



Cheshire Public Library Advisory Board

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

Regular Meeting Minutes Date: September 18, 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
Tod Dixon, Secretary
Terry Grahame, Treasurer
Mark Hostage

Also present:

Jeff Falk, Town Council Liaison

Members absent:

Kathleen Nankin
James Conroy

II. Approval of Minutes from June 19, 2017

Mrs. Grahame made a motion to accept the minutes from June 19, 2017.

Mrs. DeSena 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

Several communication documents were distributed to the Board members to peruse:
Trustee Handbook
Cheshire Friends of the Library Newsletter
4D Design Flyer from the Wallingford Public Library

V. Report of the Chair

Mrs. DiPietro reported that a friend of hers toured the Pequot Library in Southport which has a large Friends of the Library group. The Library has a Rare Books Section where books can be loaned out by educational institutions.

VI. Report of the Library Director

Programs and Services

Mrs. Burkey reported that the Library observed “Outside the Lines: Libraries Reintroduced”, a global initiative which showcases creativity and innovation at public libraries. This took place the week of September 10-16.

The Library participated in the Fall Festival on September 19 where it promoted its programs and services and heard many stories about how the Library has transformed lives of Cheshire residents.

The Civic Engagement Fair will be held on September 23 from 10:00am -12:00pm at Cheshire High School. Attendees can meet with more than 20 Cheshire groups to learn how to give back to the community through volunteerism.

The Library will be observing National Voter Registration Day, all day, on September 26. Cheshire residents will be able to complete voter registration cards which are available at the front desk.

The Library will be hosting another Family Night After-Hours on Friday, October 20. The first event, held on June 30, was very successful attracting close to 200 people.

Personnel

Two new Substitute Clerks have started this month at the Library: Evelyn Fisher and Nicole Hansen.

The vacant 15-hour Library Technical Assistant position is in the interview process.

The Library has a new Children’s Librarian, Allison Allen, who will begin on September 25.

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The Library is still down two 25-hour positions this fiscal year, one that was frozen for the entire year and the other which was eliminated.

Financial

Cheshire is anxiously awaiting a state budget in order to determine how local services will be effected.

Building and Grounds

The bid opening for the remodel project is on October 2. Assuming that a qualified low bidder is secured, construction will begin in late October and will last for approximately 7 months. There will be some service interruptions with more information to come once Library staff has met with the selected contractor. During construction, the upstairs area will be accessible to patrons and it will be monitored by webcam.

The front sidewalks and concrete stair walls are currently being refurbished.

The Department of Public Works (DPW) has asked for pricing for replacing the flooring material in the Mary Baldwin Room. The carpeting is permanently stained and a more durable material will be selected to service this high traffic area.

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 requires a great deal of input from other town department heads and staff.

Other/Artsplace/Friends

The Artsplace/Friends of CPFA Author night will be held on October 11. Kristan Higgins, romance author, will discuss her latest title *On Second Thought*. Proceeds from the evening will benefit Art Heals.

The September art exhibit in the Mary Baldwin Room is the Artsplace Colored Pencil Student Art Show.

Mrs. Burkey is serving as the chair of the Library Connection, Inc. Strategic Planning Task Force and has been recently appointed to the Connecticut State Library's Advisory Council on Library Planning and Development. She is also on the Board of the Connecticut State Library.

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In October, Mrs. Burkey and Lucas Franklin (Head of Children's Services) will speak at the New England Library Association's annual conference on the topic of "Community Engagement."

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

Annual Appeal & Fund Development

The Library is in need of funding so that programs and projects can continue. It is being proactive by brainstorming ways for fund development and outreach. Mrs. Burkey asked for volunteers from the Board to be on a fundraising committee. The committee members are Carol DiPietro, Terry Grahame, Dalena DeSena and Dawn Guite. The first committee meeting will be held on October 3 at 3:00pm at the Library. Mrs. Burkey will confirm meeting site and distribute materials prior to this date.

This will be the first appeal for the Library. Mrs. Burkey distributed a draft appeal letter to the board members which will be finalized at the committee meeting. The letter materials will include pictures of programs and activities which have taken place at the Library along with a checklist for donation levels. Donations will also be available online.

Mr. Falk said that when he was a member of the Police Benevolent Association, approximately \$4,000.00 was spent for printing, stuffing and postage. Stamped letters brought the highest success rate for donations.

There was a discussion regarding fund raising details, activities, and the organizations that the Library partners with and who should receive appeal letters.

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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, October 16, 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