



Cheshire Public Library Advisory Board

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

Regular Meeting Minutes

Date: March 21, 2016

I. Call to Order

The regular meeting of the Cheshire Public Library Advisory Board was called to order by Dalena DeSena at 7:06 p.m. in the Evelyn Moss Room of the library.

Pledge of Allegiance

Board members recited the Pledge of Allegiance.

Roll Call

Members present:

Ramona Burkey, Library Director (ex officio)
Dalena DeSena, Treasurer
Tod Dixon
Terry Grahame
Mark Hostage
Kathleen Nankin

Members absent:

Carol DiPietro, Chair
Liz Linehan, Town Council Liaison

II. Approval of Minutes from October 16, 2015; November 16, 2015; and December 21, 2015, January 2016 and February 22, 2016:

Ms. Nankin made a motion to accept the minutes from October 16, 2015; November 16, 2015; December 21, 2015, and January 2016. Ms. Grahame seconded the motion which passed unanimously.

Ms. Nankin made a motion to accept the minutes from February 22, 2016 as amended. Ms. Grahame seconded the motion which passed unanimously. The correction was that Ms. Nankin was absent from the February 22 meeting.

III. **Treasurer's Report**

Mrs. DeSena reported that the current dollar amount in the library board budget is \$180.00. Approximately \$400.00 will be added back from a closed purchase order. The total budgeted amount for this fiscal year is \$1,500.00. Mr. Hostage asked what the budgeted money is used for. Mrs. Burkey said to pay for the services of the recording secretary, Connecticut Library Association membership and conferences.

IV. **Communications**

A slate of officers will be voted on in April, per the board's bylaws. The board is down one member; a replacement for Craig Wilson is needed.

V. **Report of the Chair** – Dalena DeSena, Acting Chair

There was nothing to report.

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

Technology

Mrs. Burkey and 3 other staff members have attended the first of two Microsoft Excel advanced training sessions. The second session will take place on Monday, March 28. The sessions will help to accelerate the use of statistical and program information.

Programs and Services

Circulation numbers for Sunday hours this year (21 Sundays) were 9,458 total items, 450 items checked out per day, and 113 items checked out per hour.

In addition, there is competition with eBooks and the supply cannot be met with all that people want and need. Purchases currently being made are for hard cover, large print, CD books, downloadable audio, and eBooks (costing up to a total of \$300.00 per title). The number of formats for one title may require spending hundreds of dollars. Tough choices are made to determine what books will get the most use.

The Library's Children's Department (Lucas Franklin, Kelley Gile, Kim White and Lauren Gledhill) was awarded the Youth Development Award from the Cheshire Community YMCA at its awards dinner on March 16. Kim White spoke of the importance of early literacy and community outreach.

Cheshire Public Library has received the Connecticut Library Association's Publicity Award for Electronic Media. The Library received the award for its Instagram page which is run by Louise LeClaire, Social Media Coordinator. Louise will be presented with the award on April 22 at the Connecticut Library Association's Annual Conference in Hartford. All board members are invited to attend the Connecticut

Library Association's Annual Conference. Please RSVP to Mrs. Burkey by Thursday, March 24.

The South Asian Cultural Festival has been going well. Upcoming events include an Indian Cooking Demonstration (Wednesday, 3/23), a celebration of Holi and Rangoli (Thursday 3/24), a comedic documentary ("Meet the Patels," Thursday 3/24), and kite making at Artsplace (Wednesday, 3/30). The event is organized by Deb Rutter, Deputy Library Director, and Librarian Lauren Gledhill. Everyone looked glamorous in their saris on March 5.

The Jolly Beggars' Irish music concert on Sunday, March 20th was a big success with approximately 125 people attending.

The Library has closed its winter hours on Sundays and will reopen in the fall depending on next year's budget.

The Library's Summer Reading Program will focus on health and fitness to coincide with the state/national theme. The Summer Reading Finale Party will be held on August 24 at the Cheshire Community Pool. More details will be available when the event gets closer. There may be food trucks.

