



Cheshire Public Library Advisory Board

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

Regular Meeting Minutes Date: Monday, September 16, 2013

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
Judy Knott, Corresponding Secretary
Dalena DeSena, Treasurer
Joy Hostage
Ramona Burkey, Library Director

Members absent:

Alice Darter
Kathy Nankin,
Andy Falvey, Town Council Liaison

II. June 17, 2013 Meeting Minutes

MOTION was made by Craig Wilson to accept the minutes,
SECONDED by Joy Hostage.

VOTE: The minutes were unanimously approved with a voice vote.

III. Treasurer's Report

Mrs. Burkey provided the Library Board account balance to be \$1800.00. Mrs. Hostage asked how the minutes were paid. Recording Clerk Kathy Kirby explained she is paid an hourly rate for the time she attends the meeting and paid by the page for the minutes.

IV. Reports of Committees

1. School-Library Partnership

Mrs. DiPietro read the following report from Sue Hartley:

- We have acquired 4 State Park Passes from the Eileen Harris Memorial Fund on June 24th. The four passes have gone out a total of 81 times as of September 13th.
- This summer we had 1994 people attend 48 programs. The summer t-shirts were very popular. The remaining t-shirts were distributed at the Fall Festival.
- We have many activities planned for the fall. I have Fall Fridays starting on October 4th. This includes Zumba for Kids on Oct. 4th, Nov. 1st and Dec. 6th. Family Drum Time with Edward Leonard will be Oct. 11th, Nov. 15th and Dec. 27th. Finally, Holiday Art with Kim will be on Nov. 22nd and Dec. 13th.
- September is National Library Card Month. Norton School is coming to the Library for a visit on Friday, Sept. 20th. The children will have a tour of the Library and get a chance to checkout a book of their choice at the self-checkout station.
- Mrs. Hartley also provided the Final Report (dated 8/14/13) for the Summer Reading Program for 2013.

SCHOOL	PRESCHOOL- GRADE 2	GRADES 3 AND UP	TOTAL
CHAPMAN	33	35	68
DARCEY	61		61
DOOLITTLE	63	91	154
HIGHLAND	54	104	158
NORTON	37	71	108
ST. BRIDGETS	24	23	47
DODD	58		58
HOME SCHOOL	9	14	23
OTHERS (out-of-town)	107	52	159
Participants			TOTAL 836

- The Children's staff did class visits at Doolittle and Highland schools this year. Darcey School received library card information and a flier about the Reading Club programs and registration.
- Many thanks to Kelley for setting up the Summer Reading Program on the computer, Noreen for her work with Darcey School and card registrations and Cindy and Nicole for the class visits and other preparations for the Reading Club.
- Congratulations to the staff for another great summer.

2. Funding Resources (Mr. Wilson)

No report.

V. Communications

Mrs. DiPietro received numerous ACLB library related e-mails. Two in particular generated many responses. One involved a Library Board member who was banned from the library. Relies included: questions about why was he banned; should he still be allowed to serve on the board; several library boards have had this issue. The other email involved the firing of a Children's Librarian by a board. No reason was given for the firing. The local newspaper editorial board questioned if the library board had the authority to do so. The board's by-laws state the board had the authority to fire the Library Director but not other employees. These issues generated discussion among the Cheshire Library Board members. In response to Mrs. DiPietro's question if anyone had been banned from the Cheshire Library, Mrs. Burkey replied they notify the police department when needed and the police handle the patron.

Last Wednesday, Mrs. Hostage visited the CT State Library for the unveiling of Former Governor Reill's portrait. The picture will hang on the wall below former Governor Rowland's portrait. Former Governor Reill was supportive of libraries while in office, which was during difficult budget times.

Mrs. Knott sent a thank you card to the Friends of the Cheshire Library.

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

Mrs. DiPietro shared several newspaper articles.

