



Cheshire Public Library Advisory Board

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

Regular Meeting Minutes Date: October 21, 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

Alice Darter
Joy Hostage
Kathy Nankin,
Ramona Burkey, Library Director
Andy Falvey, Town Council Liaison

Members absent:

Dalena DeSena, Treasurer

II. September 16, 2013 Meeting Minutes

Corrections: There are two typos on page 3, under Communications. The name of the former governor was misspelled – should read “Rell”. Also the picture will “hang” on the wall below former Governor Rowland’s portrait.

MOTION was made by Kathy Nankin to accept the minutes, SECONDED by Judy Knott. The minutes were unanimously approved as corrected with a voice vote.

III. Treasurer’s Report

Mrs. Burkey reported the Library Board account balance to be \$1040.00.

IV. Reports of Committees

1. School-Library Partnership

Mrs. DiPietro read the following report from Sue Hartley.

- School Visits – Two first grade classes from Norton School came on Sept. 18th and Sept. 20th. They had a tour of the library, heard some stories, chose a book and used their new library cards for the first time. Noureen Hakim was their hostess.
- Children’s Activities – Special Programs in October
 - Saturday, Oct, 12: Annual Pumpkin Painting Festival with Kim Larkin. Over 50 children had a wonderful time decorating their pumpkins and making other seasonal crafts.
 - Monday, Oct. 28th: Paranormal Connecticut at 6:30pm. The Connecticut Ghost Hunters will focus on local Connecticut legends vs. fake stories. There will be audio and video presentation plus a demonstration of professional “ghost hunting” equipment.
 - Wednesday, Oct. 30th: Halloween Story time and Costume Parade at 4pm. Children will hear stories and then be able to parade around the library and collect treats.
 - Thursday, Oct. 31st: Annual Anime Cosplay Halloween Extravaganza at 3pm. The teens really produce some amazing costumes.
- Children’s Activities – Programs in November
 - November 6th: Future Educators of America (FEMA) from Dodd Middle School will do a fall craft program for children ages 3 to 6. This program includes stories, a craft and snacks. 3:30pm
 - Family Time 10:00 - 10:55am:
 - Thursday, Nov. 7th: Cathy DePasquale from the Dept. of Children and Families will be available to speak with parents about adoption in Connecticut.
 - Thursday, Nov. 14th: Anna Goodworth from CCT Foster Care will be available to speak with parents about foster care. November is also National Foster Care Month.
 - Thursday, Nov. 21st: Music Together will do a musical workshop for the Family Time children.
 - Fall Fridays continue with Zumba for children, Family Drum Time, and Holiday Art with Kim.
 - All our regular programs are doing very well. Builder’s Brigade, our Lego program, continues to average about 50 children per session. Our Lego books are very popular.
- Children’s Activities – Programs in December
 - December 7th, 10:30am: Craig Nelson will lead students in a Photography workshop based on the I Spy books by Walter Wick. This program is for children ages 8 to 14.

- December 28th, 10:30am: Larry Hunt will present a Masque demonstration. I saw this in September and it was amazing. More details to follow.

- Several people have asked me for more programs on Saturday mornings. I am going to work on having some more Saturday programs for younger children in 2014.

2. Funding Resources (Mr. Wilson)

No report.

V. **Communications**

Mrs. DiPietro received numerous ACLB emails.

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

- Mrs. DiPietro and Mrs. Burkey will be attending the ACLB Trustee Leadership Conference this Friday, Oct. 25th, at the University of Hartford.
- The Republic American reported the Middlebury Library re-opened after a major renovation. One of their fundraisers involved selling bricks.
- The Friends Book Sale is this week. Friend's members may attend preview night on Wednesday, Oct. 23rd. The sale will be Thursday, Oct. 24th – Saturday, Oct. 26th.

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

See attached report.

Technology

The library's network and wireless were upgraded in early October. Our network rack now has its own secure, locked and air-conditioned room. Patrons have reported improvements in network performance. Our consortium plans on migrating to the new software system ("Sierra" from Innovative Interfaces, Inc.) by the end of April 2014. The new software will have federated services. There is no increase in cost for the new software.

Programs and Services

Circulation has been up for three months in a row: +4.8% in July; +0.5% in August, and +1.8% in September. Two-thirds of our loans are now done at our self-checkout machines. Mrs. Burkey shared a statistical report for 1st Quarter Fiscal Year 2014. Mrs. Burkey also discussed two other services available to library patrons: a) Zinio - where you can download magazines at no charge; and b) IndieFlix – where you can stream independent films.

