



Cheshire Public Library Advisory Board

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

Regular Meeting Minutes

Date: November 17, 2014

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
Judy Knott, Corresponding Secretary
Dalena DeSena, Treasurer
Alice Darter
Joy Hostage
Kathy Nankin (arrived 7:14 p.m.)
Ramona Burkey, Library Director

Members absent:

Craig Wilson, Vice Chair
Rob Oris, Town Council Liaison

Guest present:

Lucas Franklin, Head of Children's Services (arrived at 7:12 p.m. and left at 7:22 p.m.)

II. October 20, 2014 Meeting Minutes

MOTION was made by Dalena DeSena to accept the minutes as presented; SECONDED by Judy Knott. The minutes were approved as presented with a voice vote; vote was unanimous.

III. Treasurer's Report

The Treasurer's Report was not available to be reported.

IV. Reports of Committees

1. School-Library Partnership

Mrs. DiPietro read the following report from Lucas Franklin, the new Head of Children's Services.

School-Library Partnership:

- Thursday, Oct. 9: The Future Educators of America (FEA) from Dodd Middle School did a Halloween story time along with a craft activity for children ages 3-5. 20 children attended.
- Wednesday, Oct. 15: Teen Librarian Kelley Gile spoke at the Cheshire High School Sophomore Career Day to approximately 400 students. Kelley spoke to small groups of students about a librarian's job responsibilities, the education requirements of becoming a librarian, and why she joined the profession. She then answered students' questions

Youth Activities-Special Programs in October:

- Monday, Oct. 27: Halloween Magic. Over 120 children and caregivers attended this Halloween-themed magic show with Rich Rothstein.
- Thursday, Oct. 30: Halloween Story time and Costume Parade. We had over 150 children and caregivers attend. Children listened to stories and then paraded in costume throughout the library to pick up special treats.
- Friday, Oct. 31: Anime Club Halloween Cosplay Extravaganza. 35 young adults attended this event, in which participants dressed up as their favorite anime characters.

Youth Activities-Special Programs in November:

- Saturday, Nov. 8: Zumba for Kids.
- Friday, Nov. 14: Silly Sing-a-long with Edward Leonard.
- Saturday, Nov. 15: Puppetry Demonstration with the Ballard Institute and Museum of Puppetry.
- Wednesday, Nov. 19: Maker Fun, an activity where youth ages four and up can make crafts and art projects.

Guest Speaker – Lucas Franklin, the new Head of Children's Services

- Board members introduced themselves.
- Mr. Franklin introduced himself, providing a brief background – he is a 2010 graduate of Simmons College, majoring in Library Science. He worked as a Teen Librarian at the New Britain Public Library, branch manager at a public library in Georgia, and most recently as the Technology Coordinator at the Cheshire Public Library.
- Mr. Franklin shared his vision for Children's Services at the Cheshire Public Library:

- Partner more with the schools.
- Outreach in the community; be more visible in the town. Would like to participate in Cheshire's Memorial Day parade. Try new ways to promote the summer reading program.
- Expand the STEM (Science, Technology, Engineering and Math) programs. Would like to expand the "3 G" program (Gizmos, Gadgets and Goo) to all age groups.

Mrs. DiPietro asked what percentage of students have library cards. Mrs. Burkey replied that 40% of Cheshire residents have library cards, which is standard for a community of our size and economic status.

Funding Resources - Mr. Wilson was absent.
No report.

V. Communications

Mrs. DiPietro reported it was a light period for emails and mail. There were no "hot" topics discussed online.

Mrs. Hostage reported that the CT State Library received the Betty M. Linsley Award for 2014 for a recent publication: Public Records of State of CT from 1819 to 1820, vol. 20. The editor was Dr. Douglas M. Arnolds.

VI. Report of the Chair – Carol DiPietro, Chair

Mrs. DiPietro shared a 10/28/2014 article from the Waterbury Republican entitled "'Bookcycle' peddles new take on feminism" about a roving library tricycle in Los Angeles. This library program, known as FLOW (Feminist Library on Wheels), contains a triple-decker shelf filled with a wide range of feminist media. The library consists entirely of donated books. Bicycles and women's rights share a long history – before women could vote, bicycles gave women "a newfound independence that seemed to dovetail with the burgeoning women's suffrage movement."

Mrs. DiPietro complimented the Cheshire Citizen and the Cheshire Herald newspapers on their nice articles about the retirement of Sue Hartley and Cindy Tencza of Children's Services.

Mrs. DiPietro also complimented today's reception honoring Sue and Cindy.

Mrs. DiPietro reported the Friends made \$6200 with their recent fall book sale. Mrs. Burkey also shared that the Friends also fundraise by selling textbooks online. Per their website, the Friends accept textbooks (both college and high school) that are less than 3 years old.

VII. Report of the Library Director – Ramona Burkey

Technology

Look in your library e-newsletter soon for information on Hoopla, our newest digital content service (movies, TV shows, music and more).

