



## **Cheshire Public Library Advisory Board**

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

### **Regular Meeting Minutes Date: May 18, 2015**

#### **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 the Evelyn Moss Room of the library.

#### **Pledge of Allegiance**

Board members recited the Pledge of Allegiance.

#### **Roll Call**

Members present:

Carol DiPietro, Chair  
Craig Wilson, Vice Chair (arrived at 7:05 p.m.)  
Judy Knott, Corresponding Secretary  
Dalena DeSena, Treasurer  
Alice Darter  
Joy Hostage  
Ramona Burkey, Library Director

Members absent:

Kathy Nankin  
Rob Oris, Town Council Liaison

#### **II. April 27, 2015 Meeting Minutes**

**MOTION** was made by Joy Hostage to accept the minutes as presented.  
**MOTION SECONDED** by Judy Knott. The minutes were approved with a voice vote; **VOTE**: Unanimous.

#### **III. Treasurer's Report**

Mrs. DeSena reported the Library Board account balance to be \$750.

#### IV. Reports of Committees

##### 1. School-Library Partnership

The May report from Lucas Franklin, the Head of Children's Services, was read by Mrs. DiPietro.

**Outreach:** At Touch a Truck held 4/8/15 at Bartlem Park we reached over 250 children and caregivers in promoting the library and our services

**Daycare/Preschool Outreach:** In April we visited 4 preschools/daycares reaching over 100 children during these visits. Next month we hope to visit more and send out a schedule for our summer reading program. We hope to disseminate our Summer Reading Program to the elementary students in June (please see the drafted copy). I'm hoping to offer a Mindfulness Storytime using the Mindful School and a Still Quite Place curriculums to a local preschool starting in July. If this program is successful, I will bring it to the library to offer after our summer reading program to school age kids.

**Program Highlights:** Our Tune Time for Tots program, a music program for children birth to three focused on singing and dancing, continues to reach over 100 children and caregivers between our two sessions (this program is our most popular). We hosted the Dodd Middle School FEA (Future Educators of America) who did a storytime for preschool age students last week. There were 33 students, preschoolers and caregivers in attendance.

**Summer Reading/Stats:** Please see the rough draft of the Summer Reading Program handout. We hope to have it completed in the next week once we finalize details with a few performers (please note this draft hasn't been proofread for errors yet and dates and time may change over the next couple of weeks). Also, find the stats for the children's department last month as well as a program for our programs being held this month.

Mrs. Hostage was pleased to see in past minutes that the Library had previously offered a language program to young children – "Learn Spanish Storytime." Young children are very receptive to learning languages at a young age. Mrs. Burkey replied the program was well received.

#### V. Communications

Mrs. Hostage reported that the Hartford Courant continues to include our movies showings on the [www.ctnow.com](http://www.ctnow.com) page; the 4/30/15 edition listed "Alexander's Ragtime Band"; the 5/7/15 edition listed "Brigadoon"; and the 5/14/15 edition listed "Mamma Mia."

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

Mrs. DiPietro worked at the recent Friends Book Sale on Sunday afternoon, when patrons could purchase an entire bag of books for \$10. The book sale raised more than \$8200, and was very well run. Tom and Deb Morck did an outstanding job chairing this event; Mrs. DiPietro sent them a note congratulating them on such a successful event. Mr. and Mrs. Morck also send a note to their volunteers, thanking them for their volunteer efforts; they attributed the successful event in part to the product, the presentation and the publicity.

Mrs. DiPietro shared a flyer from the Friends of the Collier County Public Library in Florida for their “Bagels and Books” fundraiser. They charge \$100 per person for the breakfast and a copy of the book written by Sue Monk Kidd. Mrs. DiPietro thinks the Friends of the Cheshire Library could do this event on a smaller level. When the Collier Country Friends first started this event, the cost was \$25 per person.

Mrs. DiPietro also stated the Friends of the Collier County Public Library members are allowed to pre-register for Friends programs before the general public registers during a short preferential sign-up period and asked Mrs. Burkey to give some thought to this option. Mrs. Burkey expressed concern about how Cheshire patrons may respond to this type of preferential sign-up period. Cheshire offers free programs to all patrons, regardless of whether they are members of the Friends or not. The Friends of the Cheshire Public Library sponsors some of the Library programs; the Library sponsors the others.

Mrs. DiPietro shared an article from the Waterbury Republican American about the Naugatuck Library’s “TV Discussion Club” which meets the 2<sup>nd</sup> Wednesday of each month at the Howard Whittemore Library. This club’s “Anti-Heroes” discussion topics have included Don Draper (“Mad Men”), Walter White (“Breaking Bad”) and Dexter Morgan (“Dexter”).

Mrs. DiPietro asked Mrs. Knott to send thank you notes to the two Garden Clubs, the Friends, and the Morcks on behalf of the Board.

Mrs. Burkey invited the Board to the Friends Annual Meeting tonight, followed by a reception, after our meeting.