Lucas Franklin, Head of Children's Services, will be re-introduced to the board in April as many are new members. He will discuss changes in programs and community outreach activities.

Please see our monthly calendar at www.cheshirelibrary.org for a full listing of library programs and events.

Personnel

Congratulations to Gretchen Yatzook, Library Technical Assistant, and her husband Spencer on the birth of their son, Sawyer.

Interviews will begin on March 29 for the Senior Librarian position.

Financial

Mrs. Burkey will be meeting with the Town Council Budget Committee on March 22, 2016. Budget requests will be discussed during this meeting. The two major cost drivers for this year's library budget are net reduction in staffing and hours. Top salary levels are reduced resulting from retirements and those filling these openings begin at salary step 1. The current technical coordinator 30-hour per week position will be asked to be increased to 35 hours. The staffing reorganization will concurrently eliminate a 15-hour per week vacancy in September creating a salary savings of \$9,000+ per year. The other driver is an increase to the book budget to cover additional costs and formats for materials.

Buildings and Grounds

The AC unit will be replaced on the roof of the Mary Baldwin Room this spring. The 20 year old unit was too large and caused swings in temperature and humidity in the busiest program room in town.

The Fire Department conducted a fire drill at the library on Tuesday, March 8. Mrs. Burkey is working with the Fire Chief to update the fire drill/evacuation procedure. Mrs. Burkey is also working on scheduling CPR/AED/First Aid training sessions for town employees at the library in early April. Additional Active Shooter training sessions with the Cheshire Police Department will also be scheduled as there are many new employees since the training was offered last year.

Mrs. Burkey will be submitting a permit request for a new exterior sign in front of the library this week; there is funding in this year's Public Property budget through Public Works for this project. To be approved, it has to go through Planning and Zoning and the Beautification Committee before proceeding with work. The sign will be cast aluminum with cutout letters and street number, illuminated by LED lights from within during evening business hours only (there will be a programmable timer). The sign is needed because people often drive past the library before realizing where it is located, and at that point they have driven past the entrance-only drive. The sign, which is 5' tall by 3.5' wide, will clarify the entry drive and the fact that it is one-way. The fact that only the letters light up, from within, means better visibility of the letters/numbers, especially by older individuals, and limited light pollution from spotlights (which would be the case with a more traditionally-lit sign). Because there are no external spotlights for the sign, we will avoid damage to the lights by weed whackers, lawn mowers, snow/ice, and vandalism.

Policies and Planning

None.

Artsplace

The 200th birthday celebration for John Frederick Kensett, Cheshire's most famous artist, took place on March 20, 2016 at 4:00 p.m. In the celebration a volcano was made by the Burkey family to commemorate the year without a summer where volcanic ash prohibited sun and necessary elements for crops to grow. There was no harvest that year. Refreshments including non-alcoholic version of the "Kensett Kocktail" were served.

Other

Mrs. Burkey spoke about the library to the Men's Club at the Senior Center on March 17. They were a wonderful audience, and everyone had a great time (and they said they learned a lot about the library, too)! She also attended the Chamber of Commerce Annual Meeting on March 10, where Dr. Greg Florio was recognized for his contributions as Superintendent of Schools.

VII. Unfinished Business

None.

VIII. New Business

Mr. Hostage thanked the library for its book delivery program to those who are homebound. This service has been successfully used by his parents. Mrs. Burkey complimented Noureen Hakim on her skill and dedication to providing services to our homebound residents.

The Home and Garden Show will take place on April 2 from 9:00 a.m. to 2:00 p.m. at Cheshire High School. The library will have a table at the show and will be distributing information and freebies.

IX. Adjournment

The meeting was adjourned by general consensus of the board at 7:45 p.m.

The next regular meeting of the Cheshire Public Library Advisory Board will be held on Monday, April 18, 2016 at 7:00 p.m. in the Evelyn Moss Room at the Cheshire Public Library, 104 Main Street, Cheshire. Please notify Ramona Burkey or Carol DiPietro in advance if you are unable to attend.

Respectfully submitted,

Dawn Guite
Recording Secretary