



Cheshire Public Library Advisory Board

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

Regular Meeting Minutes Date: February 24, 2014

I. Call to Order

The regular meeting of the Cheshire Public Library Advisory Board was called to order by Craig Wilson at 7:02 p.m. in the Evelyn Moss Room of the library. Mr. Wilson welcomed Mr. Rob Oris to the Library Board as our Town Council Liaison.

Pledge of Allegiance

Board members and attendees recited the Pledge of Allegiance.

Roll Call

Members present:

Craig Wilson, Vice Chair
Judy Knott, Corresponding Secretary
Dalena DeSena, Treasurer (arrived at 7:06pm)
Joy Hostage
Kathy Nankin
Rob Oris, Town Council Liaison
Ramona Burkey, Library Director

Members absent:

Carol DiPietro, Chair
Alice Darter

II. January 27, 2014 Meeting Minutes

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

III. Treasurer's Report

Mrs. Burkey reported the Library Board account balance to be \$940.

IV. Reports of Committees

1. School-Library Partnership

Mrs. Knott read the following report from Sue Hartley.

Programs in March:

- March 14th: Zumba for Kids at 10:00am
- March 21st: Silly Sing-a-long at 10:30am
Both of these programs are very popular. The recent Silly Sing-a-long on Feb 21st had 53 people attend.
- March 19th: Horgan Academy of Dance will do a free program on Irish dances for all ages, from 4:30-5:00pm.

Programs in April:

- April 14th: Martial Science and Zoology Workshop with Eric Nelson.
Session One: 2:00-3:00pm; Session Two: 3:15-4:15pm
- April 16th: Traveling Lantern Theater presents *Pinocchio* at 10:30am.
This is always a great show.
- Ms. Hartley is also working on a possible magic show in April.

Nicole Dolat has been taking pictures for our READ posters. The posters of the children will be in the Children's Room in the middle of April for National Library Week. This is a very popular attraction. You can see an example of the poster by the new book area in the Children's Room.

2. Funding Resources (Mr. Wilson)

No report.

V. Communications

1. Mr. Wilson had nothing to report.
2. Mrs. Nankin shared that a photo of Ms. Hostage is featured in the Elim Park annual report.
3. Mrs. Hostage was thrilled to see our Library's movies listed in the "*Free Screening*" sections of the Hartford Courant. Both "Suspicion" (Thursday, 1/16/2014) and "Ride the High Country" (Thursday, 2/13/2014) were featured. Mrs. Hostage thought this was another great way to advertise our programs.

VI. Report of the Chair – Craig Wilson, Vice Chair

Mr. Wilson will substitute for Mrs. DiPietro for one more month while she is away.

VII. Report of the Library Director – Ramona Burkey

Technology

Staff are preparing for training on our consortium's new software system (Innovative Interfaces, Inc.'s 'Sierra' software), which is due to "go live" on May 12, 2014. Please check out the Town of Cheshire's new Facebook page – it's another good way of getting information about what's going on around town:

www.facebook.com/townofcheshire

Programs and Services

Circulation for January was 33,814 items, which was 4.9% fewer items than January 2013. We had four very snowy days in January, including two early (4:00 p.m.) closures.

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

- St. Patrick's Day card craft with Miss Sue: Saturday 3/1 at 10:00 a.m.
- Movie Matinee: "Prisoner of Zenda" on Tues. 3/4 at 1:00 p.m.; and "The Sea Hawk" on Tues. 3/11 at 1:00 p.m.
- Sunday Showcase: "Headin' Home" Irish father/daughter duo—Sunday, 3/9 at 4p.m.
- Vintage Book Sale (Friends of the Library): Thurs. 3/13, 9:30 a.m. to 8 p.m.
- Zumba for Kids: Friday 3/14 at 10:00 a.m. (ages 3-6)

Personnel

The deadline for submitting applications for the vacant Assistant Director position, which has been posted externally, is Friday, February 28. I hope that the new Assistant Director will be able to start work in April.

