



## **Cheshire Public Library Advisory Board**

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

Regular Meeting Minutes  
Date: December 17, 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, then observed a moment of silence for the Sandy Hook Elementary School victims.

#### **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

##### Members absent:

Andy Falvey, Town Council Liaison

##### Visitors:

Fellis Jordan, Friends of the Cheshire Public Library  
Suzanne Duffy, Friends of the Cheshire Public Library

### **II. November 19, 2012 -- Meeting Minutes**

Corrections: On page 5, last word should read “*needy*” rather than “*needed*.”

MOTION was made by Kathy Nankin to accept the minutes as corrected  
SECONDED by Joy Hostage. The minutes were approved as corrected by a voice vote, with 7 in favor and 1 abstention.

### III. Treasurer's Report

Mrs. Nankin reported the Library Board account balance to be \$1377.50.

### IV. Reports of Committees

#### 1. School-Library Partnership

Mrs. DiPietro read the following report from Sue Hartley.

- Dec. 6<sup>th</sup>: Meet and Greet with the Legislators: Representative Mary Fritz and State Senator Joe Markey observed the Science program *Gadgets, Gizmos and Goo* with Nicole. Photo in Dec. 13<sup>th</sup> Cheshire Herald.
- Dec. 7<sup>th</sup>: First graders from Doolittle School had a tour of the Library and got their library cards. The students were enthusiastic about visit.
- Dec. 10<sup>th</sup>: Cub Scout troop to visit Library in the evening.
- Dec. 18<sup>th</sup>: Ms. Hartley will visit Creative Learning Center Nursery School and share Cheshire Library events.
- Dec. 19<sup>th</sup>: Small group of Dodd Middle School students to tour and visit.
- Dec. 26<sup>th</sup>: Toy Science workshop with Eric Nelson at 2pm and 3:15pm.
- Dec. 27<sup>th</sup>: Builder's Brigade at 2pm. A new club for children ages 7 and up. Children will have the opportunity to build things with Legos and other building blocks. They will be able to display their masterpieces in the Children's Room when they are done.
- Dec. 28<sup>th</sup>: Family Drum Time at 10:30am with Edward Leonard.

#### 2. Funding Resources

No report.

#### 3. Strategic Plan:

Mrs. Burkey distributed the final draft of the strategic plan, which was approved by the Town Manager. The plan includes the changes recommended at the last committee meeting, and also the tactics discussed. Mrs. Burkey thanked everyone for their hard work on the plan.

MOTION was made by Alice Barter to accept the Strategic Plan.  
SECONDED by Craig Wilson. The Strategic Plan was unanimously approved.

### V. Communications

Mrs. DiPietro received numerous e-mails about the proposed increase in American Library Association (ALA) dues. Many of the e-mails were opposed to the proposed increased, due to the current economy and also the decrease in funding

for libraries.

Mrs. Hostage reported on a program “Pajamas and Books” which provides newborn children and needy children with pajamas and books when they leave the hospital. Mrs. Hostage thanked the Friends of the Cheshire Public Library for their donation of gently used books from their book sale.

Mrs. Burkey stated at their recent United Way Campaign presentation, the United Way discussed a program they support which sends books to go home with parents of newborns from the hospital. Deb Rutter of the Cheshire Public Library suggested a library card application be included in their packet.

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

Regarding the “*Show Your Card and Save*” program, Mrs. DiPietro stated that she stopped by the Wells Fargo branch in Cheshire and received a packet of chocolate. Wells Fargo reported they have received a light response to the program. Mrs. Burkey stated that each participant was given a placard to display about the program if they chose to display it.

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

See attached report.

**Technology**

**Programs and Services**

Circulation for November 2012 was 32,719, down 4% from November 2011.

Mrs. Burkey reported the “Meet Your Legislator” went well. Representative Mary Fritz and State Senator Joe Markey participated in the Science program *Gadgets, Gizmos and Goo*. Mrs. Knott said that Nicole (Children’s Librarian) did a great job with the children. Refreshments followed the program.

