



Cheshire Public Library Advisory Board

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

Regular Meeting Minutes Date: December 21, 2015

I. Call to Order

The regular meeting of the Cheshire Public Library Advisory Board was called to order by Carol DiPietro at 7:03 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
Dalena DeSena, Treasurer
Ramona Burkey, Library Director

Members absent:

Joy Hostage
Kathy Nankin
Liz Linehan, Town Council Liaison

II. Approval of Minutes from October 16, 2015 and November 16, 2015:

Minutes were reviewed but could not be voted on due to the lack of a quorum. The general consensus of the Board was the minutes presented were accurate. The Board tabled the vote on the minutes until the next meeting.

III. Treasurer's Report

Mrs. DeSena reported the Library Board available account balance to be \$745.00.

IV. Communications

None.

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

On Wednesday, December 9th, Mrs. DiPietro and Mrs. DeSena attended Holiday Luncheon at the library hosted by Ramona Burkey and Deb Rutter.

Mrs. DiPietro will be away from January – March 2016. Mr. Wilson will chair the January 25, 2016 meeting. Mrs. DeSena will chair the February 22, 2016 and the March 21, 2016 meeting.

VI. **Report of the Library Director** – Ramona Burkey presented her report.

Technology

Programs and Services

Circulation for November was 31,741 items, which was 6.3% higher than that of November 2014. Bear in mind that we were not open Sundays in November 2014, but we were open Sundays this November.

Fine Free Week: We forgave fines on 1,347 items, for a total of \$3,062.47 waived. We collected 189 pounds of food and necessities for the Cheshire Community Food Panty, and patrons donated a total of \$275 in monetary contributions to the Food Pantry.

The library will be closed on Thursday, December 24 and Friday, December 25. We will close at 4:00 p.m. on December 31 and will be closed all day on January 1, 2016.

Please see our monthly calendars for a full listing of library programs and events.

Personnel

We will be interviewing for the positions of Library Technical Assistant (15 hours) and Librarian (20 hours, in Adult Services) just after the New Year.

Gail Roberts' (Head of Technical Services) last day of work is Tuesday 12/22/15. We will miss her greatly and we wish her a wonderful and enjoyable retirement.

I will be attending the next Personnel Committee meeting to request that Gail's position be increased to 35 hours per week, in keeping with all other supervisory positions in the Library. If the Town Council approves the changes, we could advertise for applicants for the position as early as mid-January.

Financial

I'm pleased to announce that the State Library has approved our request for a \$250,000 Category 2 Construction Grant. That plus \$250,000 from the Town in capital improvements funding will allow us to refurbish the Upper and Lower Levels of the library, similar to what we did on the Main Level in 2012. We will be able to request to be added to the State Bond Commission agenda as soon as our local funding is appropriated (late summer 2016, at the earliest, since the local capital funding is earmarked in the 2016-2017 Capital Expenditure Plan).

I've begun working on the 2016-2017 budget request, which is due to the town manager on January 15, 2016. I will be asking for no major programmatic changes or increases. I welcome your suggestions and questions about the budget process.

We now offer CPL Gift Bags to people who donate to the library in honor of another person. These keepsake bags make great teacher gifts, and they're also great for "that person who already has everything." They also happen to hang quite nicely on a tree... Donated funds go into the Library Gift Account, to be used for programs, collections and equipment. So far we have raised more than \$100.00!

Mrs. DeSena asked about the possibility of patrons sponsoring bricks at the library, as was done as a fundraiser for the Kids in Motion Playground at Bartlem Park. Children enjoy seeing their names on bricks or tiles. Ms. Burkey thought this was a good idea to consider for future projects.

Mrs. Burkey shared statistics on the library's services. She calculated that for the library's \$1.7 million budget, they provide \$15.5 million of value to the town, including circulation items (books, movies, etc.), tech help, internet access, programs, database access, reference questions and meeting room usage. The library provides a more than \$8 return on every \$1 invested into the library. Mrs. DiPietro stated she would love to see this information appear in the Cheshire Herald for residents to see the value provided by the library.

Mrs. Burkey also provided statistics for Cheshire's library as compared to other towns in the state. For Total Circulation FY 2015, Cheshire ranked 16th with a circulation of 407,843. For Circulation Per Capita FY 2015, Cheshire ranked 23rd with 13.9. For Collection Turnover FY 2015, Cheshire ranked 10th with 3.0.

Buildings and Grounds

Policies and Planning

We anticipate that negotiations for the successor bargaining unit contract will begin early in the new year. The current contract expires on June 30, 2016.

We will continue our strategic plan renewal process with a patron survey just after the new year.

Artsplace

Next year is the 200th anniversary of Cheshire artist John Frederick Kensett. Many activities and events are in the works; stay tuned. A Chamber of Commerce Business After Hours event will be held at Artsplace on January 5.

Other

Please note that we will be missing several board members this winter. If you are unable to attend a meeting, please contact Ramona Burkey as soon as possible so that the decision as to whether or not to cancel the meeting can be made in time to post the cancellation and notify the Town Clerk's office.

Best wishes for a happy, healthy and safe holiday season, and Happy New Year. Thank you for all that you do to make Cheshire's the best public library around.

VII. Unfinished Business

None.

VIII. New Business

Mrs. DiPietro asked Mrs. Kirby to update the Library Board roster when new members are added to the Board, and provide those new members with the calendar of meeting dates.

IX. Adjournment

The meeting was adjourned at 7:33 p.m.

The next regular meeting of the Cheshire Public Library Advisory Board will be held on Monday, January 25, 2016 at 7:00 p.m. in the Evelyn Moss Room at the Cheshire Public Library, 104 Main Street, Cheshire.

Respectfully submitted,

Kathy Kirby
Recording Clerk