



Cheshire Public Library Advisory Board

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

Regular Meeting Minutes

Date: June 19, 2017

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

Kathleen Nankin

Mark Hostage

Members absent:

Tod Dixon

James Conroy

II. Approval of Minutes from May 15, 2017

Ms. Nankin made a motion to accept the minutes as amended from May 15, 2017.

Mrs. Grahame 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

There was nothing to report.

V. Report of the Chair

Mrs. DiPietro reported that she, along with other Library Board members, attended an indoor picnic hosted by Ramona Burkey on June 13th. She also distributed a flier with a fundraising series which is sponsored by her local library in Florida. She noted that the price to attend the series is \$500.00 per person if paid by September 1, 2017. After September 1st, the price is \$500.00 for each individual event of the series.

Mrs. DiPietro developed a 2017 – 2018 Library Board meeting dates document based on the Cheshire Public Schools calendar. All dates are the third Monday of each month.

Mrs. DiPietro will ask Tod Dixon to write thank you notes to the Friends of the Library (Tom and Deb Morck), Suburban Garden Club, Town Beautification Committee, and Cheshire Nursery for their hard work and contributions to the Library. She will confirm the list with Ramona Burkey.

VI. Report of the Library Director

Programs and Services

Mrs. Burkey reported that the Summer Reading Program kickoff party (after regular hours) will be held at the Library on Friday, June 30 at 5:30 p.m. The festivities will feature an array of activities for children and adults. There will be a digital photo booth, STEM activity stations, button making, adult caricatures, and adult “Introduction to Ballet” class where registration is required. The Lost Acres String Band will perform at a concert beginning at 7:00 p.m. Patrons are encouraged to bring a picnic supper or purchase pizza from Cheshire Pizza and Ale. No alcohol is allowed.

In September, the Library will be participating in the national “Outside the Lines: Libraries Reintroduced” initiative to show that public libraries are more relevant than ever through creativity and innovation. The Library e-newsletter and local press will be providing more information on this event.

The Library will have a booth at the Fall Festival on Saturday, September 16. Board Members are encouraged to help staff the booth.

The Civic Engagement Fair is scheduled for Saturday, September 23.

Personnel

There are two vacant positions which have been posted: Kim White, Children's Librarian departed on June 9 and Trish Rowold, Library Clerk will depart on June 22. This will create understaffing of approximately 100 hours per week including two frozen positions. Because of these shortages, the Library will not be open Saturday mornings from July through Labor Day. It will take at least 2-3 months to advertise the two vacancies, interview and hire. A September 2017 start date is anticipated for these open positions. The Library continues its mission of Transforming Lives and Strengthening the Community since 1888 despite challenges being faced.

Included in the report are charts showing how library usage (checkouts, reference questions, website visitors, database usage, door count, program attendance, and Internet usage) has increased over the past 12 years, compared with the number of Full-Time Equivalent employees (FTEs).

A question was raised if reconsideration would be given to training volunteers to backfill the need left by vacancies. Because volunteers do not have a long-term/permanent commitment, because it takes significant time for training, and because the State has a patron privacy statute in place, it is not feasible to pursue this. Volunteers will continue to be sought after to deliver books to the homebound and help with Library events. Books for the homebound is more than just drop off and delivery. It makes the Library more personal.

Financials

The Library's Fiscal Year 2017-2018 operating budget is 1.2% lower than that of the current fiscal year, chiefly due to the two frozen 25-hour positions. Since these positions performed the bulk of back-office cataloging/processing tasks, the Library will have to pay to outsource those tasks to our book wholesaler. The estimated cost to process all of the items that are added to the collection over the course of a year is approximately \$24,000, which will have to come directly out of our book budget, thereby reducing the number of books that are purchased for the library's collection ($\$24,000 / \text{est. } \$15 \text{ each} = 1,600 \text{ fewer items}$). This is especially unfortunate in a year when facing the loss of, or at the very least severe cutbacks to, the "deliverIT CT" statewide delivery service that facilitates interlibrary loan and resource sharing. Since not nearly as many items will be delivered to the Library from other libraries, more demand will be placed on local collection, which will not be able to meet that demand due to budget cuts.

Buildings and Grounds

The architect and Town staff are finishing up bid documents for the reconfiguration project. Bidding will go out this summer and construction anticipated for the fall/winter.

Policies and Planning

Mrs. Burkey is continuing to work on the town wide Building Use Policy document to amend to allow (reasonable) consumption of alcohol at the Library and Artsplace. This has turned into a complete revision of the entire town wide policy, for all town facilities. This will require a great deal of input from other town department heads and staff.

Other/Artsplace/Friends

Thanks to the generosity of the Friends of the Library, Deputy Director Deb Rutter and Mrs. Burkey will be attending the American Library Association's Annual Conference in Chicago this week. In addition, the Friends of the Library will be making a donation toward the reconfiguration project.

Respectfully Submitted, Ramona Burkey, M.L.S., Library Director

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

As stated previously, Mrs. DiPietro developed a 2017 – 2018 Library Board meeting dates document based on the Cheshire Public Schools calendar. All dates are the third Monday of each month. (Document is included for Town Clerk filing.)

IX. Adjournment

The meeting was adjourned by general consensus of the board at 7:35 p.m.

The next regular meeting of the Cheshire Public Library Advisory Board will be held on Monday, September 18, 2017 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 ext. 33021, or Carol DiPietro at 203-272-9215 in advance if you are unable to attend.

Respectfully submitted,

Dawn Guite, Recording Secretary