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

- Friends of the Library Semi-Annual Book Sale: Thursday 10/24 – Saturday 10/26. Preview Night (for current Friends members only; memberships can be purchased at the door) on Wednesday 10/23.
- “Your Paranormal Connecticut”: Monday 10/28 at 6:30 p.m. Ages 10 and up.
- Movie Matinee – Tuesday 10/29 at 1:00: “Field of Dreams”
- “Finding Your Immigrant Ancestors” – Tuesday 10/29 at 7:00 p.m.
- Halloween Storytime & Costume Parade–Wed. 10/30 at 4p.m. (Ages 8 and under)
- Zumba for Kids – Friday 11/1 at 10:00 a.m. (ages 3-6)
- “Lincoln, the Gettysburg Address, and the Transformation of the Civil War” – Monday 11/4 at 7:00p.m.
- Fall Read-Aloud with the Dodd Future Educators of America–Wed. 11/6 at 3:30pm.
- Cheshire Reads: One Book, One Town Author Visit (Laura Harrington, *Alice Bliss*) – Thursday 11/7 at 7:00 p.m.
- “Remembering Vietnam: The Siege of Khe Sanh” – Tuesday 11/12 at 7:00 p.m.
- “Lyme Disease in Connecticut: Epidemiology and Control”–Tues. 11/19 at 7 p.m.
- This year’s Library Supporter Appreciation reception will be held on Wednesday, October 30 at 6:00 p.m. in the Mary Baldwin Room. Please RSVP to Ramona Burkey by 10/28.
- The library will be closed on Monday, November 11 for Veterans Day.

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. At the Showcase on Sunday, Oct. 10th, Tanya Anisimova dedicated the performance to Ms. Brandriff. Mr. Falvey suggested putting information in the newspaper about Ms. Brandriff’s long service to the Cheshire Public Library.

Mrs. DiPietro asked if a replacement for Ms. Brandriff was hired yet. Mrs. Burkey is revising the job description so the position be an administrative position, allowing the person to provide building coverage. If approved, there would be a slight increase in pay grade. The position is a part-time position. Currently Ms. Brandriff is very involved in adult programming. Ms. Burkey would like the position to be more involved with marketing, outreach and social media, and have other librarians handle adult programming.

Financial

Buildings and Grounds

Our annual canine bedbug inspection revealed no evidence of pests.

Policies and Planning

Staff and I are in the process of reviewing library policies (the last review was 2007) and will likely make recommendations to the Board/Town Manager/Town Council later this fiscal year.

Other/Meetings

I attended a town executive safety committee meeting; a process improvement workshop; a CPFA committee meeting; a staff marketing team meeting; two Edge Initiative web workshops; a full staff meeting; individual library managers' meetings; a meeting about the town annual report; several meetings at Artsplace; a lunch meeting with the director of the Hamden library; several library managers' meetings; a monthly meeting with the Town Manager; a One Book, One Town meeting; and an LCI Member Council meeting.

IX. Unfinished Business

Mr. Falvey apologized for missing recent board meetings. He is honored to have served the Town on the Board of Education and most recently on the Town Council. He is more honored by the Library Advisory Board members for their service to the Town on this Board. Board members thanked Mr. Falvey for his faithful service to the Library Board and his hard work and efforts on the Town Council. Mr. Falvey reminded everyone to vote on Election Day, November 5th.

X. New Business

Mrs. Nankin reminded the board of the League of Women Voters Candidates Forum on Tuesday, October 22nd, at 6pm in the Town Council Chambers at Town Hall. The event will be shown live.

Mr. Wilson reminded the board of the Board of Education Candidates Forum, sponsored by the Cheshire Townwide PTA Council, on Monday, October 28th at 7pm in the Cheshire High School Commons. The event will be recorded and shown on the Public Access Educational Channel.

XI. Adjournment

MOTION to adjourn was made by Craig Wilson and SECONDED by Kathy Nankin. The meeting was adjourned at 7:34 p.m.

The next regular meeting of the Cheshire Public Library Advisory Board will be held on Monday, November 18, 2013, 7:00 p.m., in the Evelyn Moss Room of the Cheshire Public Library.

Respectfully submitted,

Kathy Kirby,
Recording Secretary