

STRATFORD LIBRARY ASSOCIATION
AGENDA
January 21, 2016

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
NOVEMBER 19, 2016

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

Maria Ferrera

Shelley Hall

Judith Hampel

Deborah Perman

Cynthia Smith

Constantine Chagares

Karla Glad

Thomas Hall

Edvena Jackson

Joel Pleban

Members Absent:

James Connor, exc.

Tory Florek, exc.

Joseph Januick, exc.

Robyn Proto, exc.

Robert Smith, exc.

Judith Crudo, exc.

Doreen Jaekle, exc.

Barb Poisson, exc.

Peg Sheahan, exc.

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

PRESIDENT'S REPORT:

Mrs. Hampel thanked the library staff for the wonderful launch of the Vicky Soto Literacy Legacy in the Lovell Room on November 3. It was well attended and so nice that the library was able to host such a special event. Congratulations on the 2015 Friend of Education award.

APPROVAL OF MINUTES:

Mrs. Smith motioned to approve the minutes, seconded by Ms. Bachtel and approved unanimously.

SECRETARY'S REPORT:

Mrs. Hall read two pieces of correspondence. The first was a thank you letter from Richard Pheneger of Square One Theatre thanking the library and board for hosting the final performances of Mass Appeal, after a stage curtain fire left them without a place to perform. He also thanked the library for their 25 years of partnership with the theatre.

Mrs. Hall also read the letter of resignation from Library Director Barbara Blosveren. Mrs. Blosveren will retire on February 19, 2016 after 33 years at the Stratford Library.

TREASURER'S REPORT:

Ms. Ferrera reported that the Town Operating budget is 58% spent through October. Expenses have been in line with normal spending. The October Board account reflects materials and processing expenses and payroll. After reviewing both the Town and Board reports for October, Ms. Bachtel motioned for approval, seconded by Mr. Hall and approved unanimously.

DIRECTOR'S REPORT:

Mrs. Blossveren reported that SLA was recognized by the Board of Education and was the recipient of a Friend of Education award. Planning occurred with the Stratford Public Schools and the Soto Foundation members to launch Miss Soto's Literacy Legacy Project at SLA on November 3. During the event, Matthew Soto presented Mrs. Blossveren with a donation from the foundation to SLA. The library worked in conjunction with the Stratford Health Department and the new Emergency Care facility in Stratford offering a flu shot clinic and blood pressure and glucose monitoring screening. Sunday Afternoon Talks began with Professor Mark Albertson having his 10th program at SLA. Readers Theatre visited the Watermark Senior facility in Bridgeport at the request of Mrs. Daphne Opdyke. Scenes from "Mass Appeal" were performed to a group of 27. 90 adults and teens attended the Teen Volunteer Recognition program in the Lovell Room on October 22nd. 102 teens provided 2,685 hours of service, plus an additional 1,800 hours by STRIVE teens who assist with the Associate mailings. "One Book, One Stratford" planning is underway. The event will take place in the Fall of 2016. The committee is reading a variety of books to decide which one will be chosen. Board members are welcome to join in the reading and discussion. Adult Services staff continue to teach beginner computer classes. Even with the Children's Department functioning in the Lovell Room, 402 patrons attended 18 regular Children's programs in October. Children dressed up and Trick Or Treated throughout the library. Caitlin Augusta did a presentation at Eli Whitney for 20 sixth graders who did not go to Nature's Classroom. Lucretia Duwel and Teresa Neville promoted SLA and Teen Services to 250 students at Bunnell and 240 students at SHS. Both schools held their Community Connections fair. The Pieper Endowment is funding Homework Helpers. 18 sessions were attended by 39 students in October. Circulation Page Guillaime Dale assisted a first time library user with finding several items. He was so impressed with her excellent customer service and the library in general that he donated \$500 to the Associates program.

