



Cheshire Public Library Advisory Board

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

Regular Meeting Minutes

Date: April 27, 2015

I. Call to Order

The regular meeting of the Cheshire Public Library Advisory Board was called to order by Carol DiPietro at 7:03 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
Joy Hostage
Ramona Burkey, Library Director

Members absent:

Dalena DeSena, Treasurer
Alice Darter
Kathy Nankin
Rob Oris, Town Council Liaison

II. March 16, 2015 Meeting Minutes

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

III. Treasurer's Report

Mrs. Burkey reported the Library Board account balance to be \$750.

IV. Reports of Committees

1. School-Library Partnership

The April report from Lucas Franklin, the Head of Children's Services, was read by Mrs. DiPietro.

Weeding Nutmeg Books: Because we purchase up to 10 copies of each Nutmeg Nominated Nominee book we have to weed them down to a smaller number after a year on the shelf. This year instead of selling them we offered the books the school media centers. So far two media centers have expressed interest in some of the books and the remainders will be given to teachers for their classroom collections. We will be hand delivering the books in the next two weeks to each of the schools who are interested.

Spring Break Events:

Events at the library during Spring Break were sent to Cheshire School Principals to include in the parent e-newsletter.

Dodd Middle School FEA:

May 14 at 3:30 the Dodd Middle School will be hosting a Read-Aloud program for preschool age children here at the library.

Board members asked about the programs offered during April school vacation week. Mrs. Burkey reported that those programs were very well attended and included many science and nature programs such as rocks and minerals and edible insects. The Children's department has been offering new and interesting programs which are well received, including yoga storytime. They will also be offering a "Mindfulness and Parenting" series for parents. This series will help parents learn tools to redirect their minds when they are under stress; centering on themselves; being present in the moment and more aware of their body; grounding themselves to gain a feeling of control.

At the Board's request, Mrs. Burkey will ask Mr. Franklin to include in his report the highlights of the children's programs offered.

Funding Resources - Mr. Wilson reported.

No report. The Board asked that this section be removed from future agendas.

Mrs. Burkey did report that Kathleen Larkin revised the gift form for the Cheshire Public Library to suggest gifts to celebrate or honor a special person, in addition to remembering a friend or loved one. A secure donation box has also been added by the parking lot entrance.

V. Communications

Mrs. DiPietro received a new Trustee Handbook from the Association of Connecticut Library Boards.

Mr. Wilson shared the Brewster Ladies' Library Association Annual Report.

Mrs. Hostage noted the Hartford Courant continues to include our movies showings on the www.ctnow.com page; the 4/2/15 edition listed "House on 92 Street"; the 4/16/15 edition listed "Argo".

Mrs. Hostage also commented on recent articles about the New York public libraries' deplorable conditions and lack of funding.

VI. Report of the Chair – Carol DiPietro, Chair

Mrs. DePietro thanked Mr. Wilson for filling in as chair in her absence.

While in Florida, Mrs. DiPietro attended numerous programs at the Collier County Public Library. She shared the Winter Programs brochure – all programs are free. The brochure includes programs offered at their 10 branches, including exercise programs, theater, films, concerts, computer classes, book groups/talks, etc. Mrs. DiPietro also passed around the Children & Tween/Teen Programs brochure for Winter/Spring 2015.

Friends' members can register for programs early. Online registration is available, and many programs fill up fast. Their Friends organization has a dedicated phone line.

Their Friends' fundraisers include a Lecture Series with nationally known authors and a Bagels & Book Club Breakfast fundraiser.

Mrs. DiPietro also shared a Naples Daily News (2/26/15) article entitled "Where are all the books? – Fewer dollars mean there are fewer reads at Collier libraries."

Mrs. DiPietro reminded everyone of the Friends of the Cheshire Public Library book sale this week, running Thursday – Sunday, with preview night for Friends members on Wednesday evening.

VII. Report of the Library Director – Ramona Burkey

Mrs. Burkey passed out an invitation to an appreciation reception in honor of the supporters of the Cheshire Public Library on May 21, 2015 beginning at 6pm in the Mary Baldwin Room.

Technology

The Town has gone out to bid for a new telephone system, which will be installed this summer.

