



Cheshire Public Library Advisory Board

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

Regular Meeting Minutes

Date: April 28, 2014

I. Call to Order

The regular meeting of the Cheshire Public Library Advisory Board was called to order by Carol DiPietro at 7:02 p.m. in the Evelyn Moss Room of the library. Mrs. DiPietro thanked Mr. Wilson for filling in as chair while she was away.

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

Guests present:

Mary Dattilo, the new Assistant Library Director
Paul DeSena, who has visiting as part of a Boy Scout merit badge requirement.

Members absent:

Joy Hostage
Kathy Nankin
Rob Oris, Town Council Liaison

Mrs. Burkey introduced Mary Dattilo, the new Assistant Library Director, who spoke about her background. Mrs. Dattilo has been the Technology Coordinator at the Cheshire Public Library since September 2009. She served as the Director of the Levi Coe Library in Middlefield, CT for 8 years. Mrs. Dattilo is also a published author. In her role as Assistant Library Director, she will focus on Technology, Social Media and Marketing. Her position is 25 hours a week (was

increased by 5 hours per week by the Town Personnel Committee). She just redesigned the Library Newsletter. Mrs. Burkey praised Mrs. Dattilo's talent and abilities, and is pleased to have her join the Library management team. Mrs. Dattilo was welcomed by the Board, who wished her the best in her new position.

II. February 24, 2014 Meeting Minutes

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

III. Treasurer's Report

Mrs. DeSena reported the Library Board account balance to be \$940. Board members asked questions about both the Library Board budget (\$1800) and the Library (~\$1.7million) budget. Mrs. Burkey explained how she developed the Library Board budget, requesting a slightly lower budget this year based on the past spending for the last few budget years. Board members discussed the status of remaining budgeted funds. Mrs. Burkey explained that any unspent funds go back to the Town General Fund at the end of the fiscal year.

IV. Reports of Committees

1. School-Library Partnership

Mrs. Knott read the following report from Sue Hartley:

Children's Activities and Upcoming Events:

- Chess instruction series with Bob Ottaviano: Monday nights March 24th - April 14th at 6:30 pm. Bob is a former teacher who loves chess. Over 20 children enjoyed learning the rules and etiquette of chess with Mr. Ottaviano. I hope to have Bob come back sometime this summer.
- Monday, April 7th and Wednesday, April 9th Scooter School visited the library. The children got a tour of the library, heard stories and saw a movie. Thirty students enjoyed this program.
- Saturday, April 12th 10:30 am: Magician Chick Kelman - great show 65 in attendance.

Spring Vacation Break

- Monday, April 14th - Third-degree black belt Shaolin Kenpo Karate instructor and local naturalist, Eric Nelson, will introduce children to the scientific principles of martial arts skills and to the attributes of the Shaolin Kung Fu animals through fun exercises, hands-on-science activities, animal models and live creatures. Wear loose clothing and sneakers. Eric held two sessions of this workshop; there were 15 in attendance.

- Wednesday, April 16th 10:30 am: The Traveling Lantern Theater Company provided a lively rendition of Pinocchio for children of all ages. There were over 80 in attendance.
- Thursday, April 17th 2:00 pm: A special movie event for kids during school vacation week! Disney's "Frozen" (2013). Fearless optimist Anna teams up with Kristoff in an epic journey, encountering Everest-like conditions, and a hilarious snowman named Olaf in a race to find Anna's sister Elsa, whose icy powers have trapped the kingdom in eternal winter. There were 125 in attendance.
- May 7th -The Future Educators of America will host their Spring into Reading Program. Dodd Middle School students read stories and provide a craft and refreshments for children ages 3-6.
- May 16th 10:30 am- Edward Leonard will do his Silly Song Sing-a-Long for children of all ages. Edward always attracts a large audience.
- May 23rd - 10:00 am Tracy Brody will host Zumba for Kids. This program always attracts a large audience.

School Visits:

- The Children's Department has asked all the elementary schools to invite the librarians to their school to learn more about the Summer Reading Program. Some of the Children's librarians will be visiting second, third and fourth graders at Chapman School in May and June. Tracy Brandino, the school secretary at Chapman, is helping us coordinate the visits to Chapman.
- Monday, June 16th - First grade students from Chapman School will visit the library. The children will receive their library cards and checkout a book on the new self-checkout system. The children will also learn about the Summer Reading Program.

