



Cheshire Public Library Advisory Board

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

Regular Meeting Minutes

Date: December 19, 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
Kathleen Nankin

Members absent:

James Conroy

Mrs. DiPietro introduced Susan Duffy to the Library Board Members. Mrs. Duffy is the Chair of the Friends of the Library.

II. Approval of Minutes from November 21, 2016

Mrs. Grahame made a motion to accept the minutes from November 21, 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 \$501.00.

IV. Communications

There was nothing to report.

V. Report of the Chair

Mrs. DiPietro met a library patron at the gym who commented on the success of the book sale. She was amazed to hear how much money was raised. She commented that relatives who live in North Branford visit the Cheshire Public Library quite often for its presentations. She said that their library cannot compare to Cheshire's.

Mrs. DiPietro asked the board members to check calendars for the 2017 meeting dates because the dates in January, February and April are not the third Mondays of each month. These meetings will take place on the fourth Monday of the months noted. The Library will be closed on January 23, 2017 for Martin Luther King Day.

Mrs. DiPietro said that Ms. Jordan's health is improving. She is at Gaylord and very appreciative of the get well cards that she has received. She will be at Gaylord for at least two more weeks. Gaylord has an email system where messages can be received for patients. The email address is: www.gaylord.org/patient-info-ewellwishes.

VI. Report of the Library Director

As a reminder, The Friends of the Library membership drive will begin soon, and at that time, memberships will be renewed.

Mrs. Burkey attended the Library Directors' Summit in Sacramento at the beginning of December and the topic of the conference was "sustainability" of libraries – economic, environment, and social. She commended and thanked the Library and The Friends for the support given to be able to attend programs and conferences.

Programs and Services

Per the objectives in our Strategic Plan reconfigured the furniture in the lobby has been reconfigured to accommodate a Welcome Desk, where patrons will now see a helpful and friendly staff member as soon as they enter the library from the parking lot entrance (95% of our traffic). The changes are very recent, so we're working out some kinks and "tweaking" things to best suit the needs of our patrons and busy staff. We are considering simplifying our due date structure, which at this time is very complicated, with some items going out for 2 days, 3 days, 1 week, 2 weeks, and 4 weeks. This can be confusing and annoying to our patrons, whom we do not wish to confuse or annoy. We hope to have the new due date structure ironed out soon. Please check our website at www.cheshirelibrary.org for holiday hours and closings.

Meeting Minutes

Personnel

A tentative agreement with the library union on a successor bargaining unit contract has been reached. Union members will meet in January to discuss and vote on it and, if it passes, it will go to the Town Council for a vote.

Jen Cook, Senior Library Associate, will be leaving in January to move to a warmer climate which has been a dream of hers (and her husband's) for quite some time. Jen's sense of humor, excellent customer service, and exceptional work ethic will be missed, but we wish her well out west.

Financials

The library's Fiscal Year 2017-2018 operating budget request to the Town Manager by January 13, 2017. No significant operational changes to the structure of the budget next year are expected; however, any and all input into the process is welcome.

Buildings and Grounds Policies and Planning

There was nothing to report.

Other

Mrs. Burkey wished everyone a happy, healthy and safe holiday season.
Best wishes for a happy new year!

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

VII. Unfinished Business

There was nothing to report.

VIII. New Business

There was nothing to report.

IX. Adjournment

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

Meeting Minutes

The next regular meeting of the Cheshire Public Library Advisory Board will be held on Monday, January 23, 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