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

**Technology**

The Town has gone out to bid for a new telephone system, which will be installed this summer.

### **Programs and Services**

Our new hours will begin on Monday, June 1:

Monday – Thursday **9:00 a.m. – 8:30 p.m.**

Friday – Saturday **9:00 a.m. – 5:00 p.m.**

We will be open Saturday mornings again this summer, from July 11 – August 29, from **9:00 a.m.** to 1:00 p.m.

Library staff will be marching in this year's Memorial Day parade on Sunday, May 24. The library will be closed on Monday, May 25 for Memorial Day.

April circulation was 32,549, which represented an increase of 0.88% over April 2014.

NEW: "The Cheshire Public Library offers one-on-one tutoring for adult Cheshire residents who need some basic tech assistance. Device advice is available for tablets, e-readers, smart phones, laptops, and desktop computers. Topics include: downloading ebooks, audio and video materials from Cheshire Library resources; basic computer use; general internet use and searching skills; registering for an email account; and word processing with MS Word. Please note that you must be able to use a mouse to participate in desktop sessions. Sessions are for up to one hour and must be arranged by appointment only."

**Save the Date:** Library Supporter Appreciation Reception – Thursday, May 21 at 6:00 p.m. We would love to have as many library board members as possible in attendance, since this is one way that we as staff say "thank you" for all that you do for the Cheshire Public Library.

*Selected Upcoming Events (more programs, info and registration at [cheshirelibrary.org](http://cheshirelibrary.org)):*

- Movie Matinee: Tuesdays at 1:00 p.m.: 5/19 "Mamma Mia!," 6/9 "Desert Fox," 6/16 "Memphis Belle"
- "Eat Better, Feel Better, Live Better" – Tuesday 5/19 at 7:00 p.m.
- "Apps for the Outdoors": Wednesday 5/20 at 7:00 p.m.
- Cheshire Cats Classics Book Club: Monday, June 1 at 7:00 p.m.
- "Volunteer Vacations": Tuesday 6/2 at 6:30 p.m.
- Red Cross Blood Drive: Thursday 6/4 from 12:30-4:30 p.m.
- "Ask A Lawyer" (New Haven Bar Association): Thursday 6/4 at 5:30 p.m.
- "Is This Thing On? Navigating the Digital World with Abby Stokes": Thursday 6/4 at 6:30 p.m.
- "Online Marketing: Email Campaigns, LinkedIn for Business, and Social Media Time Savers": Tuesday 6/9 at 6:30 p.m.

**Personnel**

I have received numerous “Above and Beyond” and Customer Satisfaction Survey comment cards of late, complimenting our staff on their excellent, professional customer service.

**Financial**

We are applying for a Category II grant from the State to finish the Library.

**Buildings and Grounds**

**Policies and Planning**

I attended a Strategic Planning webinar with several coworkers a couple of weeks ago and got some good tips for how to proceed with our next Strategic Plan.

**Artsplace**

The Children’s Department staff and I met with Artsplace staff last week to discuss collaboration and future endeavors. The Library and Artsplace are doing a lot of collaboration, including holding the Library’s celebration at the end of the Summer Reading Program at Artsplace on August 24<sup>th</sup>, another way to cross-promote the programs. This year’s Summer Reading Program theme is “STEAM” – Science, Technology, Engineering, Arts, and Mathematics.

**Other**

Thanks to the generosity of the Friends of the Cheshire Public Library, two coworkers and I will be attending the American Library Association’s annual conference in late June.

Mrs. Knott commented that the displays in the Library are very attractive. Mrs. Burkey commented that the Staff Picks display is very well received.

In response to Mrs. DiPietro’s question about the tip jar, Mrs. Burkey commented that they will empty the tip jar on a monthly basis. All funds donated will go into the Library Gift account.

**IX. Unfinished Business**

None.

**X. New Business**

**2016 Meeting Schedule:** Mrs. DiPietro presented the following meeting dates for 2016: January 25; February 22; March 21; April 25; May 16; June 20; July if needed; August if needed; September 19; October 17; November 21; and December 19, 2016. The Board meets on the 3<sup>rd</sup> Monday of the month, unless

there is a federal holiday or school vacation, when the meeting will be switched to the 4<sup>th</sup> Monday.

**MOTION** was made by Craig Wilson to adopt the 2016 meeting dates as presented. **MOTION SECONDED** by Dalena DeSena. **VOTE:** Unanimous.

**Election of Officers:** Mrs. Nankin is in charge of the election of officers, but she is absent this evening. The Board tabled the election of officers until the June meeting.

#### XI. **Adjournment**

MOTION to adjourn was made by Craig Wilson and SECONDED by Joy Hostage. **VOTE:** Unanimous. The meeting was adjourned at 7:38 p.m.

The next regular meeting of the Cheshire Public Library Advisory Board will be held on Monday, June 15, 2015 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