



Cheshire Public Library Advisory Board

Cheshire Public Library  
104 Main Street  
Cheshire, CT 06410

Regular Meeting Minutes

Date: June 20, 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

Tod Dixon, Corresponding Secretary

Kathy Nankin

James Conroy - arrived at 7:15pm and was introduced to the Board members.

Members absent:

Liz Linehan, Town Council Liaison (ex officio)

Mrs. DiPietro deviated from the agenda in order to introduce Sandra Hernandez, Senior Librarian in charge of Circulation & Tech. Services. She supervises 18 of the 36 staff members at the library. Ms. Hernandez discussed some of the goals of her position including strengthening communication between Circulation & Tech. Services now that these departments are combined. She also addressed the overlap resulting from the two departments being combined as one. It will be a trial and error process to determine what works and what does not. An information desk to welcome patrons, answer questions, and direct them to appropriate resources is planned as part of the library's new Strategic Plan. Library staff will be trained for this function. While staff meetings cannot be regularly planned due to diverse work schedules and library hours, communication can be supported through internal blog, virtual staff meeting and instant messenger.

II. Approval of Minutes from May 16, 2016

Mrs. Grahame made a motion to accept the minutes from May 16, 2016.

Mrs. Nankin 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.

### IV. Communications

Mrs. DiPietro reported that the Business Appreciation Day breakfast meeting will be held on June 29 at Elim Park. Anyone who is interested in attending should make a reservation through Ramona Burkey. This year's speaker is Sunil Gulati, President of the U.S. Soccer Federation and Vice President of FIFA. He is also a graduate of Cheshire High School.

Mrs. DiPietro also mentioned that she spoke with Fellis Jordan, former President of the Friends of the Library, who brought up National Friends of Libraries Week. It will be held from October 16-22. During the meeting in September, ideas for activities during this event will be discussed. The website [www.ala.org/united/events\\_conferences/folweek](http://www.ala.org/united/events_conferences/folweek) has information on this event.

Library staff participated in this year's Memorial Day parade.

### V. Report of the Chair - Carol DiPietro, Chair

Mrs. DiPietro mentioned that Mrs. Burkey and Ms. Rutter have started a cookbook club at the library where the group will discuss all things culinary and can bring a dish to share based on a theme. For this timeframe, the theme is summer sides and salads. The first meeting will be held on July 13 at 6:30pm at the library.

### VI. Report of the Library Director - Ramona Burkey presented her report.

#### Technology

The upgrade of the library's credit card payment terminals is scheduled for this summer. The library will be going live with Lynda.com, an online video-based learning site where users can take courses in web development, CAD, marketing, photography, etc. Access will be free to Cheshire resident library card holders. Mobile hotspots for checkout will be offered soon and the purchase of a small collection of laptops with a lockable charging cart will be made. This will allow staff to provide computer based classes to the public because the library does not have a dedicated computer lab.

#### Programs and Services

This year's summer reading program theme is "On Your Mark, Get Set, Read!" The program will kick-off on Thursday, June 23 at 6:00 p.m. at Artsplace, 1220 Waterbury Road. Physical fitness, which is part of this program, will be encouraged for all ages. The finale party for the summer reading program will take place on August 24 at the pool. There may be the return of the volcano (an even bigger and better volcano).

#### Personnel

The library will be closed on Independence Day on Monday, July 4.

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. Contract negotiations with the library union are ongoing. Performance reviews are in progress.

#### Financial

There was nothing new to report.

#### Buildings and Grounds

The exterior library sign should be installed by the end of summer. It is currently in the fabrication phase.

The HVAC unit for the Mary Baldwin Room will be replaced this summer. Dates for the installation are being finalized. This unit is also in the fabrication phase.

#### Policies and Planning

The Ordinance Review Committee voted unanimously to the recommendations of the following changes:

1. All adult materials (including DVDs) will be 15 cents per day overdue. No more \$2.00 DVD fines.
2. All children's/teen materials will be reduced from 10 cents to 5 cents per day.
3. Museum passes will remain at \$10.00 per day, since they are extremely high-demand, high-value items.

These changes take effect for items checked out on or after July 1, 2016.

The recommendation from the Library Advisory Board and the Cheshire Performing and Fine Arts Committee (CPFA) regarding alcohol at the library and Artsplace was referred to the Ordinance Review Committee at the last town council meeting. Mrs. Burkey will keep the Library Board informed of any developments.

#### Other

The Fall Festival will take place in September. The date will be confirmed.

National Friends of Libraries Week will be held from October 16 - 22. Events will be planned including a reception with music.

The Supporter Appreciation Reception is 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.

The Library Board agreed that meetings this July and August were not necessary.

Please see our monthly calendar at [www.cheshirelibrary.org](http://www.cheshirelibrary.org) for a full listing of library programs and events.

VII. Unfinished Business

Mr. Dixon will send thank you notes to the two garden clubs for their efforts in beautifying the library. Mrs. Burkey will provide contact information to Mr. Dixon.

VIII. New Business

Guest - Sandra Hernandez/Senior Librarian in charge of Circulation & Tech. Services. (Introduction and discussion took place at the beginning of the meeting.)

Approval of Library Strategic Plan

Mr. Hostage made a motion to approve the Library Strategic Plan. Mr. Dixon seconded the motion, which passed unanimously.

National Friends of Libraries Week, October 16-22. (Discussion took place under Communications and the Report of the Library Director.)

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, September 19, 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