Programs and Services

- Our new hours will begin on Monday, June 1:
Monday – Thursday **9:00 a.m. – 8:30 p.m.**
Friday – Saturday **9:00 a.m. – 5:00 p.m.**
- We will be open Saturday mornings again this summer, from July 11 – August 29, from **9:00 a.m.** to 1:00 p.m. We are publicizing our new opening and closing times through every outlet we can devise.
- The library will be marching in this year's Memorial Day parade on Sunday, May 24. We would love to have library board members join us.
- The library will be closed on Monday, May 25 for Memorial Day.
- As of May 1, we will not be able to process interlibrary loan (ILL) requests through the statewide "ReQuest" system. The state library's contract with the software vendor is expiring, and a replacement for that software is not expected until this fall at the earliest. Fortunately, only about 1%-5% of our ILLs here at CPL are obtained using this software (95%-99% are filled through our consortium), and we can potentially fill ILL requests using other methods, so the impact on our patrons should be minimal.
- Our Reference department will soon begin offering one-on-one Tech Tutoring for Cheshire residents. More information coming soon.
- **Save the Date: Library Supporter Appreciation Reception – Thursday, May 21 at 6:00 p.m. We would love to have as many library board members as possible in attendance, since this is one way that we as staff say "thank you" for all that you do for the Cheshire Public Library.**

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

- **Friends of the Library Semi-Annual Book Sale:** Wednesday 4/29 Members-Only Preview 6:30-8:30 p.m.; Thursday 4/30 9:30 a.m. – 8:00 p.m.; Friday 5/1 9:30 a.m. – 4:00 p.m.; Saturday 5/2 9:30 a.m. – 3:00 p.m.; Sunday "Fill a Bag" Sale 12:00 p.m. – 3:00 p.m. Tuesday Movie Matinees (1:00 p.m.): "Alexander's Ragtime Band" (5/5); "Brigadoon" (5/12) and "Mamma Mia!" (5/19).
- "Nathan Hale: America's First Spy" – Tuesday 5/5 at 7:00 p.m.
- "Ask A Lawyer" 5/7 from 6:00 A free community service provided by the Greater New Haven Bar Association.
- "The World of Rare Books" -- Tuesday 5/12 at 6:30 p.m.
- "Breast Health and Tomosynthesis" – Wednesday 5/13 at 7:00 p.m.
- "Eat Better, Feel Better, Live Better" – Tuesday 5/19 at 7:00 p.m.

Personnel

- I'm sad to announce that Grace Knipe, Library Page, will be retiring at the end of May. Grace has been responsible for helping to keep the library in good order, and for helping to run our Movie Matinees for many years. We will miss her, but we hope that she has a wonderful and fun retirement.
- I've begun working on the annual performance evaluations, a process that usually takes about 6-8 weeks to complete.

Financial

The Fiscal Year 2015-2016 budget as adopted by the Town Council on April 14 includes funding for seven (7) additional Sunday afternoons open to the public (which would allow us to be open Sundays from November through March); and an additional \$11,892 in our Program Materials (book) budget, to help cover the cost of providing materials in a growing number of formats, both physical and electronic.

Mrs. Hostage asked the status of state funding for the ConnectiCard program. Mrs. Burkey replied the Appropriations Committee has returned some funding to the budget for the CT State Library, but their funding is still \$142, 000 less, including a \$50,000 shortfall for ConnectiCard program. Mrs. Burkey explained that the ConnectiCard program has been in existence for 42 years; it is a regional program providing shared resources. Mrs. Hostage commented she spoke with Mary Fritz, who supports funding the program.

Mrs. Burkey explained the Friends of the Cheshire Public Library have materials available for people who want to advocate for more funding for the State Library; there is also information on the CT State Library website.

Buildings and Grounds

We will be applying for a State Library construction grant of \$350,000 to finish the reconfiguration/remodel of the interior of the library, the first phase of which was completed on the Main Level of the library in 2012. Phase 2 will address the Upper and Lower Levels, providing a much-needed carpeting replacement, repainting, reconfiguration of book shelves and lighting, better storage, and additional (and more flexible) program space. There is a sum of \$350,000 already approved in the town's Five Year Capital Expenditure plan towards this work, which is the 50% match for the grant.

Policies and Planning

I will be participating in a strategic planning webinar, hosted by the Library Leadership and Management Association (LLAMA), on Wednesday, May 6. Our current Strategic Plan goes through 2016, so we need to start thinking about the next long-range plan now.

Artsplace

Other

I will be attending the Connecticut Library Association's annual conference on Tuesday 4/28. Two of our children's department staff members (Lucas Franklin and Nicole Dolat) will be presenting a program about STEM programming that afternoon.

The Board members discussed possible fundraising ideas, including hosting social events on a Friday evening when the Library is closed. Ideas included holding a "Taste of Cheshire" with a musical group providing background music; and hosting a visiting author talk.

IX. Unfinished Business

None.

X. New Business

The Board needs to hold elections for officers at the May 18th meeting.

XI. Adjournment

MOTION to adjourn was made by Craig Wilson and SECONDED by Judy Knott. The meeting was adjourned at 8:10 p.m.

The next regular meeting of the Cheshire Public Library Advisory Board will be held on Monday, May 18, 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