

STRATFORD LIBRARY ASSOCIATION
February 19, 2015

The Stratford Library Association Board of Trustees meeting was called to order by Board President Doreen Jaekle at 7:05 p.m.

Members present:

Meg Bachtel	Tory Florek
Karla Glad	Tom Hall
Judy Hampel	Edvena Jackson
Doreen Jaekle	Joseph Janucik
Deb Perman	Joel Pleban
Barb Poisson	Robyn Proto

Members absent:

Norman Aldrich, exc.	Constantine Chagares, exc.
Judith Crudo, exc.	Susan Fennell, exc.
Maria Ferrera, exc.	Shelley Hall, exc.
Peg Sheahan, exc.	Cynthia Smith, exc.
Robert Smith, exc.	Steven Unger, exc.

Also attending: Barbara Blossver, 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 Mr. Hall and approved unanimously.

SECRETARY'S REPORT:

No report

TEASURER'S REPORT:

Mr. Pleban reported on the January Town Operating report. Through January, the Town Operating budget is 57% spent, which is in line and on target with normal spending. The professional fees relates to the budget transfer from last month. Mr. Pleban reported on the Board account for January, noting that the Town Operating grant salaries and related payments are new categories due to payroll conversion to ADP. Staff are now being paid on a bi-weekly basis. After review of the Town and Board January reports, Mr. Janucik motioned to accept the report, seconded by Mr. Hall and approved unanimously.

DIRECTOR'S REPORT:

Mrs. Blossver reported that the payroll conversion has taken much staff and administrative time. Many conference call training sessions have been held and attended by Barbara Blossver, Sheri Szymanski, Corrine Driscoll and Heather Silverman. Over 80 children attended the Fairy Magic Day, which was covered by the media. The annual Black History Art and Essay contest celebration was held at Square One Theatre on February 7th with more than 150 people in attendance. Teen Services recorded submissions of 384 essays, 10 poems and 27 pieces of art. Teachers, principals, a Town Council member and Police Chief Ridenhour attended. The 6th grade class visits began in January. 12 classes of 254 students, 13 teachers, 10 adult chaperones and 1 media specialist attended. Barbara Blossver and Sheri Szymanski presented

the 2015-2016 budget to CAO Steve Nocera on February 5th at Town Hall. Plans are in the works for a new “Homework Helpers” program sponsored by the Pieper Endowment. Staff have been busy attending many training webinars, including OASIS training and security issues. Staff will use OASIS to hold patron training sessions.

ASSISTANT DIRECTOR’S REPORT

Ms. Szymanski reported that she and Barbara Blosveren have been meeting with a team of Sacred Heart University students who will be working with the Library on a Marketing/Branding plan this semester. 4 students, 2 advisors and 2 librarians will meet with Barbara Blosveren, Sheri Szymanski and other staff members on February 24th to develop a plan. Book Sale donation collecting is under way. This year, the IRS informed libraries that they will no longer provide the wide range of forms and instructions that the library had ordered in the past. This has led to a 43% increase in Reference activity due to patrons needing assistance finding, downloading and printing the appropriate forms. The Download and Get It Online pages are the most frequently accessed pages on our website. Lynda.com was launched in January and has already been logged into 96 times to view 25 courses. Hoopla use has also doubled. Technology Sandboxes are still well attended.

YOUTH LIAISON REPORT:

Colin Townsend reported that the Teen Department hosted a viewing of “Boyhood”, which was filmed over 12 years. Teens thought it was an excellent film and the discussion afterwards was interesting. On March 25th, there will be a 6th grade “finisher program” where the older teens mentor the 6th graders to help ease the transition from elementary to middle school. The Black History month celebration was well attended. Over 300 submissions were received from area 6th, 7th and 8th graders.

BOARD OF EDUCATION LIAISON REPORT:

Mrs. Florek reported that the schools have launched The Daily 5, a different approach to reading. The five steps are reading to yourself, reading to someone, working on writing, listening to reading and word work. Listen to reading is where the Library has had a major impact. The schools have been using the electronic resource, Tumblebooks, from the library website and the students have really enjoyed this aspect of the Daily 5.

COMMITTEE REPORTS

DEVELOPMENT COMMITTEE:

No report.

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:

No report.

BOOK COMMITTEE:

Mrs. Glad reported that book donations are being received. Sorting will begin on Saturday February 21 and continue every Saturday after 1:00 p.m.

BUILDING AND GROUNDS COMMITTEE:

Ms. Szymanski reported the lowest bid for the HVAC/Drop Ceiling/Ductwork/Lighting project came in much higher than expected. The Library currently has partial funding on this project. Mrs. Blosveren and Ms. Szymanski are meeting with the Town CAO, Steve Nocera, on February 24 to discuss funding for this project. There is a visible sag in the Children’s Department ceiling.

ADMINISTRATIVE REVIEW:

No report.

GRIEVANCE/NEGOTIATIONS:

No report.

TRUSTEE REPORT:

No report.

ENDOWMENT:

Mr. Pleban reported that the endowment is +1.6% year-to-date.

NEW MEMBER COMMITTEE:

No report.

SCHOLARSHIP COMMITTEE:

Ms. Bachtel reported that the schools have the forms. The deadline for submission is March 23rd.

OLD BUSINESS:

No old business.

NEW BUSINESS:

No new business.

There being no further business, a motion was made by Mr. Janucik to adjourn at 8:05 p.m., seconded by Ms. Bachtel and approved unanimously. The Board will meet next on March 19, 2015 in the Lovell Room.

Respectfully submitted,

Meg Bachtel
Secretary

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.