



Cheshire Public Library Advisory Board

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

Regular Meeting Minutes

Date: April 25, 2011

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 and attendees recited the Pledge of Allegiance.

Roll Call

Members present:

Carol DiPietro, Chair
Craig Wilson, Vice Chair
Kathy Nankin, Treasurer
Dalena DeSena
Joy Hostage
Ramona Burkey, Library Director

Visitors present:

Terry Grahame

Members absent:

Judy Knott, Corresponding Secretary
Marilyn Bartoli
Andy Falvey, Town Council Liaison

II. Motion to amend Agenda

MOTION: To amend the Agenda to add Election of Officers under New Business. Motion was made by Craig Wilson, SECONDED by Joy Hostage. The motion was approved unanimously.

III. March 21, 2011 Meeting Minutes

MOTION was made by Joy Hostage to accept the minutes, SECONDED by Craig Wilson. The minutes were approved as presented, with Mrs. DiPietro and Mrs. Nankin abstaining.

IV. Treasurer's Report

Kathy Nankin reported:

- The account balance as of 4/25/2011 is \$1328.75.

V. Reports of Committees**1. School-Library Partnership**

Carol DiPietro relayed the following report from Sue Hartley:

- April 2011: Regular children's and teen programs were well attended, as were special programs. Over 150 people attended musician Lynn Lewis with Elmo on 4/14. Megan hosted a tea party for over 30 children and their parents on 4/18. Over 150 people enjoyed magician Chick Kelman on 4/21.
- Outreach: Sue Hartley, Edith Evangeliste and Ramona Burkey will have a display and handouts at the Chamber of Commerce Home and Garden Expo on 4/30. The Children's Room continues to supply books for the Teen Tutoring program at the Yellow House. Local nursery schools are pleased with our book delivery system. Sue has also introduced the nursery school to our Literacy ('Lit') Kits, which contain books, a CD, an activity book and a DVD. Lit Kits are listed online at www.cheshirelibrary.org.
- Career Mentoring: Sue discussed the services offered by the library to a patron expressing interest in becoming a librarian, and had her observe the Family Place program. Sue also directed her to speak with other school and special librarians. Laura Fillion served as student Library Director on 4/15. Future Educators of America from Dodd Middle School will host a program with stories, crafts and refreshments on 5/12.
- CT Library Snapshot Day (April 13): Photos from children's events and patron comments can be found on the CT Library website.
- Summer Reading: Theme – "*One World, Many Stories*". This year's Irish Green t-shirt was designed by 3 staff members and is sponsored by Connecticut funds. We often see children wearing the t-shirts from previous years.
- School Visits: Visiting 1st and 2nd graders at Highland School on 5/9. Chapman 1st graders from Chapman will visit the library on 6/7 to get library cards and learn about the Summer Reading Program.

2. Funding Resources (Mr. Wilson)

No report.

3. Marketing Plan: (Mr. Wilson)

Committee met today and provided input to Ramona Burkey. Mrs. Burkey will revise the draft Marketing Plan accordingly. Next meeting will be at 6pm on May 16, 2011.

Mrs. Hostage suggested trying to publicize library activities in the *Hartford Courant*. Mrs. Burkey reported they have tried in the past but will continue to submit press releases to the *Hartford Courant*. Mrs. Hostage also suggested another grant and funding opportunity is Bequests/Planned Giving and suggested the board look into promoting this option.

VI. Communications

Mrs. DiPietro received numerous e-mails and mail from various organizations. The Public Library Association is hosting a Fundraising Workshop on May 24th in Seattle, Washington.

Mr. Wilson received a letter from State Representative Vickie Nardello in response to his request for assistance getting the \$50,000 library construction grant on the Governor's bonding agenda.

VII. **Report of the Chair** – Carol DiPietro

Mrs. DiPietro reported:

- Thanked Mr. Wilson for serving as Chair in her absence.
- She worked at the last day of the Friends of the Cheshire Public Library book sale and received a thank you card from Martha Lape for her assistance. Mrs. DiPietro responded by thanking the Friends for their work benefiting the Cheshire Public Library.
- She recommended that board members sign up to receive the Cheshire Public Library online newsletter, which contains informative details about library programs.
- She plans to attend the Home and Garden Expo at CHS on Saturday and volunteer at the Library table.
- While in Florida, Mrs. DiPietro visited the Collier County Public Library, which is funded by the county. She brought the winter/spring program booklet and a fee schedule.
- Referred to an article entitled "West Haven Library in Turmoil" in the *New Haven Register*, 24 April 2011.

VIII. **Report of the Library Director** – Ramona Burkey

See attached report.

Technology: Our updated website will debut this spring.

