



## **Cheshire Public Library Advisory Board**

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

### **Regular Meeting Minutes**

**Date: January 28, 2019**

#### **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:

Beth Crowley, Library Director  
Dalena DeSena, Chair  
Kathleen Nankin, Vice-Chair  
Terry Grahame, Treasurer  
Harold Kramer

##### Members absent:

Tod Dixon, Corresponding Secretary  
Mark Hostage  
James Conroy

#### **II. Approval of Minutes from December 17, 2018**

Motion made by Terry Grahame to approve the Minutes from December 17, 2018.  
Ms. Nankin seconded the motion which was approved unanimously by those present.

#### **III. Treasurer's Report**

There is \$650.00 in the treasury.

## Meeting Minutes

### **IV. Communications**

Mrs. DeSena received communication from the ACLB for the membership renewal.

Motion made by Mr. Kramer to pay the \$100.00 membership renewal fee. Ms. Nankin seconded the motion which was approved unanimously by those present.

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

The thank you note to The Friends was read aloud at its January meeting. Mrs. DeSena distributed renewal applications for The Friends to the board members.

### **VI. Report of the Library Director**

#### **Personnel**

- Nicole Hansen was promoted from Library Technical Assistant to Senior Library Associate.
- Interviews were conducted for the Library Technical Assistant position and an offer is being finalized.
- The Library Technology Coordinator and Page positions close this week.

#### **Building and Grounds**

- The certificate of occupancy has been received for upper and lower level renovation. The electrical issues have been resolved. New furniture has been set up in the quiet reading area in the lower level. Staff is beginning to schedule programs in the upper level referred to as “the loft”.
- Roof leaks were discovered following the ice storm and precautionary measures were taken to minimize any internal damage. The roof is scheduled to be replaced in the spring.

## Meeting Minutes

### **Budget**

- The first draft for the library budget has been submitted to the Town Manager and a meeting is scheduled this week with Sean Kimball for a discussion. February is the target for budgets to be completed.

### **Other**

- The first quarterly all-staff meeting will be held on Wednesday, January 30 from 9:00 a.m. – 11:00 a.m. The library will be closed to the public during the time of the meeting.
- Ms. Crowley will be presenting during a panel discussion at the ACLB Conference on Tuesday, April 30<sup>th</sup>. The topic of the discussion is performance evaluations.
- Ms. Crowley and Mr. Kramer met with Temple Beth to discuss partnering on programs for all ages.
- Ms. Crowley said that she will be assembling a binder as reference for pre-school programs held and contact information for pre-schools located in Cheshire

Respectfully Submitted,  
Beth Crowley  
Library Director  
[bcrowley@cheshirelibrary.org](mailto:bcrowley@cheshirelibrary.org)  
203-272-2245 x33021

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

### **VII. Unfinished Business**

Mrs. DeSena will put forward administrative measures as discussed regarding meeting attendance, etc.

### **VIII. New Business**

There was no new business discussed.

## **IX. Adjournment**

The meeting ended at 7:45 p.m.

The next regular meeting of the Cheshire Public Library Advisory Board will be held on Monday, February 25, 2019 at 7:00 p.m. in the Evelyn Moss Room at the Cheshire Public Library, 104 Main Street, Cheshire. Please notify Beth Crowley at 203-272-2245 x33021 or Dalena DeSena at 203-415-7781 in advance if you are unable to attend.

Respectfully submitted,

Dawn Guite, Recording Secretary