



## **Cheshire Public Library Advisory Board**

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

### Regular Meeting Minutes

Date: May 21, 2012

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

The regular meeting of the Cheshire Public Library Advisory Board was called to order by Carol DiPietro at 7:00p.m. in the Evelyn Moss Room of the library.

#### **Pledge of Allegiance**

Board members and attendees recited the Pledge of Allegiance. Mrs. DiPietro welcomed our new Board member, Alice Darter, and asked Board members to introduce themselves.

#### **Roll Call**

Members present:

Carol DiPietro, Chair  
Craig Wilson, Vice Chair  
Judy Knott, Corresponding Secretary  
Kathy Nankin, Treasurer  
Alice Darter  
Dalena DeSena  
Joy Hostage  
Ramona Burkey, Library Director

Andy Falvey, Town Council Liaison

#### **II. April 23, 2012 Meeting Minutes**

MOTION was made by Joy Hostage to accept the minutes as presented, SECONDED by Kathy Nankin. The minutes were unanimously approved with a voice vote.

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

Kathy Nankin reported the Library Advisory Board account balance is \$889.75.

#### **IV. Reports of Committees**

##### **1. School-Library Partnership**

Mrs. DiPietro summarized the detailed report provided by Sue Hartley.

The following programs are being offered through the Summer Reading Program and the Children's Educational Programs series:

- Monday, 6/25: Al DeCant the Singing Principal; 3pm
- Wednesday, 6/27: "Hooked on Llamas" with Debbie Elias; 10am and 11:15am
- Mondays, 7/9 – August 13: Story time for Children ages 3½ -5; 10am
- Tuesdays, 7/10 – August 14: Mother Goose (birth-30 months); 9:30am and 10am.
- Tuesday, 7/31: Music Together (limit 25); 10-10:45am
- Wednesdays, 7/11 – August 15: Teens and Tots (ages 3½ & up); 10-11am
- Wednesdays, 7/11 – August 1: Famous Artist's Techniques for children ages 7 and up. 3-4:30pm. Limit 20 children.
- Thursday, 7/2 – 8/21 (No class on 8/14): *Gizmos, Gadgets and Goo*; 3-4pm
- Monday, 7/9: Julie Collier and *Birds of Prey*; 7pm
- Monday, 7/16: Traveling Lantern Theater presents "*Peter Pan*"; 7pm
- Monday, 8/6: Jim the Jester; 7pm
- Wednesday, 8/8: Jungle Jim; 3pm
- Monday, 8/13: *Go for the Stars* with Gary Pozatto; 7pm
- Wednesday, 8/15: Eric Nelson's Production and Use of Light; 2-3pm and 3:15-4:15pm.
- Monday, 8/20: Reading Club Finale: 6:30pm Pre-concert Light Supper; 7pm *Camp Read-A-Lot with T-Bone*.

The renovations are going well in the Children's Room; the teen space is taking shape.

- Teen materials—a large part of the Manga collection is now up in the Quiet Area (temporarily).
- Hardcover and paperback collections - have been temporarily relocated to wire racks and newly positioned large stack.
- Audio-visual materials – Children's DVD collection is now temporarily in the Adult section near the adult DVDs. The Children's and Young adult audio books are located in the j fiction collection. Nicole has finished discarding the VHS tapes.
- Story Room – all craft supplies have been moved out of closet and are now located in the Moss Room.
- Children's Office - Mary Dattilo has offered Sue Hartley desk space and a computer in the lower level. Most materials from Children's Office are located in lower level.
- Sue thanked many staff who helped relocate the Children's materials. Also thanked Friends for the loan of a wire rack.

2. Marketing Plan (Mr. Wilson)

The marketing plan is being implemented. This committee report can be removed from the agenda.

3. Strategic Plan (Mr. Wilson and Mrs. Burkey)

Met tonight at 6pm. Prioritized our role and strategic topics. Working on a mission statement; would like to finalize by the June meeting.

**V. Communications**

Mrs. DiPietro has received emails from various organizations, including: ALTAFF (Association of Library Trustees, Advocates, Friends and Foundations); American Library Direct; ALA (American Library Association); ALA Graphics; Public Library Association; ACLB TrusteeTalk; and Booklistonline (part of ALA).

Mrs. DiPietro reported receiving numerous e-mails about the topic: *What a Perk!* The Chicago Sun Times reported that the Town of Cicero, IL, provides Library Board members lifetime medical insurance for the member, spouse and children.

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

Mrs. DiPietro shared news articles from the Waterbury Republican (“Less than Fine Time for Library”) -- about the on-going renovations at the Cheshire Library and the Meriden Record-Journal notice about the construction. Mrs. DiPietro also shared reading about the West Haven Mobile Library. Mr. Wilson, Mrs. DiPietro, Mrs. Burkey and two members of the Friends meet last week to discuss fundraising for the Library.

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

See attached report.

