



Cheshire Public Library Advisory Board

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

Regular Meeting Minutes

Date: October 20, 2014

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 (arrived at 7:10 p.m.)
Alice Darter
Joy Hostage
Ramona Burkey, Library Director

Members absent:

Kathy Nankin
Rob Oris, Town Council Liaison

Public Present:

Jane Bate, 454 Riverside Drive, Cheshire (left at 7:25 p.m.)

II. September 15, 2014 Meeting Minutes

MOTION was made by Craig Wilson to accept the minutes as amended; SECONDED by Joy Hostage. The minutes as amended were approved with a voice vote; vote was unanimous.

AMENDMENT TO MINUTES: Under **Call to Order**, the location of the meeting should be: the Evelyn Moss Room of the library.

III. **Treasurer's Report**

Mrs. Burkey reported the Library Board account balance to be \$850.00.

IV. **Reports of Committees**

1. School-Library Partnership

Mrs. DiPietro announced that Sue Hartley will be retiring this month, after 32 years of service at the Cheshire Public Library. Mrs. DiPietro read the following report from Sue Hartley:

First and foremost - I would like to thank all of you for your support over my tenure in Cheshire, Ct. Cheshire is a wonderful town and the people are all very supportive of the library. It has been an honor and privilege to work at the Cheshire Library.

Children's report for October 2014 and beyond

- September 23rd Norton First Grade Visit Noureen Hakim and Sue
- Sept. 27th Eric Nelson 2 workshops on Halloween magic including spiders

October 2014 Children's Series programs

Mother Goose Family Time and our story times have all been very well attended.

- October 27th - Halloween Magic with Rick Rothstein - we already have over 70 people registered for this event.
- October 29th Builder's Brigade - our Lego program. This is still a very popular program and should increase in popularity in late fall and winter.
- October 30th - Halloween Story Time and Costume Parade- We have added another session to accommodate the 60 children who like to come to this event. Nicole makes homemade snacks.
- October 31st - Major Anime Event Anime Club Annual Cosplay event - always well attended and real fun to view the costumes.
- I will be going to a Mommy and Me Class to inform parents of our resources and let them know about other Town agencies that offer services for children.

The future

- I have hired Edward Leonard for Fun With Rhythms - drumming and Silly Song Sing-a-long. He will be here twice in November and 3 times in December. I also have him coming at least once a month from January through March 2015.
- Tracy Brody will also be coming to do Zumba for Kids from November 2014 through March 2015.
- There are also Children's or Family Movies once a month.

Thank you again for all your support. I wish all of you the best.

2. Funding Resources - Mr. Wilson
No report.

V. Communications

Mrs. DiPietro received numerous emails with the topic generating the most discussion involving evaluation of library directors. Many people recommended looking at the Columbia evaluation, the ACLB (American Conference of Library Boards) evaluation, and Board Source. Mrs. DiPietro commented that the Cheshire Library Advisory Board does not evaluate the Library Director.

Mrs. DiPietro also commented on reports from the Alliance for Aging Resource, on Women and Heart Disease and Medication and Deaths in Children.

Mrs. DiPietro received a copy of a letter from a Library patron (letter was sent to Mrs. Burkey and Mrs. DiPietro was copied).

- The patron reported he had a negative interaction with a staff member. He was visiting the Library to drop off a promotional flyer and make a donation.
- Mrs. Burkey responded that she addressed this matter as a customer service interaction. She spoke with the employee, who tried to call the patron to apology but was unable to reach him several times. The employee then sent a letter of apology to the patron. Mrs. Burkey will also follow up with a phone call or letter to the patron.
- Mr. Wilson asked if this had occurred before with the employee, and if so, what is the next step to take. Mrs. Burkey explained there are progressive disciplinary procedures for both union and non-union employees, and that those are followed with employees as appropriate.
- Mrs. Darter asked how Mrs. Burkey decides if the matter is a customer service issue or a disciplinary matter? Mrs. Burkey first determines if the issue is a training issue – was the employee properly trained and is the employee aware of the expectations of the job and of his/her behavior? She works with the employee and their supervisor. Mrs. Burkey monitors the situation and offers support and training. If the issue is not resolved with training, counseling and follow-up, it becomes a disciplinary issue.