ASSISTANT DIRECTOR'S REPORT

Ms. Szymanski reported that construction moves are wreaking havoc on circulation figures, but in spite of the confusion, Adult Playaways, Adult and Teen DVDs and Young Adult Fiction collections were all popular. Building Attendance actually rose 7%, partially due to the fact that we were open on Columbus Day. The number of patrons using the Study Rooms increased 32%. Freegal, Tumblebooks and Mango Languages were all very popular in October. The Children's Department officially reopened on November 6th, only one week behind schedule. Circulation, Public Relations and the Assistant Director all had to vacate their spaces so construction could begin in their areas. The Circulation Department continues to work with Adult Services on Interlibrary Loan services. Dara Cates is working with book clubs from the Baldwin Center, Sterling House, Books on Tap and private book clubs to obtain multiple copies of titles for their meetings. Patrons are eagerly awaiting the return of the Continuing Book Sale, which has been shut down because of the construction. Patrons ask about it every day. The Capital Improvement Project to update the public computer labs was mostly completed this month. Remaining funds will be used for public network and printing equipment. A widget for Flipster is now available in the library website. Flipster offers subscriptions to 12 current, popular magazines. The Management Team participated in a webinar overview of new services available from Sirsi-Dynex. Blue Cloud PAC, which is an improved version of the Library catalog, is especially promising.

YOUTH LIAISON REPORT:

Mr. Townsend reported that the Teen Department has seen increased teen volunteers this fall. SLA participated in the Community Connection fairs at both SHS and Bunnell. 90 adults and teens attended the teen volunteer recognition reception. Mr. Townsend thanked Board members who attended. 6th Grade class visits are underway with students coming twice per week. The teen social media accounts have experienced an increase in followers.

BOARD OF EDUCATION LIAISON REPORT:

No report.

COMMITTEE REPORTS:

DEVELOPMENT COMMITTEE:

Mrs. Smith reported that the committee met and will be working on a few projects throughout the year. The committee would like to host thank-a-thon phone calls to Associates. They would like Board members to volunteer to come in and help with the phone calls. Ms. Szymanski proposed SLA participate in a virtual 24 hour fundraiser hosted by the Fairfield County Foundation on March 10, 2016 during the Community Day of Giving. There is a \$50 fee to participate. The funds raised would be used to fund the UCreate space. Mrs. Hampel asked who was in favor of participating. All in attendance said yes.

GALA COMMITTEE:

Mrs. Perman reported that the entertainment is booked for the event on Saturday, April 16th at Oronoque Country Club. The committee is actively seeking corporate sponsorship.

FINANCE COMMITTEE:

No report.

BOOK COMMITTEE:

No report.

BUILDING AND GROUNDS:

No report.

ADMINISTRATIVE REVIEW:

No report.

GRIEVANCE/NEGOTIATIONS:

No report.

TRUSTEE REPORT:

No report.

ENDOWMENT:

Mr. Pleban reported the endowment is +.3% for the year.

NEW MEMBER COMMITTEE:

Ms. Ferrera reported that there will be a new member orientation in December. The committee would like to set up procedures for the board orientation. Ongoing board education at each meeting was suggested to review member expectations.

SCHOLARSHIP COMMITTEE:

Ms. Bachtel reported that the committee met and agreed to keep the qualifications for the board scholarship the same as last year. There will be one additional scholarship in memory of Lew Chaplowe this year.

OLD BUSINESS:

Mr. Pleban reminded Board members to sign and return their Conflict of Interest forms, if they hadn't already.

NEW BUSINESS:

Ms. Ferrera reported that there needs board approval for a budget transfer. The proposed transfer would be \$6,000 from Insurance and allocating \$3,000 to Books and \$3,000 to Automated Services. Mr. Pleban motioned for approval, seconded by Mr. Chagares and approved unanimously.

Ms. Szymanski asked Board members to review and approve the Technology Plan that was included in the Board packet. The Technology Plan is required for SLA to receive e-rate funding including discounts on our phone bills. Mr. Hall motioned for acceptance of the Technology Plan, seconded by Mrs. Perman and unanimously approved.

Mrs. Hampel will be appointing a Search Committee to search for a new Library Director.

Ms. Ferrera motioned to vote on not having a December Board meeting. The motion was seconded by Mrs. Hampel and approved unanimously.

There being no further business, a motion was made by Ms. Ferrera to adjourn at 8:20 p.m., seconded by Mrs. Glad and approved unanimously. The Board will meet next on January 21, 2016 in the Lovell Room.

Respectfully Submitted,

Shelley Hall
Secretary

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