- Showing how diverse libraries have become, Mrs. DiPietro shared a New Haven Register article about the New Haven Free Library offering yoga, ballet, and tai chi.
- Akron Beacon Journal article (7/5/2013) "A Growing Collection" – sharing seeds to plant using old card catalogue cards.
- The Southington Citizen article (8/2/2013) "With 3-D printer, Southington library's future is now" – the Southington Library now has a 3-D printer.
- The Republic American article included a photo of Shozam sports entertainment dog at the Thomaston Public Library.
- The Southington Citizen article about banned book week (Sept. 22-28).
- The Republic American article about a judge ordering Apple to prevent e-book price fixing.

Mrs. DiPietro shared information about the Association of CT Library Boards (ACLU) Trustee Leadership Conference "*Exploring the Role of Technology*" Held at the University of Hartford Gray Conference Center on Friday, Oct. 25, 2013. Mrs. DiPietro plans to attend; she asked any other Board members who also want to attend to let Mrs. Burkey by October 4th.

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

See attached report.

Technology

- Our wireless network will be upgraded by Apex Technology Group later this month, and our network infrastructure is due to be upgraded in early October. Our network rack is being moved from a staff office to its own, separately air-conditioned closet this fall. The move will be much better for the equipment (and the staff), but we'll be losing yet another storage closet.
- We received a \$5,000 grant from the Department of Energy to purchase energy-efficient desktop and tablet computers for our patrons; these are located in the Children's Room. The grant was given after Cheshire received an award for high participation in the Neighbor to Neighbor Energy Challenge.
- I continue to participate in Edge Initiative courses. So far I have completed "Library Leadership" and "Technology Management;" the remaining courses are "Advocacy" and "Community Assessment." The Edge Initiative program is an advocacy program to increase awareness of library technology.
- Our computer consortium (Library Connection, Inc., or LCI) will be migrating to a new software system in the spring of 2014. Enhancements will include annual cost savings, better management reports, a better patron experience, and shared access to the Libraries Online (LION) patron and collection databases. The new system will provide a cost savings as well as much better management reports.
- As part of my Goals and Objectives for this year, the Town Manager has asked that I work with interested parties and stakeholders to write a Technology Plan for the library.

Programs and Services

Fiscal Year 2012-2013 Circulation was 424,017 items, which was 3.3% lower than FY 2011-2012. Most public libraries in Connecticut are seeing their physical circulation returning to pre-recession levels (circulation spiked during the worst years of the recession). This year we were open Saturdays in July and August for the first time ever. Circulation averaged more than 226 items per hour on summer Saturdays, which was more than 31% higher than the daily average in July and August. This program was well received by and very popular with Cheshire residents.

Our summer reading program, "Dig into Reading," was our busiest ever (Sue Hartley's report from the Children's Department will contain details). The staff did a lot of school programs and visits in the spring to play up the Summer Reading Program.

Several staff, Friends, and volunteers attended the Fall Festival with me on September 7; we think that was the busiest Fall Festival yet. We gave away more than 60 copies of this year's "Cheshire Reads: One Book, One Town" title – Laura Harrington's *Alice Bliss* (the books were purchased through a grant from CT Humanities). Ms. Harrington will come to the library on Thursday, November 7 at 7:00 p.m. to discuss and sign her book.

Banned Books Week is September 22-28, 2013; as always, the library will have a special display (of books banned through the ages). On Wednesday, October 30 at 6:00 p.m., we will be hosting a library Supporter Appreciation Reception; I hope you all can make it. The staff will provide refreshments; members of the Friends and Board are invited, as are donors and volunteers.

