



Cheshire Public Library Advisory Board

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

Regular Meeting Minutes

Date: November 21, 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. in 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

Tod Dixon, Secretary

Mark Hostage

Members absent:

James Conroy

Kathleen Nankin

II. Approval of Minutes from October 17, 2016

Mrs. Grahame made a motion to accept the minutes from October 17, 2016 as posted.

Mr. Dixon seconded the motion which passed unanimously.

III. Treasurer's Report

Mrs. Grahame reported that the current dollar amount in the library board budget is \$750.00.

IV. Communications

Mrs. Burkey will resend the invitation to the holiday luncheon on December 8th so that those interested in attending can RSVP.

V. Report of the Chair

Mrs. DiPietro shared an article about the Bethlehem Library entitled “A Well Read Pumpkin” where the library staff decorated pumpkins and displayed them throughout the library. The theme was literature inspired pumpkins. Mrs. DiPietro mentioned that this may be a good fundraising event for the library.

Mrs. DiPietro attended the The Supporter Appreciation Reception on Wednesday, October 19th. She also attended this month’s Friends of the Library meeting. She suggested that a Library Board member attend the Friends monthly meeting to show support. Library Board and Friends Minutes will be shared among each group.

Mrs. DiPietro said that the Friends of the Library raised \$10,660 from the Fall Book Sale and she asked Mr. Dixon to send a thank you note to the Morck’s who were co-chairs of the book sale. She volunteered at the book sale and thanked Big Y for donating the paper bags for the books. She also mentioned that the Friends raise at least \$1,000 a month from book sales on Amazon.com and at least \$600 a month from “in house” sales.

VI. Report of the Library Director

Technology

The Wi-Fi “hotspots” are very popular. They are so popular that there is now a loan period that makes them “hold able” so that patrons have an opportunity to check them out. More “hotspots” will be considered is popularity continues.

Programs and Services

The Friends of the Library raised more than \$10,000 from the Fall Book Sale. The Friends hard work and dedication allows funding for library programs, staff development conferences, interior and exterior improvements to name a few.

The Supporter Appreciation Reception was a great success. At least 50 people attended including Friends of the Library, Library Board members, volunteers, Town Council members and town service groups. It was a great way to thank those who support the library.

Meeting Minutes

Personnel

The library will be close at 4:00pm Wednesday, November 23. On Thursday and Friday, November 24 and 25 the library will be closed for Thanksgiving.

Contract negotiations with the library union are ongoing. A meeting is scheduled on December 15th for mediation of the contract settlement.

Financial

There was nothing to report.

Buildings and Grounds

There was nothing to report.

Policies and Planning

Mrs. Burkey will meet with the architect, George Fellner, in December to continue discussions on drawings and specs for Phase 2 of the library configuration.

Work continues on fulfilling the objectives of the Strategic Plan, focusing on the "Info/Welcome Desk" concept on the Main Level, founding of a Cheshire Lifelong Education Council focusing on children and fostering communication. Community outreach is a daily goal providing exceptional services to library patrons and strengthening the community.

Other

The Cheshire Public Library Holiday Luncheon is on December 8th between 12-2p.m. in the staff room. This is Mrs. Burkey's gift to staff, board, Friends and others who make the library a fantastic place.

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

VII. Unfinished Business

a) Charter Revision – Library Ordinance

Mrs. DiPietro mentioned the Charter Revision section that references the Library Board. She pointed out Sec. 2-59 item c under Duties which speaks of submission of an annual written report to the Town Council of the Board's activities. Mrs. Burkey said that because posting of minutes is required by the Freedom of Information Act (FOI) that this covers the requirement for submission of an annual written report

VIII. New Business

Mrs. DiPietro said that Ms. Jordan is very sick and is in intensive care. She passed around a get well card for the board members to sign.

IX. Adjournment

The meeting was adjourned by general consensus of the board at 7:30 p.m.

The next regular meeting of the Cheshire Public Library Advisory Board will be held on Monday, December 21, 2016 at 7:00 p.m. in the Evelyn Moss Room at the Cheshire Public Library, 104 Main Street, Cheshire. Please notify Ramona Burkey at 203-272-2245 or Carol DiPietro at 203-272-9215 in advance if you are unable to attend.

Respectfully submitted,

Dawn Guite, Recording Secretary