



## **Cheshire Public Library Advisory Board**

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

### **Regular Meeting Minutes**

**Date: September 19, 2016**

#### **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 recited the Pledge of Allegiance.

#### **Roll Call**

Members present:

Ramona Burkey, Library Director (ex officio)  
Carol DiPietro, Chair  
Dalena DeSena, Vice Chair  
Terry Grahame, Treasurer  
Tod Dixon, Secretary

Members absent:

Mark Hostage  
James Conroy  
Kathleen Nankin

#### **II. Approval of Minutes from June 20, 2016**

Mrs. Grahame made a motion to accept the minutes from June 20, 2016 as amended. Mr. Dixon seconded the motion, which passed unanimously.

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

Mrs. Grahame reported that the current dollar amount in the library board budget is \$750.00.

## MINUTES

### IV. Communications

There was nothing new to report.

### V. Report of the Chair

Mrs. DiPietro shared articles about libraries in other communities regarding fundraising events. Middlebury Library is holding a “meet and greet” to attract patrons. One session will be held in the morning from 11:00am – 11:30am and the other will be held in the evening from 7:00pm – 7:30pm.

Mrs. DiPietro worked at the Library Booth during the Fall Festival on September 10 where Spin the Wheel game was played and prizes awarded.

**National Friends of Libraries Week** will be held from October 16 – 22. Events will be planned including a reception with music.

**The Supporter Appreciation Reception is on the evening of Wednesday, October 19, 2016 at 6:00 p.m.** The library takes the opportunity during the reception to thank the board members, Friends, volunteers, donors, and everyone who contributes to make the library an excellent resource for the community.

Mrs. DiPietro mentioned that the Friends of the Library group is requesting that a Library Board member attend its meeting each month. Its meeting date has changed to the 2nd Monday of the month which will be effective in November. Mrs. Burkey advised that Mrs. DiPietro reach out to Sue Duffy and provided her contact information. This will be discussed in more detail at the October Library Board meeting.

### VI. Report of the Library Director

#### Technology

Mrs. Burkey reported that the self-checkout credit card payment terminals have been changed to EMV-compliant chip card readers. Lynda.com, an online video-based learning site is now live. Mobile hot stops are now available for checkout. They convert cell phone signals to wireless signals so that users can have Wi-Fi on the road. A small quantity of laptops on a lockable charging cart have been purchased which staff can use for “pop-up” computer and database instruction classes for the public, since there is no space for a computer lab. Microsoft Word classes which have already taken place using the laptops have received rave reviews.

## MINUTES

### **Programs and Services**

The summer reading program for all ages was well received. Comments made by patrons were noted. The kickoff party at Artsplace and the finale party at the Cheshire Community Pool were big hits.

“1, 2, 3 Play With Me” has been well received as well. Children and their parents can find new ways to interact with each other and be on track with child development. Trying new and different toys allow parents to see their children’s reactions and get ideas as to how these toys can be used at home. These activities build confidence for both the parents and children. Positive comments from parents and grandparents were noted.

### **Personnel**

The library will be closed on Columbus Day on Monday, October 10. Contract negotiations with the library union are ongoing.

### **Financial**

The library’s request for \$250,000 in the Five-Year Capital Plan was approved on August 31. The library is waiting to be added to the State Bond Commission agenda which may happen as early as September 30. This is for half of the State’s funding during the five years for renovations.

### **Buildings and Grounds**

The exterior library sign has been installed and is operating. The sign is illuminated until 9:00pm daily.

The HVAC unit for the Mary Baldwin Room has been replaced and is operating. It is being tweaked for comfortable temperatures.

### **Policies and Planning**

The revised library fine ordinance became effective on July 1, 2016. The Ordinance Review Committee suggested that Mrs. Burkey work with the Town Manager, Town Attorney and insurance provider to draft a policy regarding the serving of alcohol at the library and Artsplace including vendors being in charge of everything related to alcohol – set ups, i.d. checks, etc. so that the venues do not assume liability. Mrs. Burkey will report back with further developments.

## MINUTES

### Other

**National Friends of Libraries Week** will be held from October 16 – 22. The theme of “Friendship” will be used to celebrate the week’s activities for children. A concert for families will take place on October 22 with a performance by “Belle of the Fall”. The Cheshire Town Council will issue a proclamation about the Friends of Libraries Week at its October 11<sup>th</sup> meeting.

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*Please see our monthly calendar at [www.cheshirelibrary.org](http://www.cheshirelibrary.org) for a full listing of library programs and events.*

### **VII. Unfinished Business**

There was nothing to report.

### **VIII. New Business**

#### **ACLB Conference Registration**

Please contact Ramona Burkey by October 7 if you are interested in attending the ACLB Conference on November 4<sup>th</sup> at the University of Hartford. Best Practices and Library Board Basics will be discussed during the conference.

Mrs. DeSena asked about the thermometer gauge to track progress of library cards and about bringing Power School membership to the local schools. Students who sign up for library cards can get a sticker from their teachers as a reward. A suggestion was made that this information be posted on the library’s website.

Happy Birthday to Tod Dixon and thank you to Carol DiPietro for the delicious birthday cake! Tod, wishing you many happy years!

## MINUTES

### **IX. Adjournment**

The meeting was adjourned by general consensus of the board at 8:00 p.m.

The next regular meeting of the Cheshire Public Library Advisory Board will be held on Monday, October 17, 2016 at 7:00 p.m. in the Evelyn Moss Room at the Cheshire Public Library, 104 Main Street, Cheshire. Please notify Ramona Burkey at 203-272-2245 or Carol DiPietro at 203-272-9215 in advance if you are unable to attend.

Respectfully submitted,

Dawn Guite, Recording Secretary