Mrs. Hostage reported the following news items:

- In the 9/18/2014 Cheshire Herald, the Cheshire Public Library was recognized as the recipient of the Cheshire Garden Club's "Beauty Spot of the Month" award in September.
- The Hartford Courant promoted the 9/20/14 showing of the movie "Ernest and Celestine" about a bear and a mouse, in their www.ctnow.com section.

Mr. Wilson shared the following news items/articles in the Wall Street Journal:

- “When It Comes to E-Books, Your Local Library is Winning” by Geoffrey A. Fowler
- “The Local Public Library Tops Amazon (for Now)” - 8/13/2014
- “Check out this library: It has robots” by Loretta Waldman – The Westport Library now has robots.
- “High cost of library repairs” by Jennifer Maloney – regarding the capital needs of public libraries in the greater New York City area. Mrs. DiPietro commented on a feature on “60 Minutes” last night, about the state of monuments in disrepair in Italy. The fashion industry is stepping up to pay for the restoration of these monuments.

PUBLIC COMMENT: Mrs. Jane Bate of 454 Riverside Drive in Cheshire shared her concerns about materials that are available in libraries about Islam. Mrs. Bate has tried to donate other books and DVDs pertaining to a particular view on Islam to the Cheshire Library in the past. Mrs. Burkey stated that she will look into this matter to ensure that the library’s collection is balanced. Mr. Wilson thanked Mrs. Bate for sharing her concerns. The Library Board will discuss those concerns.

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

Mrs. DiPietro reminded the Board that Sue Hartley, Head of Children’s Services, is retiring at the end of October and Cindy Tencza, also in Children’s Services, is retiring at the end of December. There will be a public reception for both ladies on Monday, November 17th between 3:00 p.m. – 6:00 p.m.

Mrs. DiPietro announced the Friends’ Book Sale this week from Thursday – Saturday, with a Wednesday evening preview for Friends’ members. The Friends need volunteers to help with the sale. This is one of their major fundraisers, which help them sponsor many programs at the Library.

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

Technology

We will be going live with the Hoopla platform by the end of November. We now subscribe to two new Scholastic products called BookFlix and TrueFlix, which are online fiction and nonfiction resources for elementary-aged children. Our Zinio downloadable magazine service has been upgraded, so that readers can now be notified when new issues of their favorite magazines are available for download. We also now have access to Conde Nast magazine titles and will be looking into purchasing several popular titles. The new photo copiers are active; patrons can now pay with credit and debit cards. They can also print directly from USB sticks at the copier. As reported last month, they now have a public facsimile machine, which is being heavily used. They also have a colored copier available for patrons, which can print colored copies of various sizes.

Programs and Services

Circulation in September totaled 32,476 items. This is three percent lower than September 2013, but on par with circulation at other libraries.

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

- The Friends of the Library's Semi-Annual Book Sale will be held from **Thursday, October 23 through Saturday, October 25** (preview night is **Wednesday, October 22** for Friends members only; memberships can be purchased at the door).
- Halloween Magic, with Rick Rothstein: -- Monday 10/27 at 6:30 p.m.
- Movie Matinee: "Here Comes Mr. Jordan" – Tuesday 10/28 at 1:00 p.m.
- "iPad 101" – Tuesday 10/28 at 7:00 p.m.
- Cheshire Magic: The Gathering Club – Tuesday 10/28 at 7:00 p.m.
- "Before the Auto: Transportation in Cheshire During the 19th Century" – Wednesday 10/29 at 7:00 p.m.
- Halloween Storytimes and Costume Parades – Thursday 10/30 at 4:00 p.m. and 6:00 p.m. (up to age 8)
- Anime Club Halloween Cosplay Extravaganza – Friday 10/31 at 3:00 p.m. (grades 6-12)
- "Ghostly Photographs" – Monday 11/3 at 7:00 p.m.
- "Rescue of the Bounty: Disaster and Survival in Superstorm Sandy" – Thursday 11/6 at 7:00 p.m.
- Cheshire Cats Classics Club: Jules Verne's Around the World in Eighty Days – Monday 11/10 at 7:00 p.m.
- "The Power Within, Part 1" with Cindy Mazzaferro – Thursday 11/13 at 6:00 p.m.
- Puppetry Demonstration with the Ballard Institute and Museum of Puppetry – Saturday 11/15 at 11:00 a.m.