*Don’t miss these upcoming events (more programs, info and registration at cheshirelibrary.org):*

- Movie Matinee: “Miracle on 34<sup>th</sup> Street” – Tuesday, 12/18 at 1:00 p.m.
- Mystery Book Club: Lars Kepler’s *The Hypnotist* – Tuesday, 12/18 at 7:00 p.m.
- Cheshire Cats Classics Book Club: Victor Hugo’s *Les Miserables* – 12/19 at 7p.m.
- Children’s Holiday Cookie Decorating Party – Thursday, 12/20 at 4:00 p.m.
- Teen Games (drop in) – Friday, 12/21 at 2:30
- Toy Science Workshop – Wednesday, 12/26 at 2:00 and 3:15
- Builders Brigade – Thursday, 12/27 at 2:00 p.m. (LEGOs!)
- Family Drum Time with Edward Leonard – Friday, 12/28 at 10:30 a.m.
- SAT Preparation – Thursday, 1/10/13 at 7:00 p.m.

December is “Show Your Card” month in Cheshire. Thirty businesses are participating, and there are some great deals to be had. See the Library website for details and a list of businesses.

The library will be closed on December 24 and 25, and will close at 4:00 p.m. on December 31. The library will also be closed on New Year’s Day and on Martin Luther King, Jr.’s birthday (observed on Monday, January 21, 2013).

### **Personnel**

The union contract for 2012-2016 was signed and went into effect on November 26. Congratulations to the following staff members for their years of service, which were recently recognized at the annual Town Employee Recognition Ceremony: Sue Hartley (30 years); Laurie Lee (25 years); Cindy Tencza (25 years); Linda Montauti (15 years); and Louise LeClaire (15 years). Several library staff members were also nominated for the “Employee of the Year” award for their exemplary work on the library’s social media and networking team: Carrie Crowe, Mary Dattilo, Kelley Gile, Louise LeClaire, and Eileen Topitzer. Our new Page is Kaitlin Dattilo.

Last but not least, congratulations to Beth Shutts, Librarian II, on her retirement. Beth’s last day at work will be this Wednesday, December 19. We wish Beth much happiness, love and relaxation in her retirement.

### **Financial**

I am preparing items for our 2013-2014 budget request, which is due to the Town Manager on January 18. So far the Governor’s 5% rescissions have not affected state library operations greatly, but it remains to be seen whether or not the legislature will cut expenditures further this year. Mrs. Burkey will email the budget request to the Board.

### **Buildings and Grounds**

Many thanks go to the Cheshire Beautification Committee, the Cheshire Garden Club and the Suburban Garden Club for our seasonal decorations both inside and outside the library.

### **Policies and Planning**

#### **Other/Meetings**

I attended and spoke at the Economic Development Commission’s meeting on 11/20; an Executive Safety Committee meeting; several library managers meetings; the signing of the bargaining unit contract; a monthly meeting with the Town Manager; a United Way campaign meeting; a “Bedbugs in the Library” workshop; a budget and sustainability meeting; an LCI Member Council meeting; the Town Employee Recognition Ceremony; a Connecticut Library Consortium board meeting; and a union-management job descriptions meeting.

**IX. Unfinished Business**

None.

**X. New Business**

President Fellis Jordan and Vice President Suzanne Duffy attended the Board meeting on behalf of the Friends of the Cheshire Public Library. At a recent conference attended by Mrs. Burkey and Mrs. DiPietro, the presenter stressed the importance of the Board, Friends, and Library Director to work together for the benefit of the Library. In Cheshire, both the Friends and the Board advocate on behalf of the Library. Mrs. Burkey would like to help facilitate open channels of communication between the two groups.

Since both groups usually meet on the 3<sup>rd</sup> Monday of the month, Mrs. Burkey will share the monthly meeting minutes between the groups. Since the Friends meetings tend to end later, a Board member is welcome to join the Friends meeting. Mrs. DiPietro will add a "Friends of the Library" report to the committee reports section of the Library Board meeting agenda.

At the next town budget committee meeting, Mrs. Burkey will request fundraising parameters for the Library Advisory Board. Because the Library Board is a politically appointed board rather than a governing board, Mrs. Burkey wants to clarify how Board members can solicit bequests for the Library. Mr. Wilson concurred, stressing that we do not want to be involved in conduct that could impact the Board, the Library or the Town. Mrs. Burkey will also address the Town Building Use Policy. Currently alcoholic beverages are not allowed in the Library. This restriction could impact future fundraising efforts held at the Library.

**XI. Adjournment**

MOTION to adjourn was made by Criag Wilson and SECONDED by Dalena DeSena. The meeting was adjourned at 7:40p.m.

The next regular meeting of the Cheshire Public Library Advisory Board will be held on Monday, January 28, 2013, 7:00 p.m., in the Evelyn Moss Room of the Cheshire Public Library.

Respectfully submitted,

Kathy Kirby  
Recording Secretary