



Cheshire Public Library Advisory Board

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

Regular Meeting Minutes

Date: March 21, 2011

I. Call to Order

The regular meeting of the Cheshire Public Library Advisory Board was called to order by Craig Wilson at 7:03 p.m. in the Evelyn Moss Room of the library.

Pledge of Allegiance

Board members and attendees recited the Pledge of Allegiance.

Roll Call

In attendance:

Craig Wilson, Vice Chair
Judy Knott, Corresponding Secretary
Dalena DeSena
Joy Hostage
Ramona Burkey, Library Director

Absent:

Carol DiPietro, Chair
Kathy Nankin, Treasurer
Marilyn Bartoli

Andy Falvey, Town Council Liaison

II. February 28, 2011 Meeting Minutes

MOTION was made by Dalena DeSena to accept the minutes, SECONDED by Judy Knott. The minutes were unanimously approved as presented.

III. Treasurer's Report

Ramona Burkey reported:

- The account balance as of 3/21/11 is \$1,387.50.

IV. Reports of Committees

1. School-Library Partnership

Ramona Burkey reported:

- February 2011: Very busy month, especially during February school vacation week.
- April 2011: Lots of children's programming is planned during April school vacation week.
- The Children's Librarians are currently planning the Summer Reading Program.
- As part of their outreach program, the Children's Librarians will be visiting elementary schools to discuss the upcoming Summer Reading Program.

2. Funding Resources (Mr. Wilson)

Mr. Wilson has no report from the committee.

Mrs. Hostage reported that the Cheshire Women's Club will include the Library in this year's gift giving program.

3. Marketing Plan: (Mr. Wilson)

Mrs. Burkey distributed the first draft of a marketing plan. Mr. Wilson asked the Library Board members to review the draft. Mrs. Burkey would appreciate input from the Board members about the draft plan.

V. Communications

Mrs. Hostage reported:

- Mrs. DiPietro would be returning to Cheshire tomorrow.
- Per Mary Fritz (CT State Representative), the Cheshire Public Library \$50,000 state grant has been added to the March 25, 2011 agenda for consideration by the CT State Bond Commission.
- Mrs. Hostage was invited to participate in a *People to People* trip to Jordan.

VI. Report of the Chair – Mr. Wilson

No report from Mr. Wilson other than to notify the Board that he cannot attend the Library Board meeting in June.

VII. Report of the Library Director – Ramona Burkey

See attached report.

Technology: We continue to work with FrediB Design on our new website, which should debut this spring. The website design looks good and is very user friendly.

Programs and Services: Libraries across the state are reporting drops in circulation for this past February, in part due to the bad weather the first week of that month. Our circulation was more than 8% lower than that of February 2010. However, our loans of downloadable materials increased by 33%. Mrs. Burkey hosted a "Home Energy Basics" workshop at the library on the evening of Monday 3/14, where thirty attendees learned the

basics of saving energy (and money) by sealing and insulating their homes and upgrading non-energy efficient appliances. Attendees could sign up for an in-home Home Energy Solutions audit that evening. A follow-up workshop for those who had the Home Energy Solutions visit will be held on Monday, 4/11 at 7:00 p.m. Ninety people attended bluegrass artist Phil Rosenthal performance on 3/20 (Sunday Showcase series). We will present "*Homeowner Organic Lawn Care*" on Monday, 3/28 and "*Genealogy: Searching Historic Newspapers Online*" on 3/29. Mary Dattilo and her husband Joseph, who have published the novel *Time's Edge*, will present an author talk and book-signing on Thursday, 3/31. The Friends of the Library are currently in the midst of their annual membership drive. The Friends' Spring Book Sale will be held from April 7-9 in the Mary Baldwin Room. Preview Night for *Friends members only* will be on Wednesday, 4/6 at 6:30 p.m., with membership available at the door.

