

**STRATFORD LIBRARY ASSOCIATION  
AGENDA  
October 15, 2015**

1. Call to Order
2. President's Report
3. Secretary's Report
  - A. Approval of Minutes
  - B. Correspondence
4. Treasurer's Report
5. Director's Report
6. Assistant Director's Report
7. Youth Liaison Report
8. Board of Education Liaison Report
9. Committee Reports
  - A. Development
  - B. Gala
  - C. Finance
  - D. Book
  - E. Building & Grounds
  - F. Administrative Review
  - G. Grievance/Negotiations
  - H. Trustee
  - I. Endowment
  - J. New Member
  - K. Scholarship
10. Old Business
11. New Business
12. Adjournment

**ANY INDIVIDUAL WITH A DISABILITY WHO NEEDS SPECIAL ASSISTANCE TO PARTICIPATE IN THE MEETING SHOULD CONTACT THE ADA COORDINATOR, SUSAN PAWLUK AT 385-4020 OR 385-4022 (TDD) 5 DAYS BEFORE THE MEETING, IF POSSIBLE.**

**STRATFORD LIBRARY ASSOCIATION**  
**SEPTEMBER 17, 2015**

The Stratford Library Association Board of Trustees meeting was called to order by Board President Judy Hampel at 7:06 p.m.

**Members Present:**

Meg Bachtel	Constantine Chagares
James Connor	Karla Glad
Judith Hampel	Edvena Jackson
Doreen Jaekle	Deb Perman
Joel Pleban	Robyn Proto
Peg Sheahan	Cynthia Smith
Robert Smith	

**Members Absent:**

Judith Crudo, exc.	Susan Fennell, exc.
Maria Ferrera, exc.	Tory Florek, exc.
Shelley Hall, exc.	Tom Hall, exc.
Joseph Januick, exc.	Barb Poisson, exc.

Also attending: Barbara Blosveren, Director, Sheri Szymanski, Assistant Director, Heather Silverman, Administrative Assistant and Colin Townsend, Youth Liaison.

**PRESIDENT'S REPORT:**

Mrs. Hampel welcomed new member, James Connor, and asked everyone to introduce themselves. Mrs. Hampel also reported that the library staff would begin hosting Department overviews again soon. This would consist of 30 minute orientations of each department before board meetings.

**APPROVAL OF MINUTES:**

Mrs. Jaekle motioned to approve the minutes, seconded by Mr. Smith and approved unanimously.

**SECRETARY'S REPORT:**

No report.

**TREASURER'S REPORT:**

Mr. Pleban reported that the Town Operating budget is 8% spent for July. July is the largest month for expenses. As of the end of August, the Town Operating budget is 16% spent and expenses have been in line with normal spending. The July Board account reflects the first installment of the Trust gift. July and August both reflect the payroll activity, including the ins and outs from the town. After reviewing both the Town and Board reports for July and August, Mr. Chagares motioned for approval, seconded by Mrs. Proto and approved unanimously.

**DIRECTOR'S REPORT:**

Mrs. Blosveren reported that the summer was extremely busy. Summer reading was a huge success in all 3 departments. 119 Adults read 861 books. 168 Teens read 466 books and more than 900 children read more than 17,000 books! The Harkins Heroes Summer Reading drew 582 attendees!

Children who read 8 or more books received certificates from the Mayor, goodie bags, t shirts and ice cream. 215 preschool children and parents attended the Storybook Character party. Staff dressed up as story book characters to help the read-to-me children celebrate their success. Kitchen Hacks 3-part programming series was very popular. 56 people attended 3 sessions. It will become a monthly program beginning in January. Regular and special children's programs continued all summer. Many hours were spent planning the Children's Department move so construction could begin. Special thanks to Sheri Szymanski and Don Marsala, Technical Services for changing all of the codes and Rich Pfeifer and Pat Hannon for all of the moving. Susan Lohr and Ann Stockman visited Atria and met with 10 people. The Career Coach visited the library on July 27<sup>th</sup> and August 31<sup>st</sup>. Staff visited the Farmer's Market to promote the library. The Digital Bookmobile National Tour will visit SLA on Saturday September 19<sup>th</sup>. The new library logo will be unveiled on Sunday October 4<sup>th</sup> at 2:00 p.m. Please join us in the lobby for this exciting event. The Health Department will give flu shots to the public on Monday October 5<sup>th</sup>.

