



Cheshire Public Library Advisory Board

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

Regular Meeting Minutes

Date: May 16, 2016

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. just outside the Evelyn Moss Room of the library.

Pledge of Allegiance

Board members recited the Pledge of Allegiance.

Roll Call

Members present:

Ramona Burkey, Library Director (ex officio)
Carol DiPietro, Chair
Dalena DeSena, Vice Chair
Terry Grahame, Treasurer
Mark Hostage

Members absent:

Kathleen Nankin
Tod Dixon
James Conroy
Liz Linehan, Town Council Liaison

II. Approval of Minutes from April 25, 2016

Mrs. Grahame made a motion to accept the minutes from April 25, 2016.

Mr. Hostage seconded the motion, which passed unanimously.

III. Treasurer's Report

Ms. Grahame reported that the current dollar amount in the library board budget is \$587.50. \$400.00 was added back to the treasury from a closed purchase order for Kathy Kirby (former Recording Secretary).

IV. Communications

There was nothing to report.

V. Report of the Chair – Carol DiPietro, Chair

Mrs. DiPietro mentioned that she read a newspaper article that the Hamden Library has reduced its hours including Saturdays due to a lack of staff.

VI. **Report of the Library Director** – Ramona Burkey presented her report.

Technology

The town will be purchasing and installing security cameras, inside and outside at multiple locations including the library. A vendor has been selected. Payment for the cameras will come from the police department's budget.

Programs and Services

This year's summer reading program theme is "On Your Mark, Get Set, Read!" Physical fitness will be encouraged for all ages. Staff member Laurie Lee, has created original artwork to emphasize the theme. The artwork will be printed on the t-shirts.

Personnel

The Senior Librarian position (in charge of Circulation and Technical Services) has been filled. Sandra Hernandez will begin work on May 26, 2016 and comes to Cheshire from the Fair Haven Branch of the New Haven Free Public Library. A professional development morning for staff will be held on May 27th. The library will be closed from 9:00 a.m. until 1:00 p.m. and will be open from 1:00 p.m. to 5:00 p.m. Signs and announcements are in place for this.

The library will be closed on May 30th in observance of Memorial Day. The library will be open on Saturday mornings during the summer from 9:00 a.m. until 1:00 p.m., July 9 through August 27. Library staff will participate in the Memorial Day parade.

Financial

There was nothing new to report other than approval of the state budget which will impact municipalities going forward. There has been a \$600,000 cut in state aid money to the Town of Cheshire.

Buildings and Grounds

The exterior library sign should be installed by the end of summer. The Capital Expenditure Request for Phase 2 for reconfiguration of the library interior will be submitted soon. Phase 2 will address the upper and lower levels of the library. The State Library is providing a grant for \$250,000. The Capital Expenditure Request will match this amount for a total cost of \$500,000. Once the local funding is secured, the project must get the go-ahead from the State Bond Commission.

The HVAC unit for the Mary Baldwin Room will be replaced this summer. The issues with temperature swings especially during the summer will be resolved. This issue has been going on for 2 decades.

Policies and Planning

Mrs. Burkey will be meeting with the Ordinance Review Committee on May 18 to review the ordinance governing library funds. The library fine for video materials is \$2.00 per day. This creates problems regarding affordability; overdue fines add up for unreturned items. Patrons also become concerned when they learn that the money from the fines goes into the town's general fund and not to the library. Approximately \$40,000 is accumulated from library fines each year; all of that goes to the general fund. To date, the fine for adult books is 15 cents per day and 10 cents per day for children.

Mrs. Burkey will propose to get the fees to a more workable level for video material. The \$2.00 fee is too high and deters people from using the library. In addition, advanced technology such as streaming has reduced the demand for DVDs. An approval of lower fines may facilitate bringing patrons back to the library.

Mrs. Burkey is finalizing the renewal of the library's Strategic Plan. She distributed draft copies of the plan to the Board members and asked them to review it so that it can be discussed/approved at the meeting in June. Mrs. DiPietro will add this as an agenda item under New Business for the June meeting. The core of the strategic plan focuses on lifelong learning, community engagement, and personalized services. The emphasis will be will on "turning outward" with more involvement in community outreach through participation in local activities, committees and organizations.

Other

The Friends of the Library invited the Library Board members to their Annual Meeting and election of officers on Monday, May 16 at 7:30 p.m. in the Mary Baldwin Room. Please see Ramona Burkey to renew membership for the year, or complete an application envelope in the lobby.

Please mark your calendars for the next **Supporter Appreciation Reception on the evening of Wednesday, October 19, 2016 at 6:00 p.m.** The library takes the opportunity during the reception to thank the board members, Friends, volunteers, donors, and everyone who contributes to make the library an excellent resource for the community.

Please see our monthly calendar at www.cheshirelibrary.org for a full listing of library programs and events.

VII. Unfinished Business

None.

VIII. New Business

- A. Possible recommendations to Town Council to allow alcohol at selection functions on town property.

Mrs. Burkey feels that a policy to allow consumption of alcohol at selected functions on town property would benefit for generating revenue at the library and Artsplace. She gave a brief history explaining that Artsplace has been under her supervision for nearly three years. Prior to this, Artsplace was under the supervision of Parks and Recreation, so consumption of alcohol was allowed with permission from the Director of Parks and Recreation. Artsplace and the

library are designated as Cultural Services (not Recreation), so alcohol is currently not allowed.

The Town of Southington recently approved the consumption of beer and wine at their library, Barnes Museum and other town properties with legal and liability safeguards in place. The parameters are as follows: beer and wine are provided only by outside vendors who carry all liability insurance and licensing. The vendor would be responsible for checking I.D.'s. This is not the responsibility of the town. There was no additional insurance cost incurred by the Town of Southington for allowing alcohol in town facilities.

It was mentioned that a town in the northwestern part of the state published a photograph of an event where participants were enjoying alcoholic beverages. Mr. Hostage moved to allow alcoholic beverages to be served at selected events at the Cheshire Public Library and Artsplace, with appropriate controls and restrictions, to be determined by town staff and the Town Council. Ms. DeSena seconded the motion which passed unanimously. Mrs. DiPietro signed a document (also to be signed by Cheshire Performing and Fine Arts Committee Chair Donna Lodynsky) requesting that the Town Council examine the Town Building Use Policy regarding the consumption of alcohol on town property.

B. Dates for 2017 Library Board Meetings

Mrs. DiPietro presented a list of dates for the 2017 Library Board Meetings explaining that dates were selected around holidays and school vacation schedules.

Ms. Grahame made a motion to accept the 2017 Library Board Meeting dates as presented. Ms. DeSena seconded the motion which passed unanimously by the board members.

IX. **Adjournment**

The meeting was adjourned by general consensus of the board at 8:00 p.m.

The next regular meeting of the Cheshire Public Library Advisory Board will be held on Monday, June 20, 2016 at 7:00 p.m. in the Evelyn Moss Room at the Cheshire Public Library, 104 Main Street, Cheshire. Please notify Ramona Burkey or Carol DiPietro in advance if you are unable to attend.

Respectfully submitted,

Dawn Guite, Recording Secretary