Programs and Services: March circulation was down 4% over that of March 2010. Our April programs have been very well attended, particularly our school vacation programs for children and our Earth Month programs for adults. We participated in the statewide Snapshot Day for Connecticut Libraries on April 13. The "Home Energy Workshop, Part II" brought in 22 households (30 people). The Library is participating in the official launch event for the Cheshire Neighbor to Neighbor Energy Challenge on Monday, May 2nd. The Friends of the Library Spring Book Sale brought in more than \$6,700. An individual membership to the Friends costs only \$10 per year.

Don't miss these upcoming programs: "Native American Archaeology in Connecticut" (Tuesday 4/26); "Connecticut Songbirds" (4/27); Terry Walters' Clean Start Book Signing (and food tasting, 4/28); "Bat Chat, Ecology of Bats" (5/4); Cooking with Chef Silvio

Suppa (5/5). The library has registered for a table at the April 30 Home, Garden and Business Expo, which is presented each year by the Cheshire Chamber of Commerce; any library board members are welcome to help staff the table. Many more May programs are listed on our website at cheshirelibrary.org.

Board members are invited to attend the Business Appreciation Day breakfast and program on Tuesday, May 10, at Elim Park from 7:30 to 9:00 AM. To RSVP, call or email Catherine Donegan at 203-271-6670 or cdonegan@chshirect.org.

Personnel: Thank yous are due to Deborah Rutter, Deputy Director, for attending the annual Sophomore Career Day at Cheshire High School; and to Bill Basel, Head of Reference, for hosting a CHS student on Youth in Government Day.

Budget: There were two minor last-minute cuts to our Fiscal Year 2012 budget request: \$3,000 from Equipment (furniture), bringing that line down to \$0, and \$2,100 from Program Materials (books), bringing that line down to \$181,000. Mrs. Burley attended a Fund Development workshop on Monday, March 28 at the Woodbury Public Library. State Library Budget: The current version of the 2012 State Library budget restores Connecticut funding; restores Connecticut funding to \$1 million; reduces iCONN and the statewide catalog funding to approximately this year's spending levels; and reduces the State Library's materials budget. Once the budget clears the Appropriations Committee, it still needs to be approved by the General Assembly.

Buildings and Grounds: Mrs. Burkey sent thank-you notes to the legislators who responded to our request for assistance in getting our library reconfiguration grant on the State Bond Commission agenda.

Policies and Planning: Mrs. Burkey is taking a fantastic (and free) six-week online library advocacy course, through the Public Library Association, called "Turning the Page." 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."

Other/Meetings: I attended a monthly meeting with the Town Manager; the Cheshire YMCA annual awards dinner (where Kathy Kirby was honored); a Fund Development workshop; a site visit to the Simsbury Library; a site visit to the Prospect Library; CPR/AED and First Aid training; a Home Energy workshop at the library; an LCI Member Council meeting; and the first online web-based meeting of the "Turning the Page" class.

IX. **Unfinished Business**

None.

X. New Business

Election of Officers: MOTION: To continue with the current state of officers.
Slate: Chair Carol DiPietro; Vice Chair Craig Wilson; Secretary Judy Knott; and Treasurer Kathy Nankin.

DISCUSSION: Mrs. Nankin questioned the current responsibilities of the Board Treasurer position. The board felt the position might be needed in the future, in case the board receives grants or funding.

MOTION: To close nominations was made by Kathy Nankin, SECONDED by Craig Wilson. Approved unanimously.

MOTION to re-elect current slate of officers was made by Craig Wilson, SECONDED by Joy Hostage. The motion was approved unanimously.

Mr. Wilson thanked the Library Board for their support during Mrs. DiPietro's absence.

Mrs. Hostage reported:

- Referred to an article in the *Hartford Courant*, 24 April 2011, entitled "In Tight Times, Libraries Innovate and Thrive", in which author Rick Green was very supportive of libraries.
- The League of Women Voters honored Dalena DeSena and other women for their service in the military. Library board also congratulated Mrs. DeSena.
- "Cheshire Reads: One Book, One Town" committee has selected author Carlos Eire, a professor at Yale University. They plan to have a one day event in November, with the author appearing at the Library, and possibly CHS and the Senior Center.
- Mrs. Hostage lobbied many state and federal legislators about funding for the Connecticut and Connecticut programs.

XI. Adjournment

MOTION to adjourn was made by Craig Wilson and SECONDED by Dalena DeSena. The meeting was adjourned at 8:00p.m.

The next regular meeting of the Cheshire Public Library Advisory Board will be held on Monday, May 16, 2011, 7:00 p.m., in the Evelyn Moss Room of the Cheshire Public Library.

Respectfully submitted,

Kathy Kirby,
Recording Secretary