#### **ASSISTANT DIRECTOR'S REPORT**

Ms. Szymanski reported that use of OverDrive Digital services continues to grow, with 3,287 items borrowed in July and August. Patron use of the Library's premium web services increased 43% over this month last year, due to heavy use of Freegal Music, Tumblebooks Job Now and Lynda.com. Program attendance for all ages increased this summer. Flipster was launched in July. This premium web service offers online access to 12 current magazine subscriptions, with access to 2014-2015 back issues. Patrons viewed 256 magazines in July and August. Many thanks to Rich Pfeifer and Pat Hannon for relocation the Career Center to an alcove adjacent to the Reference Desk. They also removed shelving and painted the area. Staff have found this location much easier to monitor and assist patrons. The U-Create space has also been painted. Staff continue to test and troubleshoot the 3D printing and scanning equipment. This area will be introduced to the public in the fall. Ms. Szymanski invited everyone to the launch of the library's new logo on Sunday October 4<sup>th</sup> at 2:00 p.m. David Childs will be playing piano in the lobby. Refreshments will be served.

#### **YOUTH LIAISON REPORT:**

Mr. Townsend reported that there were 168 teens who participated in the summer reading program, the highest number ever! They read 466 books. This year, the grand prize winner won an iPad mini. The teen's social media following has been steadily increasing. They are running a YouTube video contest with the winner's video being streamed on the SLA teen page. The winners will also receive headphones. More teens from area schools have been attending programs. Many new middle school students are coming to the Teen Department. This is due to the 6<sup>th</sup> Grade Finish Line program informing the 6<sup>th</sup> graders of all the Teen Department has to offer.

#### **BOARD OF EDUCATION LIAISON REPORT:**

No report.

#### **COMMITTEE REPORTS:**

##### **DEVELOPMENT COMMITTEE:**

Mrs. Smith applauded Ms. Bachtel and the committee on the development of the new letter and thank you letter. Mrs. Proto announced that there will be a library fundraiser at Maxwell's. Please join us for OctoberFest from 2:00 to 9:00 pm on October 11<sup>th</sup> at Maxwell's. 15% of the proceeds will go to the library.

**GALA COMMITTEE:**

Mrs. Jaekle reported that next year's gala will be held on Saturday, April 16<sup>th</sup> at Oronoque Country Club. The committee will meet on September 21 to begin brain storming this year's event.

**FINANCE COMMITTEE:**

No report.

**BOOK COMMITTEE:**

No report.

**BUILDING AND GROUNDS:**

Mr. Smith reported that the landscape work has been completed. New parking signage has been installed in front of the library, including a new handicap sign. Public Works will paint new lines for the space in the near future. This space is van accessible. The work on the HVAC, Duct, Lighting and Ceilings has begun. It is very much on schedule and so far, there have been no surprises.

**ADMINISTRATIVE REVIEW:**

No report.

**GRIEVANCE/NEGOTIATIONS:**

No report.

**TRUSTEE REPORT:**

No report.

**ENDOWMENT:**

Mr. Pleban reported the endowment is -4.2% for the year.

**NEW MEMBER COMMITTEE:**

Mrs. Hampel reported that the new member orientation would be restructured and be more comprehensive for new members with a more detailed outline of their responsibilities as Board Members.

**SCHOLARSHIP COMMITTEE:**

Ms. Bachtel reported that the committee will be meeting soon to discuss the qualifications for the board scholarship.

**OLD BUSINESS:**

No old business.

**NEW BUSINESS:**

Mrs. Hampel reported that Sterling House has approached the library to collect food for their food pantry in exchange for library fines being waived. After a discussion, it was noted that we have been collecting food for their food pantry for many years and we would not waive fines at this time. We would, however, make our food collections efforts more prominent, once the construction in the lobby is completed. Mrs. Hampel will write a letter to Sterling House detailing this decision.

Mrs. Hampel distributed the Code of Ethics form the trustee handbook for all members to read and sign.

Mr. Pleban distributed the Conflict of Interest form for all members to read and sign. This is done every year.

There being no further business, a motion was made by Mr. Chagares to adjourn at 8:10 p.m., seconded by Mr. Smith and approved unanimously. The Board will meet next on October 15, 2015 in the Board Room.

Respectfully Submitted,

Shelley Hall  
Secretary

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