



## **Cheshire Public Library Advisory Board**

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

### **Regular Meeting Minutes Date: December 15, 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 recited the Pledge of Allegiance.

#### **Roll Call**

Members present:

Carol DiPietro, Chair  
Craig Wilson, Vice Chair  
Judy Knott, Corresponding Secretary  
Dalena DeSena, Treasurer  
Joy Hostage  
Ramona Burkey, Library Director

Members absent:

Alice Darter  
Kathy Nankin  
Rob Oris, Town Council Liaison

Guests present:

None

#### **II. November 17, 2014 Meeting Minutes**

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

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

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

#### IV. Reports of Committees

##### 1. School-Library Partnership

Mrs. DiPietro read the following report from Lucas Franklin, the Head of Children's Services.

School-Library Partnership:

- I am currently in contact with Deborah Burns, the School Curriculum Coordinator, to work more directly with the school system in purchasing materials for the Children's collection. I am in the process of putting together a list of questions to ask school media specialists to ensure we are buying materials to cover school projects and ensure that we are properly supplementing the school's collection as best we can. Hopefully a meeting will be scheduled after the New Year once I'm back from vacation and school is back in session.
- We have some new and exciting programs planned for January.
  - We are holding a program entitled "Kids Coding Center" on January 8<sup>th</sup> from 4:00 – 5:00 p.m. to teach the basics of coding to youth in grades Kindergarten to 2<sup>nd</sup> grade using a free iPad application called Scratch Jr.
  - A new weekly program for children ages birth to three is being added entitled "Tune Time for Tots"; a music and movement program to be held Wednesdays at 10:00 a.m.
  - We are also adding a weekly tween program entitled "Teen Tuesday" starting at 4:00 p.m.
  - Teen programming will include a monthly "ZenDoodle" program that teaches the art of Zentangles.
  - Lastly, we are holding a program called "Tea Party and Storytime" on Saturday, January 31<sup>st</sup> at 11:00 a.m. (juice and cookies will be served).

Funding Resources - Mr. Wilson was absent.

No report.

#### V. Communications

Mrs. DiPietro reported it was a light period for emails and mail. There were no "hot" topics discussed online.

Mrs. Hostage stated she was pleased to see our Cheshire Library movies listed in the Hartford Courant. The October 23<sup>rd</sup> issue publicized "Here Comes Mr. Jordan;" the November 20<sup>th</sup> issues included "Philomena" and the December 11<sup>th</sup> edition featured "Muppets Most Wanted."

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

- Mrs. DiPietro attended the staff Holiday Luncheon today at the library.
- Mrs. DiPietro will be attending the Town of Cheshire Holiday Gathering for Board and Commission volunteers this Thursday from 5:00-7:00 p.m.
- Mrs. DiPietro complimented the recent Cheshire Herald article about the availability of Hoopla at the library.
- Mrs. DiPietro reminded board members that several of our meetings in 2015 are not on the 3<sup>rd</sup> Monday of the month due to holidays and school vacations. Please check your calendars for the correct meeting dates.
- Mrs. Burkey took a photograph of the Library Board for the Town website.

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

### Technology

We are now “live” with Hoopla (new digital subscription model)! With your Cheshire library card, you can now stream or download your choice of hundreds of thousands of audiobooks, movies, music albums, and TV shows – for free. It’s extremely easy to use, and you do not need to worry about late fees: items are automatically returned at the end of the borrowing period. Due to the library’s limited budget, patrons are limited to 6 checkouts per month at this time. Mrs. DiPietro asked if a patron could pay more to receive more checkouts per month. Mrs. Burkey replied no, the checkout cap per month cannot be increased even with a donation or additional payment. Mrs. Burkey reported there are currently 187 patrons using Hoopla.

The library will be getting a new website, which Mary Dattilo did a great job on. Ours is a mobile website, which adjusts to a patron’s mobile device. The majority of people access the website on a mobile device.

### Programs and Services

Circulation in November totaled 29,424 items. Our new public fax machine was used 43 times during the month of November. Board members commented on how convenient this service is patrons.

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

- Movie Matinee – “It’s a Wonderful Life”: Tuesday 12/16 at 1:00 p.m.;
- Scrooge”: Tuesday, 12/23 at 1:00 p.m.
- Tween Book Club: Tuesday, 12/16 at 4:00 p.m.
- Cheshire Magic: The Gathering Club – Tuesday, 12/16 at 7:00 p.m.
- Builders Brigade (LEGO club): Wednesday, 12/17 at 4:00 p.m.
- Maker Fun: Thursday, 12/18 at 4:00 p.m.
- Pajama Storytime: Thursday, 12/18 at 6:30 p.m.
- Zumba for Kids: Friday, 12/19/14 and 1/9/15 at 1:00 p.m.
- Anime Club: Friday, 12/19 at 3:00 p.m.
- Weekend Concert: “joy to the World” with Judy Handler and Mark Levesque – Saturday, 12/20 at 2:00 p.m.

- “Fun With Rhythms”: Saturday, 12/27 at 10:30am
- College Financial Aid Seminar: Tuesday, 1/6 at 7:00 p.m.

