



Cheshire Public Library Advisory Board

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

Regular Meeting Minutes Date: September 15, 2014

I. Call to Order

The regular meeting of the Cheshire Public Library Advisory Board was called to order by Carol DiPietro at 7:02 p.m. in Town Council Chambers, Town Hall, 84 South Main Street, Cheshire CT 06410. Mrs. DiPietro welcomed everyone back after the summer.

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
Rob Oris, Town Council Liaison

II. June 16, 2014 Meeting Minutes

MOTION was made by Craig Wilson to accept the minutes, SECONDED by Joy Hostage. The minutes were approved with a voice vote; vote was unanimous.

III. Treasurer's Report

The Library Board account balance was not available to be reported.

IV. Reports of Committees

1. School-Library Partnership

Mrs. DiPietro read the following report from Sue Hartley:

I hope everyone had a wonderful summer and is looking forward to a great New England fall season.

Summer Reading Report

- School Visits in June 2014 - The Children's staff visited several elementary schools in June and shared our Summer Reading books and activities.
- There were 672 children registered in the Reading Club and they read 5,295 books. We were still very busy even though many people do not complete their reading records. Many thanks to Kelley for setting up the Summer Reading Computer; Cindy, Nicole and Sue for the class visits and the whole staff for keeping up with the influx of requests and patron checkouts.
- All of our programs were very successful. Some of the highlights include:
 - Edward Popielarck and his magic show on July 2nd with 160 people;
 - Eric Girardi with Bending Gravity - 110 people;
 - The Sciencetellers – 80 people; and
 - The Summer Reading Club Finale on August 18th with over 150 people.
- I also did some story times at local daycares this summer.

School events

- September is National Library card Month
- Norton first graders will be visiting the library and receiving their first library cards on September 18th and September 23rd. Thank you to Noreen Hakim for sponsoring this program.

Fall Events

- More Saturday events:
 - Sept. 13th: Silly-Song-Sing-a-long with Edward Leonard 10:30 am
 - September 20th: 2:00pm Children's movie
 - September 27th: Halloween Science with Eric Nelson 1:15- 2:15 and 2:30 to 3:30 pm.
- Friday event October 3rd: Silly Song Sing-a-long 10:30 am
- New event on Monday Afternoon: Stories and Crafts with Beth - Sept 22 and Sept 29th, 1:30 - 2:15pm, for ages 2 1/2 to 5.
- Halloween Magic Show with Rick Rothstein on Monday, October 27th at 6:30 pm.

- There will also be a special Halloween story time and costume parade on October 30th and the annual Cosplay costume event for teens on October 31st.

Other:

- Preschool story times are all filled for the opening session.
- Please check our calendar for other upcoming events.

Happy September!

2. Funding Resources - Mr. Wilson
No report.

V. Communications

Mrs. DiPietro received 2 letters from the Association of Connecticut Library Boards (ACLB), one explaining the nomination process for their 2014 Library Awards. The other letter announced their 2014 Leadership Conference on Friday, 10/24/14 at the University of Hartford Gray Conference Center, with keynote speaker John Chrastka.

VI. Report of the Chair – Carol DiPietro, Chair

Mrs. DiPietro reported that when she volunteered at the Library booth at the Fall Festival, she found that most people who stopped by raved about the programs offered at the Library, but were not aware that those programs were sponsored and paid for by the Friends of the Cheshire Public Library. Mrs. DiPietro encouraged the visitors to join the Friends.

Mrs. DiPietro shared three newspaper articles from the Waterbury “Republican American”:

- Save the Library Books? (9/1/14) – The article cites discarding worn, out of date, and unpopular library books as one reason the Library Director in Waterbury was fired. The article also cited other reasons, including a clerk who embezzled \$260,000 and received an unauthorized \$12,000 stipend.
- Library Hours shortened to keep within its budget by Paul Singley – The Naugatuck Library is closing two days a week to stay within their budget.
- Hot on the Trail of CT Libraries by Carrie MacMillian – Explains the CT Library Passport program, which the Cheshire Public Library is participating in.

Mrs. DiPietro also shared an article from the “Southington Citizen”:

- Drop-off Bin Installed at Library – The Friends of the Southing Library have a new drop off bin for book donations.

Mrs. Hostage shared she was pleased to see 3 notices in the "Hartford Courant" in July about the movies offered at the Cheshire Public Library.

VII. Report of the Library Director – Ramona Burkey

Technology

We've gone live with mobile printing, which means that patrons can print from their wireless devices to our pay-per-print copier/printer. Our copiers/printers were recently replaced with Xerox units with credit/debit capability, scanning, and color copy modes. We installed a public fax machine just last Friday. We will go live with Hoopla, an online subscription digital library of thousands of movies, TV shows, music and audiobook titles (eBooks coming soon) in October. Patrons will be able to check out items for free with their Cheshire Public Library card.

Programs and Services

Circulation for June, July and August totaled 114,550 items. We had an extremely busy Summer Reading Program, on which Sue Hartley, Head of Children's Services, will report. Thank you to those library board members (Carol DiPietro and Kathy Nankin) who helped staff the library's booth at the Fall Festival, which was held on a very hot and humid day.