Summer Reading Promotional Material

- Laurie Lee, our librarian and graphic artist is working on the logo for our summer t-shirt. The theme of Summer Reading 2014 is "Fizz, Boom, Read." The State Prison system prints our t-shirts. I hope to have the t-shirts for your June meeting.

I will share the many summer activities to you at your May meeting. We have a very heavy emphasis on science this year. We also hope to have the Cheshire Robotics Team back this year for more robotics workshops. I hope you are all enjoying a wonderful spring.

Mr. Wilson asked about the "Fizz-Boom-Read" Summer Reading Program. Mrs. Burkey explained the theme of this year's Summer Reading Program is science.

2. Funding Resources (Mr. Wilson)
No report.

V. Communications

Mrs. DiPietro has received numerous publications and emails. Publications included:

- *American Libraries, The magazine of the American Library Association* – March/April 2014.
- *The Voice for America's Libraries*. March/April 2014.
- *New & Best Selling Titles*. ALA. Spring/Summer 2014 Catalogue.

Mrs. DiPietro shared that the emails which generated the most responses included: 1) Policy on food in libraries and 2) Board members attending conferences – should libraries pay for board members to attend or should the board members pay for the conference themselves.

VI. Report of the Chair – Carol DiPietro, Chair

While in Florida, Mrs. DiPietro attended numerous programs at the Collier County Public Library. The population of the country is significantly higher during the spring and summer seasons. During winter, the population is much smaller. The libraries are well-utilized during the winter. Exercise classes are offered at no cost, as is a lecture series. They have a large Friends organization. To raise funds, they hold a series of 4 author visits held at large venues (hotels). They also work with other organizations (such as the Art Association of Naples) to host programs. Mrs. DiPietro shared the program guides for Adult and Children/Teen programs during the Winter, the Winter/Spring and the Summer.

Mrs. DiPietro also commented on the number of compliments she receives in Florida when she wears her CPL Summer Reading Program t-shirts.

Mrs. DiPietro also attended the CLA Conference today and will report on the conference at the next meeting.

Mrs. DiPietro was re-appointed to the Library Advisory Board.

VII. Report of the Library Director – Ramona Burkey

Technology

The library's staff is preparing for training on our consortium's new software system (Innovative Interfaces, Inc.'s 'Sierra' software), which is due to "go live" on Monday, June 2, 2014. (The software is migrating on Sunday, June 1st when most of the consortium libraries are closed. There will inevitably be various "issues" that arise once we go live on the new software, so we are giving patrons a heads-up in our May newsletter. Staff members are working very hard to ensure that the transition is as smooth and problem-free as possible.

Please “like” the Town of Cheshire’s Facebook page—it’s another way to get information about what’s going on around town: www.facebook.com/townofcheshire. Also like the Cheshire Public Library’s Facebook page.

Programs and Services

Circulation for March was up 2.0% over March of 2013. In particular, magazine circulation was up (28.3%), due to high downloadable magazine checkouts, which now count for 22% of our total nonchildren’s/teen magazine loans. We have just added streaming video to our collection – watch on your computer, iPad, or phone; all you need is your Cheshire library card. With the addition of streaming video from OverDrive, we will probably be discontinuing the IndieFlix product, which has not seen high usage in the past year.

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

- Book Sale: Thursday 5/1-Saturday 5/3. See www.cheshirelibrary.org for more information. Preview Night is Wednesday 4/30, for Friends of the Library members only. Memberships can be purchased at the door.
- Sunday Showcase: The Survivors Swing Band – Sunday 6/8 at 4:00 p.m.
- The children’s librarians will begin visiting schools in town soon to publicize this year’s Summer Reading Program: “Fizz, Boom, READ!” (science theme).

Personnel

Mary Dattilo is our new Assistant Library Director, and she has been very busy over the past few weeks settling into her new job while still performing all of the duties of her previous position as Library Technology Coordinator.

