



Cheshire Public Library Advisory Board

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

Regular Meeting Minutes Date: September 17, 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:

Deb Rutter, Acting Library Director
Dalena DeSena, Chair
Terry Grahame, Treasurer
Harold Kramer
Mark Hostage
Jeff Falk, Town Council Liaison

Members absent:

Kathleen Nankin, Vice-Chair
Tod Dixon, Corresponding Secretary
James Conroy

II. Approval of Minutes from June 18, 2018

Mr. Kramer made a motion to accept the minutes from June 18, 2018.

Mr. Hostage seconded the motion which passed unanimously.

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III. Treasurer's Report

There is \$1,450.00 in the treasury.

IV. Communications

The ACLB Conference is scheduled on Friday, November 2, 2018 at the University of Hartford. Some of the topics for discussion are Board Basics and Giving to Libraries. The cost is \$35.00 for members and \$50.00 for non-members. Please contact Deb Rutter by October 1, 2018 if you are planning to attend.

Mrs. DeSena received a letter from Robert Tucker, a Veteran, asking to post information on the community board regarding suicide prevention. Deb Rutter has replied to Mr. Tucker. She mentioned that Town Hall has space on its community board for official postings.

V. Report of the Chair

Mrs. DeSena received a thank you note from Carol DiPietro for the gift she received from the Board.

VI. Report of the Library Director

Programs and Services

- Our new library director, Beth Crowley, will start on Monday September 24. The staff is having a potluck luncheon to welcome her! Our new children's librarian, Emily DiPaulo, started August 20. A part-time clerk, Evelyn Fisher, left earlier this month for a full-time job and to start library school. We have trained some of our pages to do clerk work and are using them as clerk substitutes to fill in the gaps left by our ongoing staff shortages.
- Children's Department summer highlights include: Acrobat Li Liu, who performed at the July 13 Friday afterhours program and drew a crowd of about 170 attendees, the Night Skies Planetarium, which attracted 98 participants who learned about constellations, our camping-themed dramatic play area, and a weekly summer reading challenge.
- The Adult Department summer programs were presented under the theme "Discover a New You" and included music, art, writing and drawing programs, as well as

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mindfulness (meditation & tai chi) and exercise programs (yoga & tai chi). The biggest takeaway from the summer series is that additional mindfulness and meditation-type programs should be popular with our users.

- Our biennial Supporters Reception will be held on Wednesday October 17 from 5:00-6:30pm. We are advertising it as an opportunity to meet our new director!

Financial

- Our 2 frozen positions (15-hour clerk and 25-hour Senior Library Associate) will be advertised internally in early November. We will be allowed to fill those positions on January 1.
- Next year's capital budget will provide money to repave the library parking lot and to replace the leak-plagued flat part of the roof.

Buildings and Grounds

- Construction update: The carpeting is going in this week on the lower level and the stacks will be reinstalled next week. The temporary reference area on the upper level will be closed on September 21 so that we can move the desk, phone, etc. to the lower level, which should reopen to the public on Saturday September 22. There will still be some work to do on the lower level but it won't impact the ability of the public to use it. Using part of the \$50,000 donation from the Friends, we have ordered the basic furniture necessary to make the area useable. There have been cost overruns and we need to wait until the end of the process to see how much money we will have remaining for furniture. On the main level, the old wooden shelves along the walls were removed and metal library shelving from the lower level installed, giving us more shelving space for materials. Soundproofing was added to the area above the circulation desk. An art hanging system remains to be added outside the MBR. Construction should begin on the upper level the week of September 24 and is expected to be completed by the beginning of November.
- New carpeting will be installed in the MBR last week. This was not part of the construction project, but had been scheduled in the town's capital budget.
- The town manager is soliciting bids to do a traffic study of the parking lot as there have been some safety concerns.

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- We have requested money from Beautification to replace some shrubs and add ground cover to the steep bank at the front of the library.
- Thanks to volunteers from the Friends, the library gardens continue to be weeded.

Artsplace

- The Friends of CPFA are hosting the annual Art Heals Author Fundraiser at the Waverly in Thursday October 11 at 6:00 pm. This year's program features Matthew Dicks, the internationally bestselling author of *Memoirs of an Imaginary Friend*, *Something Missing*, *Unexpectedly*, *Milo*, *Storyworthy: Engage, Teach, Persuade, and Change Your Life through the Power of Storytelling*. Matthew is also a 35-time Moth StorySLAM champion and 6-time GrandSLAM champion whose stories have been featured on their nationally syndicated Moth Radio Hour and their weekly podcast. Tickets are available from Artsplace and are \$35 for CPFA members and \$40 for non-members.

Respectfully Submitted,

Deborah Rutter
Acting Library Director
drutter@cheshirelibrary.org
203-272-2245 x33018

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

VII. Unfinished Business

Mr. Kramer suggested at the meeting in June that a thank you letter be sent to the Friends of the Library for all efforts and contributions made in support of the Library. Deb Rutter recommended to write a letter when it is known how much of the Friends donation money has been spent and what it has been spent on.

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VIII. New Business

Mr. Kramer asked that the Library Board (and Town's) websites be updated to show new staff and board members. Deb Rutter said that she will have this taken care of.

The dates for the 2019 Library Board meetings was discussed for approval by the board members. Meetings are held on the third Monday of each month except for January and February to allow for holidays and school vacation schedules.

Mr. Hostage made a motion for approval of the 2019 Library Board meeting dates. Mrs. Grahame seconded the motion which passed unanimously.

Deb Rutter gave an in depth tour of the library's lower level where new construction is underway.

IX. Adjournment

The meeting was adjourned by general consensus of the board at 7:40 p.m.

The next regular meeting of the Cheshire Public Library Advisory Board will be held on Monday, October 15 at 7:00 p.m. in the Evelyn Moss Room at the Cheshire Public Library, 104 Main Street, Cheshire. Please notify Deb Rutter at 203-272-2245 x33018 or Dalena DeSena at 203-415-7781 in advance if you are unable to attend.

Respectfully submitted,

Dawn Guite

Dawn Guite, Recording Secretary