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

- Movie Matinees: "Support Your Local Sheriff" – Tuesday 9/16 at 1:00 p.m. and "Up Periscope" – Tuesday 9/23 at 1:00 p.m.
- "Forgive Me: An Anti-Bullying Film" – Thursday 9/18 at 7:00 p.m.
- Fab Film Saturdays: "Ernest and Celestine" – Saturday 9/20 at 2:00 p.m.; and "Frankenweenie" – Saturday 10/11 at 2:00 p.m.
- Civil War Series: "The Occult in the Civil War" – Monday 9/22 at 7:00 p.m.
- Halloween Science workshops: Saturday 9/27 at 1:15 p.m. and 2:30 p.m.
- Small Business Lending – Monday 9/29 at 7:00 p.m.
- How to Write and Illustrate a Children's Book – Tuesday 9/30 at 7:00 p.m.
- Cheshire Magic: The Gathering Club – Tuesday 9/30 at 7:00 p.m.
- Cheshire Cats Classics Book Club: *All Quiet on the Western Front* by Erich Maria Remarque – Monday 10/6 at 7:00 p.m.
- Gargoyles of Yale University – Monday 10/6 at 7:00 p.m.
- Witchcraft Trials of Connecticut – Tuesday 10/14 at 7:00 p.m.
- Bobcats in Connecticut – Wednesday 10/15 at 7:00 p.m.

The Friends of the Library's Semi-Annual Book Sale will be held from Thursday, October 23 through Saturday, October 25 (preview night is Wednesday, October 22 for Friends members only; memberships can be purchased at the door).

Personnel

Congratulations and welcome to our newest staff members: Aisha Alam, Page; Michael Pierry, Page; and Stephanie Lochowski, Page. Samantha Richardson has been

promoted from Page to Library Technical Assistant. Last Friday, we celebrated with Robin Aitro; she has retired from her position as Page after more than thirty years with the town. Congratulations, Robin!

We held a staff professional development morning on Friday, August 29. Topics included learning about the Hoopla product that will become available to patrons in October, the Passport to Connecticut Libraries program, an overview of Microsoft Outlook, patron privacy laws, and a review of the library's social media platforms. Twenty-seven staff members were able to attend.

Financial

Nothing new to report.

Buildings and Grounds

Saturday mornings were busy this summer, although nearly all libraries in our consortium have reported drops in attendance and circulation, perhaps due to the absolutely gorgeous weather (and virtually no rainy or hot/humid weekends) we had in June, July and August. We will be open on 13 Sunday afternoons in January, February and March, from 1:00 p.m. until 5:00 p.m. We are still working on signage for the interior and exterior of the building. We will be closed on Monday, October 13 for Columbus Day.

Policies and Planning

Other

Mrs. Burkey explained that the current agreement with Christ Community Church regarding the Library's use of their parking lot expires October 14, 2014.

Mrs. DiPietro asked about the recent "Cheshire Herald" article discussing reconfiguring the Library basement. Mrs. Burkey explained that they are looking into reconfiguring the lower level (basement) and second floor to improve usability, sightlines, storage and functionality of the Library. Because there are no electronic blueprints of the Library, the first step involves an engineering firm developing Computer-Aided Designs (CAD) of the Library.

Other things being considered are a drive-by return box and an auto return system. Mrs. Burkey will perform her due diligence to ensure any proposed project will be in the best interest of the Library.

The Board members discussed possible reasons why circulation is lower. They also discussed the Library fines, which are set by the Ordinance Fees and when collected, those fines go into the Town's General Fund.

Mrs. Burkey distributed a copy of the By-Laws for the Cheshire Public Library Advisory Board, which were last revised in 2008. She asked the Board to review for By-Laws for

the next meeting. Mr. Wilson explained that the By-Laws are the guiding principles for the Board – they should provide enough guidance for the Board to be efficient and effective while being succinct and comprehensive. He asked the Board during their review to identify anything fundamental that is missing from the By-Laws. Mrs. Burkey commented on two areas under the Duties section – Duties B: She will present her proposed Library Board budget to the members for approval before submitting it to the Town Manager and Duties C: An annual written report of the Board activities and recommendations for improving facilities, services and programs of the Library would be a good idea to exercise.

IX. Unfinished Business

Mrs. DiPietro reminded the Board that some of our 2015 meeting dates do not occur on the third Monday of the month due to holidays, etc. – she recommended checking the meeting calendar for the correct meeting dates.

X. New Business

None.

XI. Adjournment

MOTION to adjourn was made by Craig Wilson and SECONDED by Judy Knott.
The meeting was adjourned at 8:13 p.m.

The next regular meeting of the Cheshire Public Library Advisory Board will be held on Monday, October 20, 2014 at 7:00 p.m. in the Evelyn Moss Room at the Cheshire Public Library, 104 Main Street, Cheshire.

Respectfully submitted,

Kathy Kirby,
Recording Secretary