Lisa Martin, Library Clerk, will be leaving us to move to Maine in late June; and Robin Aitro, Library Page, will be retiring this summer. We will miss them both greatly.

We are currently interviewing for the positions of Librarian (formerly Marge Moser), Library Technology Coordinator (formerly Mary Dattilo), Library Clerk and Library Page. Don’t forget to stop by Marge’s retirement luncheon on Wednesday 4/30 in the staff room from 12:00-2:00, if you can.

We have begun the annual performance evaluation process.

Several staff (including myself), as well as Board Chair Carol DiPietro, are attending this year’s Connecticut Library Association conference in Cromwell. Thanks to the Friends of the Library, five staff members and I were able to attend this year’s Public Library Association conference in Indianapolis, IN. As a result, we’ve all come back rejuvenated and with many great ideas, which is part of the reason why we are all so busy here of late!

Financial

I'm pleased to report that three months of Sunday afternoon hours (January – March 2015 from 1-5pm) were added to the library's Fiscal Year 2014-2015 budget as adopted by the Council. The budget becomes "official" on May 10, unless residents petition to take it to referendum.

We have begun using our "Wish List" software, which enables people to donate online to the library using a credit/debit card, a check or PayPal. In addition to Memorial donations, the also welcome Milestone donations celebrating special milestone moments in someone's life (graduation, wedding, etc.).

Buildings and Grounds

Using some bequest monies, we are working with a building consultant/architect to come up with a long-term plan for the library building – specifically, for the Upper Level and the Lower Level, which were not part of the 2012 renovation/reconfiguration. I will likely be applying to the State Library for construction grant funding, as well as to the Council for capital funding, for any future project.

We are also using bequest funds to purchase furniture and indoor and outdoor signage for the library, which is sorely needed. The library currently has no directory, no sign for the Children's Room, and a hodgepodge of handmade signage for the rest of the building. We also have no exterior sign, which causes many drivers to pass the library (especially while traveling southbound on Main St.) before realizing where they are – we notice many drivers then entering the library by the one-way EXIT drive!

The windows in the Teen Room will be replaced within the next few weeks.

We will be open on summer Saturday mornings again this year (July 12 – August 23); 9:30 a.m. to 1:00 p.m.

Board members also discussed Library parking.

Policies and Planning

Other

REMINDER: The June 16 Library Advisory Board meeting will be held at Town Hall, 84 S. Main St. in Council Chambers, and will be televised, per the Town Manager. All town boards and commissions are filming at least one meeting at Town Hall this year.

Thank you to Judy Knott and Mary Dattilo, who helped out at the Library table at this year's Chamber of Commerce Home and Garden Expo. We made some good community connections that day.

Mrs. Burkey went to today's CLA Conference and attended a talk by Jon Katz, author of the Bedlam Farm books (www.bedlamfarm.com). Mr. Katz shared that he does talks for libraries at no cost. Mrs. Burkey also spoke with Tilly Dutta, a Librarian at the Westport Library retiring in June. Ms. Dutta shared that they have a 30% self-checkout rate at their library. Mrs. Burkey shared that the Cheshire Public Library has close to a 70% self-checkout rate. Additionally Mrs. Burkey spoke with the 3M representative who told her there will be some new software improvements to the self-checkouts in the near future.

After looking through the various library brochures, Paul DeSena asked why the library costs to purchase eBooks is so much more than eBooks purchased by individuals. Mrs. Burkey explained the process and cost issues with library purchases of eBooks. Members of the Library Board also shared their opinions.

IX. Unfinished Business

Mrs. Knott asked if the leak on the driveway side wall was fixed. Mrs. Burkey replied it was.

X. New Business

Library Board elections will be held in May. Mrs. Nankin will coordinate this effort.

XI. Adjournment

Mrs. DiPietro thanked Paul DeSena for attending the meeting tonight.

MOTION to adjourn was made by Craig Wilson and SECONDED by Judy Knott.
The meeting was adjourned at 8:14p.m.

The next regular meeting of the Cheshire Public Library Advisory Board will be held on Monday, May 19, 2014 at 7:00 p.m. in the Evelyn Moss Room of the Cheshire Public Library.

Respectfully submitted,

Kathy Kirby,
Recording Secretary