### **Personnel**

The deadline for candidates to apply for the position of Children’s Librarian is Friday, December 19<sup>th</sup>, so we will likely be interviewing candidates shortly after the New Year begins.

Mrs. Burkey went to the Town Council meeting last Tuesday, where they discussed her proposed adjustments to three library staff positions (the Town Personnel Committee had forwarded the proposal to the Town Council). Mrs. Burkey explained the programmatic changes and the estimated savings of \$28,000 annually. The Town Council approved the proposed adjustments unanimously. The position adjustments are effective today.

### **Financial**

The library has received \$700 in donations toward the Children’s Room signage, in honor of Sue Hartley and Cindy Tencza. The Friends will also make a donation to the sign. The signage will be a 3-dimensional tree surrounding the entrance to the Children’s room and will cost approximately \$4000.

I have received the budget packet from the Finance Director and will be preparing the library’s budget request for Fiscal Year 2015-2016 over the next few weeks (budget requests are due January 16<sup>th</sup>). This includes operating expenditures as well as buildings and grounds. I’ll also be working with Joan Pilarczyk on planning Artsplace’s budget request.

### **Buildings and Grounds**

The library will be closed on Wednesday, December 24 and Thursday, December 25. The library will close at 4:00 p.m. on December 31 and will be closed on January 1, 2015. Please remember that we will be open on Sunday afternoons, from January 4 through March 29, 2015, from 1:00 p.m. until 5:00 p.m.

### **Policies and Planning**

#### **Other**

Mrs. Hostage asked the status of the parking agreement with the church. Mrs. Burkey, the Town Manager, the Town Attorney, the Church Pastor, 2 Church Elders and the Church Attorney recently met – a very productive meeting with those parties involved. Mrs. Burkey expects a resolution will be upcoming.

## **IX. Unfinished Business - Review of the Cheshire Public Library’s Strategic Plan 2012-2016**

The Library Advisory Board members continued their review of the strategic plan, updating the following areas:

PAGE 2, STRATEGIC FOCUS #1: "Young Minds: Encouraging Learning and Growth"

- 1<sup>st</sup> OBJECTIVE: Add the acronym *STEM* to the strategy.
- 2<sup>nd</sup> OBJECTIVE TACTIC: *Host a School-Business Partnership meeting at the Library.* Completed.
- 2<sup>nd</sup> OBJECTIVE TACTIC: *Provide library-related professional development opportunities for CPS faculty, staff, and/or administrators at the library.* Lucas Franklin is working on this.
- 2<sup>nd</sup> OBJECTIVE TACTIC: *Conduct a Parent-Teacher Organization orientation session at the library.* Mrs. Burley will contact Cheshire Townwide PTA President Maura Esposito.

PAGE 3, STRATEGIC FOCUS #2: "My Library: A Personalized Experience"

- 2<sup>nd</sup> OBJECTIVE: *Provide excellent customer service at all times, in alignment with library best practices.* Need to improve; tied to budgetary restraints.
- 2<sup>nd</sup> OBJECTIVE, TACTIC: *Investigate ad-driven postcards/mailings for the library.* Mrs. Burkey met with Mrs. Darter concerning this.
- PAGE 3, 2<sup>nd</sup> OBJECTIVE, TACTIC: *Implement a "greeter/concierge" program, with knowledgeable staff available at a welcome station in the lobby.* Mrs. Burkey stated this involves another service point needing to be staffed. Any volunteer would need to be trained about the library services and also in customer service. This tactic is involved – Mrs. Burkey needs to do more work on this tactic.

PAGE 4, STRATEGIC FOCUS #2: "My Library: A Personalized Experience"

- 1<sup>st</sup> OBJECTIVE STRATEGY: *Ensure that job descriptions are in keeping with library best practices.* All union job descriptions were completed in 2013. The remaining 3 job descriptions (Director, Deputy Director and Administrative Assistant) need to be reviewed by the Town Council.

PAGE 5, STRATEGIC FOCUS #3: "Informed Citizens: Lifelong Learning"

- 3<sup>rd</sup> OBJECTIVE STRATEGY: *Partner with local businesses and organizations, to foster awareness of CPL resources for the business community and to help drive local economic development.* The library has completed several items in this strategy. They hosted a Chamber Business After Hours in February 2013 and a Small Business Owners program. Reference Librarian Bill Basil serves on the Chamber of Commerce Program committee. The library participated in the *Show Your Card* program. The library has also booths at the Chamber of Commerce

Fall Festival and the Home Expo in the spring. The library is a full member of the Chamber of Commerce.

Mrs. Burley will send members the updates to the strategic plan. At the January meeting, the board will review the last edits and vote. Mr. Wilson complimented the strategic plan. Mrs. Burkey thanked board members for their input into the strategic plan.

**X. New Business**

Mrs. DiPietro will be away from January – March 2015. Mr. Wilson will serve as chair during that time period. If you are unable to attend a Library Board meeting, please contact Mrs. Burkey.

**XI. Adjournment**

MOTION to adjourn was made by Craig Wilson and SECONDED by Joy Hostage. The meeting was adjourned at 7:47 p.m.

The next regular meeting of the Cheshire Public Library Advisory Board will be held on Monday, January 26, 2015 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