Upcoming April Programs: "*When Johnny Comes Marching Home: a Civil War Book Discussion Series*" begins on Monday, 4/11 with *The Coming Fury* by Bruce Catton. This year is the 150th anniversary of the beginning of the Civil War. "*How to Be a Master Gardener*" will be presented on 4/12, and "Adopt a Bluebird" on 4/13. More Earth Month programs will be held later in April. An Author Talk and Book Signing: Matthew Bartlett, author of *The Gettysburg Chronicles*, will be held on 4/14. April's Sunday Showcase concert (4/17) will feature classical guitarist Neal Fitzpatrick. April Vacation Week programs will include "*Opera Works*," Energy Science Workshops, and Magician Chick Kelman, with additional Earth Month programming held during that week as well.

The library has registered for a table at the April 30th Home, Garden and Business Expo, which is presented each year by the Cheshire Chamber of Commerce; any library board members who would like to help staff the table are welcome to join us. Many more April programs are listed on our website at cheshirelibrary.org.

The Library received an e-mail from Robbie Bryan, a film producer, who wanted to learn more about the Cheshire Anime Club. He visited the Club last Friday to get ideas for a movie he is producing, about the psyche of teens interested in Anime.

Personnel: Library staff recognized several coworkers with more than 20 years of service at an after-hours dinner on Friday, 3/11, including one retiree (Library Page Joy Deegan, 13 years of service) The bargaining unit contract was signed on Tuesday, March 1.

Budget: Mrs. Burkey distributed a copy of the budget presentation given to Town Council members. Deputy Director Deborah Rutter and Mrs. Burkey presented our budget request on Tuesday, 3/15. The Town Manager's recommended budget to the Town Council includes no large cuts to personnel or other operating costs. CT State Library administration has proposed an alternative budget to that set forth by Governor Malloy; the new proposal restores most funding to Connecticut, and all funding to Connecticut, by reducing other line items of the State Library budget to meet the bottom line budget figure proposed by the Governor. Mrs. Burkey emailed State Senators Len Suzio and Joe Markley, who serve on the Appropriations Committee, urging them to support the alternative budget, since the Governor's proposed cuts to Connecticut and Connecticut would be devastating to our library (and to all others in the state). Mrs. Burkey will be

attending a Fund Development workshop on the afternoon of Monday, 3/28 at the Woodbury Public Library.

Buildings and Grounds: State Senator Len Suzio's office notified the Library that they will be writing a letter to the Office of Policy and Management (OPM) urging them to place our reconfiguration project on the Bond Commission agenda. Representative Al Adinolfi's office called to inform us that our project is #21 on the next Bond Commission Agenda (3/25/11). Mr. Wilson thanked Mrs. Burkey for bringing the bond issue to the attention of our representatives. The portico for the back steps of the library is in the Town Manager's recommended budget for Public Property in Fiscal Year 2012; if that budget is approved by the Town Council the portico project could begin sometime after July 1 of this year.

Policies and Planning: Distributed first draft of the Cheshire Public Library's Marketing Plan. Mrs. Burkey is taking a free six week online library advocacy course through the American Library Association called "Turning the Page" the week of April 18 through the week of May 23. The workshop is described as follows: In this six-week, facilitated online course, library staff and supporters will learn how to create and tell their library's story, deliver effective presentations, develop a compelling case for support, and build and sustain partnerships along the way.

IX. Unfinished Business

Mrs. Hostage asked if the Library Board needs to vote on the Proposed Library Board budget? Mrs. Burkey will check in the by-laws.

Mrs. Hostage commented how nice the new chairs in the Mary Baldwin Room look (chairs donated by Friends of the Cheshire Public Library).

X. New Business

X. Adjournment

MOTION to adjourn was made by Joy Hostage and SECONDED by Judy Knott. The meeting was adjourned at 7:45 p.m. The next regular meeting of the Cheshire Public Library Advisory Board will be held on Monday, April 25, 2011, 7:00 p.m., in the Evelyn Moss Room of the Cheshire Public Library.

Respectfully submitted,

Kathy Kirby,
Recording Secretary