



Cheshire Public Library Advisory Board

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

Regular Meeting Minutes

Date: June 15, 2015

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
Dalena DeSena, Treasurer
Joy Hostage
Kathy Nankin
Deborah Rutter, Library Deputy Director

Members absent:

Judy Knott, Corresponding Secretary
Ramona Burkey, Library Director
Rob Oris, Town Council Liaison

II. May 18, 2015 Meeting Minutes

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

III. Treasurer's Report

Mrs. DeSena reported the Library Board account balance to be \$750.00. The balance has not changed because we had a few Board meetings cancelled (and did not need clerk services) and also no one from the Board attended this year's CT Library Association Conference.

IV. Reports of Committees

1. School-Library Partnership

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

This month we sent out Summer Reading Handouts to each elementary school student in Cheshire (2,200 total). I will be sending print offs of the finalized copy along with stats for May for your review.

Upcoming events of note include Tween Yoga tomorrow June 16, STEM Tea Party on June 22, LEGO Brunch at the Library June 27, Night Skies Planetarium June 29, Teen Reads to Tots starting July 8. Descriptions of all of these programs can be found on the Summer Reading Handout.

V. Communications

Mrs. DiPietro received an email from Alice Darter, who resigned from the Library Board as of 5/28/2015. In the email, Mrs. Darter thanked the Board members for their support and also their dedication to the Board. Mrs. DiPietro believes William Hellyar has been appointed to fill the position.

Mrs. Hostage was pleased to report seeing the free Cheshire movies mentioned in several Hartford Courant editions in June.

Mrs. Hostage also commented that she saw a posting in the Cheshire Herald for a Library Page position. Ms. Rutter explained this was a 19 hour page position replacing an employee who retired.

VI. Report of the Chair – Carol DiPietro, Chair

- Mrs. Hostage, Mrs. Knott, Mrs. Burkey and Mrs. DiPietro all attended the Library Supporter Appreciation Reception on May 21st.
- At the Friends' Annual Meeting (May 18th), the success of the recent Book Sale was discussed. The next book sale will be held in late October and will again be coordinated by Tom and Deb Morck.
- Memorial Day Parade – Members of the Library staff and Mrs. DeSena walked in the Memorial Day parade, distributing bookmarks with the library website address and the summer reading program website address on the back of the bookmark. A Cheshire resident sitting near Mrs. DiPietro commented she was pleased to see the Library participate in this year's parade, and shared: "The Library is the best thing in this Town!"
- At the Town Council meeting on Tuesday, June 9, 2015, Mrs. DiPietro made a presentation about the Library Board. Her presentation (copy filed with these minutes) addressed 1) The Library Board's duties; 2) Accomplishments of the

Board; and 3) Goals of the Board. Mrs. Burkey distributed information about the Summer Reading program. In response to a question from Mrs. Nichols at the meeting, Mrs. DiPietro explained the different roles of the Library Advisory Board and the Friends of the Cheshire Public Library. At this meeting, the Historic District Commission also made a presentation to the Town Council.

VII. **Report of the Library Director** – Ramona Burkey was absent, so Ms. Rutter presented the Library Director’s report, which was also distributed to the Board.

Technology

The Town has selected Total Communications, Inc. as the vendor for the new phone system, which is to be installed this summer.

Programs and Services

Our new hours began 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.

Ms. Rutter commented on the implementation of the new Library hours. She has not heard any complaints about the Library closing at 8:30 p.m., and stated there are several patrons waiting for the Library to open in the mornings. The change in hours appears to be a beneficial change all around.

May circulation was 29,821 items, of which 1,600 items (5%) were digital items.

Selected Upcoming Events (more programs, info and registration at cheshirelibrary.org). Please see our website for a list of our 130(ish) summer programs!

Personnel

We will be interviewing for the open 19-hour Page position in early July.

Financial

Buildings and Grounds

You may have noticed some new plantings in front of the library over the last few weeks. Deborah Rutter, Deputy Director, along with several community members, have been working on refreshing the garden design. The Friends of the Library, the Cheshire Garden Club, and the Town Beautification Committee, we well as some anonymous donors, have pledged financial assistance towards this exciting and beautiful project, which was designed by Anupa Simpatico. The garden will be named in honor of Margaret Andersen, a long-time resident and Friend of the

Library, who was an avid and accomplished gardener. *Mrs. Hostage stated the Library always looks so attractive. Ms. Rutter explained they will be planting additional items this spring, other items in the fall, and bulbs will be planted to bloom next spring. Mrs. DeSena loves the oriental pine on the left of the Library.*

Policies and Planning

A reminder that we will commence renewal of the library's Strategic Plan in the fall. Please keep your eyes and ears open for best practices and ideas for how the library can best serve Cheshire's needs.

Artsplace

Our Summer Reading Program Finale Party will be held at Artsplace this year. The date for the program is Monday, August 24 in the evening; time TBA. *Ms. Rutter explained the Library will be offering programs with Arts Place. Arts Place instructors will offer art programs at the Library, allowing patrons to try out a free sample class offered on a weekend. They hope to offer sample Parks and Recreation classes also.*

Other

Thanks to the generosity of the Friends of the Cheshire Public Library, two coworkers and I will be attending the American Library Association's annual conference in late June.

VIII. Unfinished Business

Election of Officers:

Mrs. Nankin of the Board Nominating committee apologized for missing the May meeting. She contacted the current Officers who were all interested in serving again. She also spoke with the other Board members.

Mrs. Nankin put forth the following slate of officers for the Board:

Chair: Carol DiPietro
Vice Chair: Craig Wilson
Corresponding Secretary: Judy Knott
Treasurer: Dalena DeSena

Mrs. Nankin asked if there were any other names to be considered for the slate. No other nominations were offered.

MOTION to close nominations was made by Craig Wilson and **SECONDED** by Joy Hostage. **VOTE** was unanimous.

MOTION to accept the slate as proposed was made by Kathy Nankin and **SECONDED** by Joy Hostage. **VOTE** was unanimous.

IX. New Business

Mrs. DiPietro asked Mrs. Kirby to prepare a new list of Library Board members when she receives Mr. Hellyar's contact information, and e-mail that list to Board members.

Mrs. DiPietro wished everyone a good and safe summer and reminded the Board that we usually do not meet during July and August unless necessary.

X. Adjournment

MOTION to adjourn was made by Craig Wilson and **SECONDED** by Kathy Nankin. **VOTE:** Unanimous. The meeting was adjourned at 7:21 p.m.

The next regular meeting of the Cheshire Public Library Advisory Board will be held on Monday, September 21, 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