Personnel

After a combined 60+ years of service to the library and the town, both Sue Hartley and Cindy Tencza will be retiring from the Children's Department this year. Sue's last day will be October 31, and Cindy will work through the end of December. Please join us for a drop-in reception in the Mary Baldwin Room on Monday, November 17 between 3:00 p.m. and 6:00 p.m. to say thank-you and goodbye. If you would like to donate towards the gift or bring a food item for the reception, please let Mrs. Burkey know.

Financial

Over the summer, we purchased several pieces of library furniture from funds given in memory of Helen M. and John E. Dickson. We are grateful to the Dicksons' nephew John, and to John's daughters Meredith and Erica, who gave this money to the library in hopes that his aunt and uncle's love of the Cheshire Public Library would live on for others for many years to come.

Buildings and Grounds

We will be closed on Tuesday, November 11 for Veterans Day. I would like to recognize the Cheshire Lions Club, who purchased and donated a brand-new Optelec magnifying machine for use by library patrons last week. Our 20 year old machine had broken down many times and gotten to the point where it couldn't be repaired. Many low-vision patrons will now be able to enjoy their reading experience at the library because of the generosity of the Lions Club. The Optelec machine is located in the Reference area.

Policies and Planning

I will be going to the Personnel Committee of the Town Council later this year to ask to restructure some staff positions in light of the vacancies left by Sue Hartley, Cindy Tencza and Robin Aitro (retired July 1, 2014).

Other

IX. Unfinished Business - Review of By-Laws of the Cheshire Public Library Advisory Board

The Library Advisory Board members reviewed the current by-laws and discussed any questions or concerns they had. The following revisions/questions were proposed:

- PAGE 1, COMPOSITION – B: Members questioned who the town manager's designee was, and if that person was the library director. Mrs. Burkey will check with the town manager's office.
- PAGE 2, DUTIES - C: *The library director shall annually prepare and submit to the library board and subsequently to the town council and other appropriate officials of the town, a written report of the library's activities and recommendations for improving facilities, services and programs.*
- PAGE 2, DUTIES OF OFFICERS – PRESIDENT: a) *Prepare the agenda for all meetings of the library board, which includes the order and conduct of business.* THEN adjust the lettered list accordingly by one letter.
- PAGE 3, DUTIES OF OFFICERS – SECRETARY: Separately list the secretaries' duties between the Recording Secretary and the Corresponding Secretary.

The Library Board members are asked to review the proposed changes to the by-laws before the next meeting, when the revised by-laws will be voted on.

X. New Business

At the next meeting, Mrs. Burkey would like to do a review of the budget process, including how it works, how the budget is developed, and steps of approval. She will also email the Board members the Library Board's current strategic plan for review of action plan items. Lastly Mrs. Burkey will present her annual report at the next meeting.

XI. Adjournment

MOTION to adjourn was made by Craig Wilson and SECONDED by Joy Hostage.
The meeting was adjourned at 8:04 p.m.

The next regular meeting of the Cheshire Public Library Advisory Board will be held on Monday, November 17, 2014 at 7:00 p.m. in the Evelyn Moss Room at the Cheshire Public Library, 104 Main Street, Cheshire.

Respectfully submitted,

Kathy Kirby,
Recording Secretary