



## **Cheshire Public Library Advisory Board**

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

### **Regular Meeting Minutes**

**Date: January 22, 2018**

#### **I. Call to Order**

The regular meeting of the Cheshire Public Library Advisory Board was called to order by Dalena DeSena 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)  
Dalena DeSena, Vice Chair  
Tod Dixon, Secretary  
Terry Grahame, Treasurer  
Mark Hostage  
Kathleen Nankin

##### Members absent:

James Conroy

#### **II. Approval of Minutes from December 18, 2017**

Mrs. Grahame made a motion to accept the minutes from December 18, 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.

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### **IV. Communications**

Mrs. DeSena has graciously agreed to be acting Chair for as long as needed. She asked that anyone who is interested in the positions should make their interests known.

### **V. Report of the Chair**

There was no report.

### **Report of the Library Director**

#### **Programs and Services**

Library After Hours: "Spirits Alive" on January 12 brought more than 120 spectators. The program was presented by the Cheshire Historical Society. Five spirits from the past told their stories. This is the Historical Society's main fundraising event.

"MatchBook" is a new program which will be introduced in the coming months. It is a program that will match books with readers based on their interests and needs; school reports.

"Fun Facts" about the Library:

Mrs. Burkey listed and spoke about interesting facts about the library. To name a few:

The Library budget is 1.6% of the total Town of Cheshire annual operating budget.

The Library comes in under budget at the end of every fiscal year, by an average of \$13,000 – usually due to position vacancies/retirements. The budget has never been overspent.

The Library employs 1.6% fewer Full-Time Equivalent Staff (FTEs) than were employed in Fiscal Year 2005.

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### **Personnel**

The library is losing 2 additional Pages (in addition to the loss of one last fall) due to staff moving away or getting new jobs. Still in a hiring freeze, this means that 50% of the Page staff will be lost. Library Pages are staffers who re-shelve materials, keep collections in order, set up and take down tables and chairs for meetings and programs, assist with programs and keep the library neat and tidy.

### **Financial**

Budget request for 2018-2019: requested that the current positions be reintroduced:

Library Clerk (15 hours) – vacant since summer 2017

Senior Library Associate (25 hours) – vacant since January 1, 2017

Library Page (19 hours) – vacant since fall 2017

\$60,000 has been requested in addition to the regular book budget to offset the cost of outsourcing library materials, cataloging and processing which can no longer be done by in-house because of frozen/eliminated positions.

The date for the Budget Workshop has yet to be announced. Support from the Board members is welcome at the workshop.

Support from the Board is welcome at any time by sending letters, posting newspaper articles, posting on the library's website, etc.

### **Building and Grounds**

A contractor has been selected for Phase 2 of the Reconfiguration project. The Town Attorney and architect are finalizing the wording of the contract which will be signed in the next few weeks. Following this, a project kick-off meeting will be scheduled with all relevant parties.

### **Policies and Planning**

Mrs. Burkey continues to work on the town-wide Building Use Policy document with the Town Manager and other town staff.

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### **Other/Artsplace/Friends**

Please join or renew your Friends of the Cheshire Library membership. It can be done online at [www.cheshirelibrary.com/friends-of-the-library](http://www.cheshirelibrary.com/friends-of-the-library).

Respectfully Submitted,

Ramona Burkey, M.L.S.  
Library Director

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

### **VI. Unfinished Business**

There was nothing to report.

### **VII. New Business**

There was nothing to report.

### **VIII. Adjournment**

The meeting was adjourned by general consensus of the board at 7:50 p.m.

The next regular meeting of the Cheshire Public Library Advisory Board will be held on Monday, February 26, 2018 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 in advance if you are unable to attend.

Respectfully submitted,

Dawn Guite, Recording Secretary