

STRATFORD LIBRARY ASSOCIATION
AGENDA
February 18, 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
JANUARY 21, 2016

The Stratford Library Association Board of Trustees meeting was called to order by Board President Judy Hampel at 7:10 p.m.

Members Present:

Meg Bachtel	Constantine Chagares
Jim Connor	Maria Ferrera
Tory Florek	Thomas Hall
Judith Hampel	Edvena Jackson
Doreen Jaekle	Joseph Janucik
Joel Pleban	Barb Poisson
Robyn Proto	Peg Sheahan
Cynthia Smith	

Members Absent:

Judith Crudo, exc.	Karla Glad, exc.
Shelley Hall, exc.	Kim Kadeem, exc.
Deb Perman, exc.	Robert Smith, exc.

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

PRESIDENT'S REPORT:

Mrs. Hampel reported that the Library Board will hold an orientation for the Town Council on Tuesday February 16. Invitations have been sent out and Board Members will need to follow up with their councilperson to make sure they are able to come. Each library department will have a presentation ready for the council. Also, the Library Board By-Laws have not been updated since 2005. Mrs. Hampel would like to go over and update the outdated sections.

APPROVAL OF MINUTES:

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

SECRETARY'S REPORT:

Mr. Hall read two pieces of correspondence. The first was a thank you letter from Lew Chaplowe's son. He wrote thanking the Board for honoring his dad with a scholarship in his name. The family was touched by this.

The second was a letter from library patron, Michael Kelley, stating how please he is with the library staff and enclosed a \$500 donation.

TREASURER'S REPORT:

Ms. Ferrera reported that the Town Operating budget is 39% spent through November and 52% through December. Expenses have been in line with normal spending. The warmer temperatures have resulted in lower utility bills and a savings in snow removal. The Board accounts represent a fundraising gift from Victoria Soto Foundation in November. Mr. Chagares questioned the payroll funds that come

from the Town budget. Ms. Ferrera was not sure why the expense and the net income did not balance. Ms. Sheahan recommended the reports be tabled until that could be explained properly.

DIRECTOR'S REPORT:

Mrs. Blossveren reported the successful launch of The Miss Soto Literacy Legacy on November 3, 2015 in the Lovell Room. The Soto Family, friends, teachers, parents and SLA staff attended. Four books per year will serve as mentor texts. The Soto Foundation surprised SLA by presenting a \$5,000 check to be used for literacy based programming. Sunday Afternoon Talks continue with good attendance each Sunday. 6th grade class visits continued in November and were completed in December. 26 classes, 522 students, 29 teachers and 37 adult chaperones received an orientation. 4 Welcome Baby packs were given in November and December. 24 Homework Helpers tutoring sessions were attended by 38 students. Teen Services received a check from Jack Yih, owner of Panda House. The funding will be used for the upcoming career event "What Are You Doing After High School?" Chris Bacchiocchi, Sarah Mellinger and Beth Rogers-Ho attend the Makerspace Roundtable at the Wilton Library. Caitlin Augusta led a workshop for children using an app called iMovie at East Lyme Library. Barbara Blossveren and Library Board member Deb Perman attended the ACLB annual meeting on November 6 at the University of Hartford. The program focused on advocacy and social media. A special surprise card arrived from former Teen liaison to the Library Board, Franklin Eneh. He is back in the US from China and working as program coordinator for the Hopkins-Nanjing Center. It is the satellite campus for Johns Hopkins Graduate School for Advanced International Studies in cooperation with Nanjing University.

ASSISTANT DIRECTOR'S REPORT

Ms. Szymanski reported that circulation of downloadable books, movies and music increased over 37% over last year as patrons are finding our premium web services. 55 new users signed up for Overdrive on 12/26/15, our highest single day registration. A pleasant surprise during Lobby construction was that Building Attendance rose 3.6% in November and December, compared with last year. We offered 9% more programs during that time period. Hoopla online video service has seen a significant jump in use during November and December, with an increased use of 123%. Promotion of this service during Teen class visits factors to this uptick in use. The HVAC/Lighting/Ductwork/Drop Ceiling Capital Improvement Project construction disruption hit its high water mark in November and December, with Adult Services, Circulation, Public Relations & Programming, Technical Services and the Assistant Director all operating out of temporary quarters. Staff and the public handled the project very well. The Staff Room reopened on December 16th, an early holiday for the staff. The final phase of this portion of the project involves the completion of the ductwork, electrical and plumbing connections in the Mechanical Rooms. The Lower Level hallway remains closed to the public for safety reasons. Due to the efforts of Network Manager Don Marsala, there were no internet or network service interruptions due to construction activities or moves. Use of the library's public Wi-Fi increased 7% over last year. Patron visits to library's website increased 21% with overall use of premium web services up 582%. Tumblebooks and Freegal Music saw the greatest increase.

YOUTH LIAISON REPORT:

Mr. Townsend reported that the Teen Department will host a Black History month celebration in February. Essays and art work are currently being submitted by local students. The Teen Department will also hold "What Are You Doing After High School" on March 17. Trade professionals will attend to give students an idea of what it is like to be in their respective fields.

BOARD OF EDUCATION LIAISON REPORT:

Mrs. Florek reported that the children continue to enjoy the class visits and are getting ready to submit their Black History month essays and artwork.

COMMITTEE REPORTS:

DEVELOPMENT COMMITTEE:

Mrs. Smith reported that the committee will meet in March. The library is enrolled to participate in Fairfield County Giving Day on March 10, 2016. This is a 24 hour online giving opportunity to raise funds for a specific project. We will use the funds for our UCreate programs.

GALA COMMITTEE:

Mrs. Proto reported that the committee is actively seeking sponsors and ads for this year's gala, which will be held on Saturday, April 16th at Oronoque Country Club. Ads forms are being distributed.

FINANCE COMMITTEE:

No report. The committee will meet on January 28, 2016 at 7:15 to work on the FY16-17 Budget.

BOOK COMMITTEE:

Tom Hall reported that the committee would like to begin collecting books on February 8 and continue through May 23. Sorting will begin on Saturday February 20 at 1:15 p.m. and continue every Saturday through May. The Book Sale will run June 2 ó June 5.

BUILDING AND GROUNDS:

No report.

ADMINISTRATIVE REVIEW:

Mrs. Proto reported this will be tabled. The committee will go into Executive Session following this meeting.

GRIEVANCE/NEGOTIATIONS:

No report.

TRUSTEE REPORT:

Mrs. Proto reported that there will be a brief meeting following tonight's meeting.

ENDOWMENT:

Mr. Pleban reported the endowment is -1.3% for the year.

NEW MEMBER COMMITTEE:

Mrs. Hampel reported that Joel Pleban will be the new chairman of the New Member committee. There will be a new member orientation scheduled within the next month. Mr. Pleban will work with Caitlin Augusta to film a video to be used at the orientation.

SCHOLARSHIP COMMITTEE:

Ms. Bachtel reported that the committee met and agreed to keep the qualifications for the board scholarship the same as last year.

OLD BUSINESS:

No old business.

NEW BUSINESS:

Mrs. Proto reported that the Search Committee will be interviewing prospects for the Library Director position. They expect to appoint a new Director by March 1, 2016.

There being no further business, a motion was made by Mrs. Proto to adjourn at 8:20 p.m., seconded by Mr. Pleban and approved unanimously. The Board then went into Executive Session. The Board will meet next on February 18, 2016 in the Lovell Room.

Respectfully Submitted,

Meg Bachtel
Vice President

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