees. This was an excellent presentation. All masks were made by Larry Hunt, who explained how he got started making masks and gave a history of each mask. He explained each little vignette he performed. All his vignettes were amazing. It was wonderful to watch the expressions on the children's faces.

January 2014:

- Received a lovely note from Cheshire Nursery School signed by all the children thanking me for the many books I have delivered to the school this past year.

February 2014:

- Our big event for the month will be on February 1st – *Take Your Child to the Library Day*.
 - 10:30am: Valentine Craft program – Kim Larkin will be preparing the crafts for this event. Sue will be supervising the crafts. Kim just got a job as a programming person at an assisted living facility and needs to work on Saturdays.
 - 1:00pm: Eric Schneider will do workshop on creating balloon animals, etc. After the workshop he will be in the Children's Room and will create balloon objects.
 - Cindy and Nicole will be doing impromptu Story Times every hour between 10am and 3pm.
- 2/7: Silly Sing-a-long with Edward Leonard.
- 2/12: Future Educators of America from Dodd Middle School (FEA) will do a Valentine Story Time, craft and refreshments for children ages 3 to 6 at 3:30pm.
- School Vacation Week:
 - 2/17: Eric Nelson will hold 2 Zoology workshops. Session One at 2pm and Session 2 at 3:15pm. Program is for ages 6 and up.
 - 2/18: Bookmark Book Club at 4pm

- 2/18: Anime Club Xtra
- 2/19: Builder's Brigade – Lego group
- 2/21: Silly Sing-a-long with Edward Leonard.
- 2/22: Fab Film – Disney's Planes
- Nicole and Kelley are working on a candy sushi workshop with a possible date of 2/20.

- Tween Book Club

Enjoy the month of February. I hope it gets warmer.

2. Funding Resources (Mr. Wilson)

No report.

V. Communications

Mr. Wilson received the following publications:

- The Magazine for the American Library Association
- The Voice of America's Library

The Board received a Thank You card from Maria Brandriff for the lovely commemorative bowl. It is a reminder of her many good memories from the Cheshire Public Library. She also thanked the Board for their years of support.

Mrs. Hostage reported she attended a CT State Library Board meeting today. On their meeting agenda, they include an agenda item for suggestions from Board members after the minutes. Mrs. Hostage asked the Board to consider including such an agenda item. Mr. Wilson felt that our agenda follows the other Town boards and commissions. He suggested that the Old Business and New Business agenda items can cover this concern. Mrs. Burkey also reminded the Board they can contact Mrs. DiPietro or Mr. Wilson to have an agenda item added for the agenda for a meeting.

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

Mr. Wilson will cover for Mrs. DiPietro for the next 2 months.

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. Our new consortium has added 3 new members, bringing the total number of libraries to 30. Libraries Online Incorporated (LION)

will provide increased functionality; it will exchange patron databases each night, syncing library patrons contact information. Mrs. Darter asked what information was being exchanged and if it was secure. Mrs. Burkey replied that the vendor has security protocol in place; no financial information is being exchanged.

Programs and Services

Circulation for December 2013 was 32,246 items, which was 0.9% higher than that of December 2012. Downloadable circulation was up 29.6%. Magazine circulation was up 40.3%, which can be attributed to our adding digital magazines to our collection; digital magazines now comprise 26% of our magazine circulation.

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

- Free Video Production Training from Cox Cable – Tuesday, 1/28 at 7 p.m.
- Take Your Child to the Library Day – Saturday, 2/1. Activities will include a 10 a.m. child/teen book giveaway, stories on the hour starting at 10:00 a.m., a Valentine craft at 10:30 a.m., and a Balloon Artistry workshop at 1 p.m.
- “Learn to Play Blackjack” – Tuesday 2/4 at 7:00 p.
- “Control Your Life, Control Your Habits” – Thursday 2/6 at 7:00 p.m.
- Sunday Showcase: Classical Piano with Frederick Moyer–Sun. 2/9 at 4 pm.
- Valentine Read-Aloud with the Future Educators of America – Wednesday 2/12 at 3:30 p.m. (ages 3-6)
- Zoology Workshops – Monday 2/17 at 2 p.m. and 3:15 p.m. (ages 6 & up)
- Cheshire Cats Classics Club: *Moll Flanders* by Daniel Defoe–Wed. 2/19 at 7:00 p.m.
- Fab Film Saturday: Disney’s “Planes” – Saturday 2/22 at 2:00 p.m.

