

STRATFORD LIBRARY ASSOCIATION
JUNE 18, 2015

The Stratford Library Association Board of Trustees meeting was called to order by Board President Doreen Jaekle at 7:25p.m.

Members Present:

Constantine Chagares	Maria Ferrera
Karla Glad	Shelley Hall
Tom Hall	Judith Hampel
Doreen Jaekle	Joseph Janucik
Deborah Perman	Joel Pleban
Robyn Proto	Cynthia Smith
Robert Smith	

Members Absent:

Norman Aldrich, exc.	Meg Bachtel, exc.
Judith Crudo, exc.	Susan Fennell, exc.
Victoria Florek, exc.	Edvena Jackson, exc.
Barb Poisson, exc.	Peg Sheahan, exc.

Also attending: Sheri Szymanski Assistant Director and Colin Townsend, Youth Liaison.

PRESIDENT'S REPORT:

No report.

APPROVAL OF MINUTES:

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

SECRETARY'S REPORT:

No report.

TREASURER'S REPORT:

Ms. Ferrera reported that the Town Operating is 94% spent. There will be budget transfers under New Business. Ms. Ferrera reminded everyone that the Board Report reflects the Town Grant, which covers the library salaries. After reviewing both the Town and Board reports, Mr. Chagares motioned for approval, seconded by Mr. Janucik and approved unanimously.

DIRECTOR'S REPORT:

Ms. Szymanski, reporting on behalf of Mrs. Blosveren, shared that the library continues to offer numerous wonderful programs, highlighting the success of the Sunday Afternoon Talk featuring historian Aaron Krerowicz speaking on *The Beatles* and the Female Spies of the Civil War program, which was sponsored by the John Hutchinson Memorial Fund. Mr. Hutchinson served on the Library Board for several years. Adult Services staff are teaching small-group computer classes both at the Library and at the South End Community Center. Demand for these classes is very high and library staff are using Oasis curriculum in order to expedite preparation for classes on topics such as basic computer use, and word processing. The Children's Department offered regular programs, including Crazy 8's Bedtime Math,

Aspiring Authors and Read to therapy dogs, Siena and Drago. Children's staff have been visiting all elementary schools in Stratford to promote summer reading programs here at the Library. They also registered participants for the Children's Summer Reading Program at the Main Street Festival. The 2014-15 Associates Campaign continues to bring in donations. This year, 467 Associates have joined the program, with 147 first-time donors participating. There were a variety of outreach opportunities this month, with Susan Lohr speaking at the Baldwin Center to promote the Adult Summer Reading Program; Chris Bacchiocchi and Lauren Gledhill hosting a table at Boothe Park Opening Day and Charity Garcia attending the Social Services Advisory committee meeting. Teen Services co-sponsored a *School to Career Panel with Criminal Justice*, which featured a panel of law enforcement professionals sharing their career and life experiences with 30 students. The Children's Department launched a successful Homework Helpers program, with 49 participants meeting with 5 high school tutors who had participated in a special training session, funded by the Pieper Endowment. Staff participated in a variety of professional development opportunities, with the highlight being Beth Grimes and Martha Simpson attending Book Expo in New York City. Book Expo is a publisher showcase featuring hundreds of authors and free book giveaways. Our staff attending Book Expo always returns with suitcases full of free books and publishers' galley prints, which we give away to patrons participating Summer Reading.

ASSISTANT DIRECTOR'S REPORT

Ms. Szymanski reported that Circulation continues to hold steady compared with last year, with a large increase in use of downloadable collections. Reference questions and inquiries are on the rise, primarily in Adult Services, due to the increase in technology questions. Usage of the Library's Premium Web Services (formerly known as databases) was up 55% over last year, with Consumer Reports being a perennial favorite with patrons. As part of the Share a Chair art installation, the Library is hosting a beautiful bench painted by Alicia Cobb. This installation features 20 benches located along Main Street from the Library to Paradise Green. Ms. Szymanski reported that she attended the Stratford Traffic Authority meeting in May to discuss the need for improved signage in front of the Library. The current 2 hour parking signs are confusing, directing drivers to enter the driveway adjacent to the Library only to have to back out again. Also, signage directing drivers to additional parking behind the Baldwin Center is faded and needs to be replaced. Recommendations were accepted by the Commission. The Library launched improved mobile printing services, enabling patrons to easily print from their laptops in the Library and also enabling the use of an app to print from smart phones and from home computers. Patrons can send print jobs to the Library from anywhere, and then come in to pay for items and release them for printing. The long awaited Mobile Circ app is working, enabling staff, with a tablet and wifi to access the Library's Horizon database in order to access patron records, issue library cards, renew and check out items at remote locations. After much consideration, Diane Kurtz, and Katie McFadden have decided that it would be best to launch the Library makerspace in a dedicated location, rather than on carts as originally planned. The uCreate space will be set up in the current Career Center, which will be moved to a storage alcove adjacent to the Reference Desk. The new uCreate space will feature 3-D printing, VHS/DVD video editing and conversion equipment and a scanner that can be used to convert film, slides and photographs to digital files. Library staff have been training in the use of the new equipment and we expect to soft-launch the uCreate space during the summer months with help from Stratford High School student volunteers. Patrons using the equipment in the uCreate space will be required to complete a training session prior to signing up to use the equipment.