Five staff members and I will be in Indianapolis from March 12-15 for the biannual Public Library Association conference, thanks to the generosity of the Friends of the Cheshire Public Library.

I'm sad to announce that Marge Moser, Reference Librarian, will be retiring at the end of April. Marge is a joy to work with and has provided excellent customer service to our patrons for years. We will miss her greatly.

Financial

I will be meeting with the Town Manager regarding my budget request and his proposed adjustments tomorrow morning (2/25). Mrs. Burkey was asked to provide the cost information to open the Library for 4 hours on Sunday afternoons. The approximate cost is \$1000 per Sunday (all of which is staffing costs).

This year's budget workshop (with the Budget Committee of the Town Council) will be held on March 24 at 6:30 p.m. at Town Hall. All library board members are welcome and encouraged to attend.

Buildings and Grounds

We had a roof leak on the south (driveway) side of the building, by the Science Fiction and Audiobook collections, in January. Public Works seems to have fixed it, but we are keeping an eye on it. That section of the roof is about 18 years old. Every spring, Mrs. Burkey does a walk-thru of the Library with the Public Works Director to determine the maintenance needs. Mr. Oris asked if the Library has a long term capital improvement plan. Mrs. Burkey submits requests to the Public Works Director in January, who puts those requests into his Public Property budget. The last large project (RFD and renovation) was put in the Long Term Capital Plan.

Policies and Planning

Due to the vacancy of the Assistant Director position and other prolonged administrative staff absences, we still have not completed the review of the library's policies. We expect to be able to do so starting this summer, once we are back up to full staff.

Artsplace

Artsplace can now accept credit card payments for classes and workshops, and staff there will spend the day tomorrow (3/25) being trained on the RecTrac software system, to which they will be moving ASAP. This is the same software system that the Parks and Recreation Department has been using for years. Among other advantages, it allows online class registrations and e-commerce, so we expect that it will be a time-saver for Artsplace, which has a very small staff as it is.

Other/Meetings

I attended a monthly meeting with the Town Manager; a Town Council meeting to request five additional hours per week for the vacant Assistant Director position (and a change to the job description); a Town Department Heads meeting; a budget meeting with the Town Manager; an LCI Member Council meeting; several individual meetings with staff. I will be out on March 1st and 2nd.

IX. Unfinished Business

Mrs. Hostage asked if there was any news about the survey results. Mrs. Burkey reported they received 10 survey responses. The results confirmed her opinion – 1) patrons come to the Library to use the resources look for jobs, work on their resumes and cover letters, and 2) come in with their own devices to use the wireless. Mrs. Burkey shared a story about Bill Basel, a reference librarian, helped a patron fill out an on-line job application, and the patron got the job!

Mrs. Nankin asked about the timing for the Budget Review meeting for the Library. Mrs. Burkey will email Board members the final schedule for the budget review.

Mrs. Hostage asked Mr. Oris which Town Council members serve on the Finance Committee. He replied that the committee consists of Mr. Schrumm, Mr. Ruocco and Mr. Talbot.

X. New Business

Mr. Oris urged Board members to reach out to any of the Town Council members, including himself, if they have any budget questions. Mr. Oris is pleased to be an advocate for the Library Board.

Mrs. Burkey invited the Board to join her after the meeting to visit the Children's Room and see the new "READ" posters and the new iPads (attached to the desks

and enclosed in protective Otter boxes), loaded with many educational apps.

XI. Adjournment

MOTION to adjourn was made by Kathy Nankin and SECONDED by Joy Hostage.
The meeting was adjourned at 7:29 p.m.

The next regular meeting of the Cheshire Public Library Advisory Board will be held on Monday, March 17, 2014 at 7:00 p.m. in the Evelyn Moss Room of the Cheshire Public Library.

Respectfully submitted,

Kathy Kirby,
Recording Secretary