**Technology**

Will debut our self-checks when the library reopens after carpeting/stack reconfiguration (mid- to late June). Likely to debut credit/debit payments at that time as well. Still waiting for the fiber optic network line to be terminated and cut over, and for Library Connection, Inc., our central computer site, to upgrade their network equipment in order to increase the speed of our connection.

**Programs and Services**

April’s circulation was 35,433 items. Downloadable items were up 81% over April 2011. Overall, our circulation is down approximately 8% for the fiscal year to date.

We will offer very limited programming from now until late June due to construction and anticipated closures. On Sunday, June 3, we will welcome Grammy winner Stacy Phillips and master fiddler Damien Conolly as they perform traditional American and Irish music as part of our Sunday Showcase series.

The library will be closed on Monday, May 28 for Memorial Day. Please enjoy a safe and happy holiday.

**Personnel**

Congratulations to Ann-Marie Rahenkamp, our new Library Clerk, who was promoted from Library Page. I am currently working on 33 annual employee performance evaluations.

### **Budget**

I have requested an additional capital appropriation of \$35,000 to cover most of the cost of carpet replacement as part of the reconfiguration process (the current carpet is over 16 years old). I had originally asked to cover this cost from the Julia Tompkins Fund, but the request did not make it through the Budget Committee of the Town Council. I will attend tomorrow night's Council meeting to request this capital appropriation. The Friends of the Cheshire Library are holding their annual meeting tonight and will consider Mrs. Burkey's request for \$30,000 to help with renovation costs; the Friends have already committed to giving \$10,000.

### **Buildings and Grounds**

Construction work began on May 10. Thus far, the demolition work in the new Teen Room has been completed, as well as the framing of the walls. We anticipate that the library will be closed for about a week in mid- to late June for carpeting and shelf reconfiguration; possibly the 2<sup>nd</sup> or 3<sup>rd</sup> week of June. As soon as they have a firm date, they will notify the community. Mrs. Burkey invited the Board to tour the renovations after the meeting.

### **Policies and Planning**

The Strategic Planning Committee of the Library Board met on May 21 at 6:00 to discuss the results of the Strategic Plan Service Responses online survey, and to plan the next steps in the strategic plan renewal process.

### **Other/Meetings**

I attended a monthly meeting with the Town Manager; RFID self-checkout training; several weekly library managers meetings; a monthly town department heads meeting; several weekly construction meetings and stack planning meetings; a union/management job descriptions meeting; a Friends of the Library budget meeting; a library technical services department monthly meeting; the Connecticut Library Association's annual conference; a Town Council meeting; a town information technology study group meeting; a meeting with the Town Manager and Finance Director to discuss the reconfiguration project; a library reference department monthly meeting; a library circulation department monthly meeting; a monthly library staff meeting; and a library children's department monthly meeting. Much of the Library Director's time has been spent dealing with the renovations.

## **VIII. Unfinished Business**

None

## **IX. New Business**

Mr. Falvey apologized for missing recent Board meetings; the Town Council has been extremely busy. The extension of the construction budget will be on the Town Council agenda at tomorrow's meeting. He will advocate for this request to increase the construction grant. "Do it once; do it right." The request makes sense economically.

Mrs. Darter also expressed concern if only part of the carpeting is replaced, there may be tripping (safety) issues.

It has been a difficult budget year. The grand list grew by a small amount. The Town is not growing the way it has over the past few years (from a building aspect). The Town Council has the difficult process of balancing the needs of the community to the available funding. The Town Council tries hard to make the Town better for all. Mr. Falvey also discussed some of the town's demographics and budget constraints.

Mr. Falvey has advocated for the Library at the Town Council. Business at the Library is growing. It is our civic and cultural duty to provide this service to the community. It is needed, used and enjoyed by the community. The Library is used 6-7 days a week. Mr. Falvey reminded the Board that they are a special interest group, whose job is to advocate for the Library. Mr. Falvey thanked the Board for doing its job.

Mr. Wilson thanked Mr. Falvey for his continued advocacy for the Library. Mr. Wilson also commented that the Board is working with the Friends to creatively and appropriately fundraise for the Library from a variety of sources and garnish support for the Library.

Mrs. Nankin relayed a conversation with her sister in Okemos, MI. Their library is changing their overdue book policy. They have not paid fines for overdue books for over 20 years. Their library is reinstating a late fine of \$.20.

Mrs. DiPietro asked Mrs. Kirby (Recording Clerk) to provide a list of Board member names and addresses for the next meeting.

#### **X. Adjournment**

MOTION to adjourn was made by Mr. Wilson and SECONDED by Mrs. Knott. The meeting was adjourned at 7:43p.m.

The next regular meeting of the Cheshire Public Library Advisory Board will be held on Monday, June 18, 2012 at 7:00 p.m., in the Evelyn Moss Room of the Cheshire Public Library.

Respectfully submitted,

Kathy Kirby,  
Recording Secretary