

STRATFORD LIBRARY ASSOCIATION
January 15, 2015

The Stratford Library Association Board of Trustees meeting was called to order by Board President Doreen Jaekle at 7:02 p.m.

Members present:

Constantine Chagares	Maria Ferrera
Tory Florek	Karla Glad
Edvena Jackson	Doreen Jaekle
Joseph Janucik	Deb Perman
Joel Pleban	Barb Poisson
Robyn Proto	Peg Sheahan
Cynthia Smith	

Members absent:

Norman Aldrich, exc.	Meg Bachtel, exc.
Judith Crudo, exc.	Susan Fennell, exc.
Shelley Hall, exc.	Tom Hall, exc.
Judy Hampel, exc.	Robert Smith, exc.
Steven Unger, exc.	

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

PRESIDENT'S REPORT:

No report.

APPROVAL OF MINUTES:

Mr. Janucik motioned to approve the minutes, seconded by Ms. Sheahan and approved unanimously.

SECRETARY'S REPORT:

Mrs. Blossveren read 3 pieces of correspondence. The first was from the Stratford VNA, thanking the library for its donation in memory of Mrs. Harkins. The second was from patron Harold Krause, thanking the library for its excellent staff and assistance he received from Katie McFadden. The third was from Joel Paul and Charles Masse, thanking Tom Holehan for helping promote a recent program. Mr. Pleban read a thank you from his mother, Sandra for the library's donation in memory of his father.

TEASURER'S REPORT:

Ms. Ferrera reported on the November and December Town Operating reports. Through December, the Town Operating budget is 47% spent, which is in line with normal spending. Ms. Ferrera reported on the Board accounts for November and December, noting that Associate donations have been coming in consistently. After review of the Town and Board November and December reports, Mr. Chagares motioned to accept the report, seconded by Mr. Janucik and approved unanimously.

DIRECTOR'S REPORT:

Mrs. Blossveren reported that the library has been extremely busy, as usual. The Lovell Room project is completed. Sunday Afternoon Talks offered two consecutive historical programs

which were very well attended. The Lovell Room was packed for a Connecticut Yuletide Carolers concert. The Teen Volunteer reception celebrated the efforts of nearly 100 local teens for providing over 4,200 hours of volunteer service over the past year. Tom Holehan continued to serve on the 375th Town of Stratford committee. The Tree Lighting event was held on December 3rd. Three sessions were held with the Board Negotiating Committee and Union Negotiating team. A contract was negotiated. A significant amount of time has been given to the payroll transition to ADP. Many conference call training sessions have been held and attended by Barbara Blosveren, Sheri Szymanski, Corrine Driscoll and Heather Silverman.

ASSISTANT DIRECTOR'S REPORT

Ms. Szymanski reported the circulation increased 5.6% in December compared with last year. Nonfiction and Biographies were popular among all age groups. Circulation of magazines in the Adult and Teen collection also saw an increase. Work continued in the Lovell Room with woodworking refinishing. The Lovell Room is now open and again being used for programs. Geddes Architects and DTC Consultants completed the specifications for the HVAC/Ceiling/Duct Work/Lighting project. The project has gone out to bid and the bids were due on January 9th. Work is expected to begin in early February in the Lower Level. Hoopla was launched on November 17th. In November and December 128 videos were viewed. Overall use of downloadable services in November and December increased 104.5% with use of Freegal and Overdrive increasing significantly.

YOUTH LIAISON REPORT:

Colin Townsend reported that the Teen Department received a grant from Stratford Youth and Family Advisory Board for "Rising Stars @ SLA", which will take place in May. A Poetry Fest was held on December 16th with 38 teens participating. The film, "Boyhood" will be shown on January 27 at 5:00 p.m. in the Lovell Room.

BOARD OF EDUCATION LIAISON REPORT:

Mrs. Florek reported that the students are working very hard on their Black History month submissions. The 2nd and 6th graders love coming to the library.

COMMITTEE REPORTS

DEVELOPMENT COMMITTEE:

Mrs. Smith reported and thanked the Board for its participation in the Square One Stratford Characters fundraiser. She also thanked Square One for its donation of \$640 which was raised through ticket sales that evening.

GALA COMMITTEE:

Mrs. Jaekle reported that the committee is now seeking sponsors and ads for the gala on Saturday April 25, 2015. The sponsor letters went out to past sponsors. Mrs. Proto encouraged the Library Board to start promoting it now. The Committee will begin seeking items for the Silent Auction. Especially popular are vacation homes and tickets to professional sporting events. Mrs. Proto reported that the committee has created new incentives hoping to get sponsors to cover 100% of the expenses. The library will not have to close to the public because the event will be held at Oronoque Country Club. There also will not be the expense of decorating. The Board can devote more energy towards getting sponsors. Mrs. Proto reminded the Board that it is their responsibility to help financially support the event. If each Board Member sells at least \$300 in ads and attends the event, it would be profitable. The ads are due on April 2.

FINANCE COMMITTEE:

Ms. Ferrera reported that the committee met on January 12 and is ready to submit the budget to the Town. After a review of the proposed budget, Ms. Sheahan motioned for approval, seconded by Mrs. Smith and approved unanimously.

BOOK COMMITTEE:

No report.

BUILDING AND GROUNDS COMMITTEE:

Ms. Szymanski reported that the committee met on December 2 and reviewed upcoming projects and a wish list including HVAC, drop ceiling, entry way doors, elevators and Board Room improvements.

ADMINISTRATIVE REVIEW:

No report.

GRIEVANCE/NEGOTIATIONS:

Mr. Chagares reported that the contract is settled. It was a cooperative process. The Committee is thankful to have it successfully concluded.

TRUSTEE REPORT:

No report.

ENDOWMENT:

Mr. Pleban reported that the endowment is +0.3% year-to-date.

NEW MEMBER COMMITTEE:

No report.

SCHOLARSHIP COMMITTEE:

Mrs. Smith reported that an email has gone out to the high schools. The deadline dates have been moved up this year.

OLD BUSINESS:

Mr. Janucik reported that he has been on the Board for 43 years.

NEW BUSINESS:

Ms. Ferrera reported that there will be a budget adjustment this month. It is requested that \$32,994 be taken from Payroll and added to the following lines: \$14,500 to Books, \$3,522 to Electronic Subscriptions, \$12,972 to Building Equipment and \$2,000 to Professional Fees. Mr. Janucik motioned for approval, seconded by Mr. Chagares and approved unanimously.

There being no further business, a motion was made by Mr. Janucik to adjourn at 8:18 p.m., seconded by Ms. Ferrera and approved unanimously. The Board will meet next on February 19, 2015 in the Lovell Room.

Respectfully submitted,

Doreen Jaekle
President

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