YOUTH LIAISON REPORT:

Mr. Townsend reported that the 6th *Grade Finish Line* series of programs, inviting young people to enjoy an evening of video and board games as well as social time, has been a success. The *Rising Stars* performance event attracted 80 people, featuring the artistic creations of students from Bunnell and Stratford High Schools included art, video creations, photography and poetry. Creative Writing Group received its grant for its Rising Stars event at the Town Hall this month presented by the Stratford Youth and Family Advisory Board. Teen Services is launching the #SLAInstaChallenge on Instagram this

summer. Each Monday, starting on June 22nd and running for 7 weeks, a new theme will be publicized and participants will be encouraged to share a photo with the #SLAInstaChallenge. Participants must have a library card and follow @stratfordlib on Instagram. A winner will be selected at random each week to win a \$10 Amazon gift card.

BOARD OF EDUCATION LIAISON REPORT:

No report.

COMMITTEE REPORTS:

DEVELOPMENT COMMITTEE:

Mrs. Smith reported that although we have gained new Associates in this year's campaign, the overall number of participants is very similar to last year's campaign. During the month of August, the Development Committee will run a *Thank-athon* and will be providing a script and list of Associates for each Board member to call and thank for their participation in the Associates program. The idea behind the *Thank-athon* is to share how their donation benefits the Library and the community and to encourage Associates to continue supporting the Library. Mrs. Jaekle suggested that we use this as an opportunity to identify individuals who would be interested in helping out with next year's Book Sale.

GALA COMMITTEE:

Mrs. Jaekle reported that next year's Gala will be held on Saturday, April 16th at Oronoque Country Club. Mrs. Proto indicated that the Gala Committee would begin efforts to identify sponsors this summer, in an effort to reach out to businesses earlier in their budget cycle.

FINANCE COMMITTEE:

No report.

BOOK COMMITTEE:

Mrs. Jaekle thanked the Book Committee, specifically Mr. & Mrs. Hall and Mrs. Glad for their efforts on yet another successful Book Sale. Mrs. Hall reported that the sale was a success, although there is a need for a more organized effort in scheduling and recruiting volunteers, which she will revisit when planning next year's event. There are fewer book dealers attending these sales and the book donations include fewer new titles, so the dynamic of the sale is changing. Mrs. Hall thanked the Library staff, Rich Pfieler and Pat Hannon in particular, for their efforts on behalf of the book sale. Mr. Hall thanked the Library staff who assisted with clean-up after the book sale.

BUILDING AND GROUNDS:

Mr. Smith reported that the book drop at the rear entrance of the building was replaced with a new through-wall unit. The new unit is a push-through flap which can be used with one hand, rather than a hatch that requires the use of both hands to open and drop items in. A new electric heating unit was installed in the women's restroom. The space had two heaters, but only needs one. The second old unit has been disconnected and will be removed the next time we plan to paint the walls in the restroom. Seven security cameras throughout the building were replaced due to normal wear. The new equipment has improved imaging so that we can see better in view low light situations. Additional fire detectors were added to the 'Cave' to expand coverage in this space. A second security alarm keypad was added to the heavily used staff entryway in the Adult Services office. Landscaping improvements continued this month, with improvements made in front of the Lovell Room on Main Street and the replacement of two overgrown ornamental trees in the area outside of the Administration Office. The garden area alongside the Pistey's parking lot has been renovated, with the brick walk re-positioned and new plantings.

ADMINISTRATIVE REVIEW:

Mrs. Jaekle reported that the committee met with the Library Director this month and that the Board would be going into Executive Session to discuss the Director's compensation for the coming year.

GRIEVANCE/NEGOTIATIONS:

No report.

TRUSTEE REPORT:

Mr. Chagares reported that the Trustees would be meeting this month (June 25th).

ENDOWMENT:

Mr. Chagares reported that the Life Members would be meeting with Financial Advisers on June 25th.

NEW MEMBER COMMITTEE:

Mrs. Jaekle indicated that Mr. Aldrich had submitted his resignation from the Library Board due to the fact that he is no longer residing in Stratford.

SCHOLARSHIP COMMITTEE:

Mrs. Proto reported that both of this year's scholarship recipients would be attending our July Board Meeting. A reception will be held prior to the meeting and the students will receive their scholarships at that time.

OLD BUSINESS:

No old business.

NEW BUSINESS:

Mr. Chagares presented the following slate of nominees for Library Board Officers 2015-16: Mrs. Hampel, President, Ms. Bachtel, Vice President, Ms. Ferrera, Treasurer and Mrs. Hall, Secretary. Mr. Janucik made a motioned for approval, seconded by Mr. Smith and approved unanimously. Mr. Chagares presented the following slate of nominees for Library Board of Trustee Officers 2015-16: Mrs. Proto, President, Mr. Pleban, Treasurer, Mrs. Glad, Secretary. Mr. Janucik motioned for approval, Ms. Ferrera seconded and approved unanimously by members of the Trustees.

Ms. Ferrera reported that there are budget transfers for the month of June. The Board is requesting transferring funds from Postage, Building Equipment, Building Maintenance, and Education and adding the funds to Payroll, Books, Printing/Binding, Professional Fees and Automated Services. Mr. Janucik motioned for approval, seconded by Mrs. Proto and approved unanimously.

There being no further business, a motion was made by Mr. Janucik to adjourn at 8:35pm, seconded by Mr. Smith and approved unanimously. The Board will meet next on July 16, 2015 in the Lovell Room.

Respectfully Submitted,

Judith Hampel
Acting 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.