The library will be **OPEN** on Lincoln’s Birthday (2/12) and President’s Day (2/17).

Personnel

The Personnel Committee voted to send the proposed amendments to the Assistant Library Director job description scheduled hours per week to the full Town Council for consideration at the special meeting on January 28, 2014. The number of hours would increase from 20 hours per week to 25 hours per week, and would include more administrative duties. Because of the generosity of the Friends of the Library, five staff members and I will be able to attend this year’s Public Library Association conference in Indianapolis, IN from March 12-15.

Financial

I submitted my Fiscal Year 2014-2015 operating budget request to the Town Manager on January 16. Requested items of note include the following:
1) An increase in the weekly hours of the Assistant Library Director, from 20 to 25;
2) A slight increase in non-union part-time staff hours (at the Librarian and Page levels);

- 3) A slight increase in the Program Materials (book) budget of 6.4%, to account for the increased demands on our collection in both physical and digital formats;
- 4) An increase in the Property Maintenance line to cover annual canine bedbug inspections, quarterly deep carpet cleaning of the Mary Baldwin Program Room carpet, and exterior signage improvements; and
- 5) A decrease of 8.33% in the Library Board budget, based on actual expenditures in FY 2014.

The Town Manager will review the library's budget requests, make adjustments, and send his request to the Town Council for review. Mr. Wilson asked what the overall increase would be. Mrs. Burkey replied the non-personnel increase is 7.6%; the personnel costs are handled by the Town Finance department. Mrs. Burkey passed her requested Library Board budget for members to review; the requested Library Board budget is less based on prior costs

The library is the beneficiary of an unexpected bequest of more than \$44,000 from the estate of Lois Bernier, who was a school teacher in Cheshire for many years. We plan to use the money to complete signage and improvements that were not funded as part of the 2012 remodeling project. They are missing floor plans, directories, and a sign for the Children's Room. Mrs. Darter asked if they would hold some of those monies for future needs. Mrs. Burkey said yes, possibly to be used to help enhance the top and lower levels in future capital projects.

Buildings and Grounds

The windows in the Teen Room are due to be replaced this spring. You may recall that the picture windows in the Lobby, which were of the same vintage (1975), were replaced in 2008.

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 intend to go live with that technology in late winter, for the spring session of classes, which begins April 7th.

Other/Meetings

I attended numerous Town Social Media Committee meetings; meetings with the Town Manager; library staff meetings; town department heads meetings; library manager's meetings; budget-related meetings with various Town Hall staff members; a signage meeting; a Personnel Committee meeting; a meeting with the director of the Mansfield Library, which is joining our consortium in May; and an Executive Safety Committee meeting.

Mrs. Hostage passed on a question from a patron about the empty shelves on the upper level. Mrs. Burkey responded those cases used to house movies.

Mrs. Knott asked what happened to the survey we filled out. Mrs. Burkey will check on those survey results.

Mrs. Knott asked what the addition of the Artsplace responsibilities to Mrs. Burkey entails. Mrs. Burkey said the reporting relationship was changed because both groups are cultural services for the Town. Mrs. Burkey explained she will:

- Help advise with the budget
- Attend CPFA meetings
- Attend the Town Council Budget meetings for the Artsplace budget
- Advise on Personnel matters
- Advise on day-to-day management
- Work to streamline processes
- Work to implement credit/debit payments for classes and workshops
- Promote collaboration between the Library and Artsplace (more joint programming)

IX. Unfinished Business

None.

X. New Business

Mrs. Nankin reported she has been re-nominated to the Library Advisory Board for four more years. Mrs. Knott and Mrs. DeSena have also been re-appointed.

Mrs. Nankin shared that she has a new email address: knank175@gmail.com.

Mr. Wilson asked the Recording Clerk (Mrs. Kirby) to send an updated roster to the Board and notify Town Hall of Mrs. Nankin's new e-mail address.

XI. Adjournment

MOTION to adjourn was made by Kathy Nankin and SECONDED by Mrs. Hostage. The meeting was adjourned at 7:39 p.m.

The next regular meeting of the Cheshire Public Library Advisory Board will be held on Monday, February 24, 2014 at 7:00 p.m. in the Evelyn Moss Room of the Cheshire Public Library.

Respectfully submitted,

Kathy Kirby,
Recording Secretary