Upcoming events (more programs, info and registration at cheshirelibrary.org):

- Tuesday Movie Matinee: "State Fair", 9/17 at 1:00 p.m.
- SAT Preparation Seminar: Tuesday 9/17 at 6:30 p.m.
- Cheshire Cats Classics Book Club: Sinclair Lewis' *Main Street*, Wed. 9/18 at 7p.m.; and Robert Louis Stevenson's *The Strange Case of Dr. Jekyll and Mr. Hyde*, Wednesday 10/9 at 7:00 p.m.
- "Life Planning for Your Peace of Mind": Thursday 9/19 at 7:00 p.m.
- Sunday Showcase Concert: Pop Singer Ellen Woloshin, Sunday 9/22 at 4:00 p.m.
- Anime Art Workshop: Wednesday 9/25 at 6:30 p.m. (ages 5 and up)
- "Energy Medicine and Positivity": Thursday 9/26 at 7:00 p.m.
- Fab Film Saturday: "Hotel Transylvania," Saturday 9/28 at 2:00 p.m.
- "Sleeping Giant: The Resort Era", Monday 9/30 at 7:00 p.m.
- "Step by Step Guide to Finding Your Ancestors": Tuesday 10/1 at 7:00 p.m.
- Zumba for Kids! Friday, October 4 at 10:00 a.m.
- "Women's Financial Considerations": Monday 10/7 at 7:00 p.m.
- "Organizing Genealogy Research": Tuesday 10/8 at 7:00 p.m.
- "Fun With Rhythms: Family Drum Time with Edward Leonard": Fri.10/11 at 10:30 a.m.
- "Wildflower Gardens": Wednesday 10/16 at 7:00 p.m.
- Semi-Annual Friends of the Library Book Sale: October 24-26

Weekly children's programs:

- Mother Goose Time (ages birth to 24 months): Wednesdays at 9:30 a.m.
- Mother Goose Time (ages 2-3): Wednesdays at 10:00 a.m.
- Family Time (ages 1-3): Thursdays at 10:00 a.m.
- Monday story time (ages 3-Kindergarten): 10:00 a.m.
- Tuesday story time (ages 3-Kindergarten): 10:00 a.m.

Other children's programs:

- Bookmarks Reading Club (grades 1-3; monthly)
- Tween Book Club (grades 4-6; monthly)
- Builders' Brigade (all ages; semi-monthly)
- Gizmos, Gadgets and Goo: Mad Scientists Club (grades 3-6)

Teen programs:

- Teen Games Drop-In (about 2x/month)
- Yu-Gi-Oh: It's Time to Duel! (monthly)
- Anime Club (monthly)
- Anime Club Xtra (grades 9-12; monthly)

The library will be closed on Monday, October 14 for Columbus Day.

The Cheshire Public Library has a new logo which Ramona shared with the Board. With grant money, we used the website 99designs.com for a logo design contest. Staff members Mary Dattilo and Louise LeClaire were especially instrumental in designing the parameters and choosing our new logo, which is on our website and all new publicity.

Personnel

Maria Poirier Brandriff, Assistant Director, will be retiring this November, after 36 years of service to the library. Please join us for a reception on Monday, November 18 at 4:00 p.m. in the Mary Baldwin Room, where we will honor her accomplishments.

Financial

As part of my Goals and Objectives for this year, the Town Manager has asked that I work with Board members to write a Fund Development Plan for the library. Mr. Wilson and Mrs. Burkey briefly discussed this plan.

Buildings and Grounds

This summer, the parking lot was re-striped. The Public Works department has selected a contractor to repair the back (parking lot) steps; that work should begin soon. We are also due to have the forty year old windows in what is now the Teen Room replaced this fall. In January, we agreed to a voluntary ConnOSHA walk-through of the library. The inspector did a thorough job and delivered his report back to the town in late July. On September 5, I faxed our completed report to ConnOSHA. Most of the issues were easily remedied (unlabeled breakers, broken electrical outlets, and the like).

Policies and Planning

Other/Meetings

IX. Unfinished Business

None.

X. New Business

Mrs. DiPietro distributed the Library Board Member listing and asked members to verify their information and update if needed.

XI. Adjournment

MOTION to adjourn was made by Craig Wilson and SECONDED by Judy Knott.
The meeting was adjourned at 7:59 p.m.

The next regular meeting of the Cheshire Public Library Advisory Board will be held on Mon., Oct. 21, 2013, 7:00 p.m., in the Evelyn Moss Room of the Cheshire Library.

Respectfully submitted,

Kathy Kirby
Recording Secretary