Programs and Services

Circulation in October totaled 32,156 items.

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

- Movie Matinee – “The Pursuit of Happiness”: Tuesday 11/18 at 1:00 p.m.;
Philomena”: Tuesday 11/25 at 1:00 p.m.
- NaNoWriMo (National Novel Writing Month) Write-In Wednesdays: Wednesday 11/19 from 5:00 – 9:00 p.m.
- Holiday Photo Editing – Thursday 11/20 at 7:00 p.m.
- Fab Film Saturdays: “The Dark Crystal” – Saturday 11/22 at 2:00 p.m.; “Muppets Most Wanted” – Saturday 12/12 at 2:00 p.m.
- Personal Preparedness Workshop with Chesprocott – Tuesday 12/2 at 7:00 p.m.
- The Ancient Art of Paper Cutting – Thursday 12/4 at 7:00 p.m.
- “A Seussified Christmas Carol” with Cheshire Community Theater – Saturday 12/6 at 2:00 p.m.
- Jewelry Jam with Kim Larkin – Monday 12/8 at 6:30 p.m.
- Cheshire Cats Classics Club: *The War of the Worlds* by Orson Welles – Monday 12/8 at 7:00 p.m.
- Music Together Workshops (birth to age 5) – Wednesday 12/10 at 10:00 a.m. or 11:00 a.m.
- Holiday Read-Aloud with the Future Educators of America – Wednesday 12/10 at 3:30 p.m.
- Holiday Silly Sing-Along – Friday 12/12 at 10:30 a.m. (best for ages 5 and younger).

Personnel

Please welcome Lucas Franklin, our new Head of Children’s Services. You may know Lucas as our former Technology Coordinator; Lucas was previously the Teen Librarian at the New Britain Public Library, and has also served as a branch manager at a public library system in Georgia. As you may know, Cindy Tencza will be retiring at the end of December; her position (Children’s Librarian) has been posted with a deadline of 12/19.

Financial

A lot of donations have been received toward the Children’s Room signage, in honor of Sue Hartley and Cindy Tencza. The signage will be a 3-dimensional tree surrounding the entrance to the Children’s room.

The Rotary Club has pledged to purchase 2 iPads for the Children’s room technology table, in honor of the 75th Anniversary of the Rotary Club. They will be hosting a reception at the Library in 2015.

Buildings and Grounds

We will close at 4:00 p.m. on Wednesday, November 26, and we will be closed on Thursday 11/27 and Friday 11/28, for the Thanksgiving holiday.

Policies and Planning

I will be going to the Personnel Committee of the Town Council on the evening of Thursday 11/20 to ask to restructure some staff positions in light of the vacancies left by Sue Hartley, Cindy Tencza and Robin Aitro (retired July 1, 2014). I am proposing a net reduction of 15 hours in staff hours, salaries, benefits and pension liabilities by eliminating a vacant 30 hour position and adding 5 hours to each of these positions: Technology Coordinator (Increasing hours to 30), Assistant Director (increasing hours to 30) and the 15 hour Reference Librarian position (increasing hours to 20).

Other

Al Adinolfi and Dante Bartolomeo attend today's reception and both presented citations to Sue Hartley and Cindy Tencza. Mrs. Burkey also distributed the Library Weekend Concert schedule to the Board.

IX. Unfinished Business - Review of By-Laws of the Cheshire Public Library Advisory Board

The Library Advisory Board members reviewed the proposed changes to the By-Laws of the Library Advisory Board. Mrs. Knott proposed one additional revision:

- PAGE 3, SECTION 5a, DUTIES OF CORRESPONDING SECRETARY:
Handle correspondence as requested by the Library Board Chair.

MOTION was made by Kathy Nankin to accept the amended by-laws as presented; SECONDED by Judy Knott. The by-laws stand approved as amended with a voice vote; vote was unanimous.

X. New Business

Review of Strategic Plan

Mrs. Burkey provided a brief review of their progress on the strategic plan and asked the Board to review the plan before the December meeting. Mrs. Burkey will provide a formal report at the December meeting.

Review of Annual Report

Mrs. Burkey distributed a copy of the annual report (CT Public Library Survey) she submits to the CT State Library. Each public library in the state is required to submit this report annually to the State Library to receive funding. Please email Mrs. Burkey with any questions about this annual report.

Review of the Budget Process

Mrs. Burkey distributed documentation on the budget process. The first page reflects the Fiscal Year 2014-2015 Adopted General Fund Operating Budget. Pages 2-3 relate directly to Library funding. The remaining pages are the Town of Cheshire Adopted 2014-2015 Budgets for the Library and the Library Advisory Board.

XI. Adjournment

MOTION to adjourn was made by Judy Knott and SECONDED by Kathy Nankin.
The meeting was adjourned at 8:10 p.m.

The next regular meeting of the Cheshire Public Library Advisory Board will be held on Monday, December 15, 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