

STRATFORD LIBRARY ASSOCIATION
FEBRUARY 18, 2016

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

Members Present:

Meg Bachtel	Constantine Chagares
Maria Ferrera	Tory Florek
Karla Glad	Thomas Hall
Judith Hampel	Edvena Jackson
Kim Kadeem	Doreen Jaekle
Joseph Janucik	Joel Pleban
Deb Perman	Barb Poisson
Robyn Proto	Peg Sheahan
Cynthia Smith	

Members Absent:

Jim Connor, exc.	Shelley Hall, 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 invited everyone to enjoy some ice cream cake and beverages to say farewell to Barbara Blosveren on the occasion of her final Board meeting. Ms. Ferrera toasted Barbara and wished her a happy and healthy retirement.

Mrs. Hampel reported that the Town Council orientation, held on Tuesday February 16, was wonderful.

APPROVAL OF MINUTES:

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

SECRETARY'S REPORT:

Mrs. Hampel read a thank you letter from Barbara Blosveren to the Board for the retirement dinner they hosted in her honor and for all of the support over the last 9 years as Library Director.

TREASURER'S REPORT:

Ms. Ferrera reported that the Town Operating budget is 61% spent through January. Expenses have been in line with normal spending. The Board accounts represent income from fundraising for the Associates and the Gala. The second installment of the trust gift was reflected in January. An updated December report was reviewed. The expense and income line from December has been corrected. After review of the January Town and Board reports, Mr. Janucik motioned for approval, seconded by Mr. Chagares and approved unanimously. After review of the corrected December report, Ms. Sheahan motioned for approval, seconded by Mr. Janucik and approved unanimously.

DIRECTOR'S REPORT:

Mrs. Blossveren thanked the Board and Library staff for the wonderful evening on January 30th. It was so nice to celebrate with everyone at Oronoque. Also, the Lobby reception that was held for the public was so special. It was so nice to be able to have it while the library was open. Hundreds of people attended, demonstrating the broad base of support that the library has in the community. People of all ages come in every day. It is a true community center. Mrs. Blossveren also thanked Tom Holehan for arranging her interviews with the Stratford Star and the CT Post. The coverage was excellent. Mrs. Blossveren and Ms. Szymanski met with the Town CAO to submit the budget last week. The Town council participated in a very informative library orientation. Even those who are active library users learned something new about our services. Ovarions will be here tomorrow to present updated information on employee health insurance plans. Library Board members and staff attended the Connecticut Library Association sponsored Advocacy Training with Libby Post at the Easton Public Library. It was very informative. Library staff continues to do outreach with local organizations, including the South End Community Center and Atria every month. We are meeting the needs of our patrons where and when they need it most.

ASSISTANT DIRECTOR'S REPORT

Ms. Szymanski reported that the popular circulating collections in January included Children's Biographies, Adult and Teen Science Fiction and Children's Picture books. The Library began lending cake pans and 15 of them were borrowed in the first month. Teen and Adult coloring book kits were made available in January and have already circulated 25 times! The Library hosted 33% more programs this month than in January 2015, with a significant increase in uCreate programs. Use of the Freegal music platform increased 44% over last year. Lobby collections are on the move. Non-fiction DVD's are now located across from the New Fiction and Non-fiction shelving unit. Flipster, the Library's online magazine service is popular with patrons who viewed 147 issues online and downloaded 24 magazines to mobile devices to read offline. The Library purchased a license for AutoDesk inventor software, which has been installed on a computer in the Teen area. High School engineering students use this software in class and now have the opportunity to continue projects after school hours. Chris Bacchiocchi is training the high school students on how to use the 3-D printer. They will then serve as volunteers to assist others in using the equipment in the uCreate space.

YOUTH LIAISON REPORT:

Mr. Townsend reported that the Teen Department will host a Black History month celebration on Saturday February 20. 7 schools and 20 classes sent in submissions. All are encouraged to attend. 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. There will also be several demonstrations of the 3-D printer in the Teen Department at various times so students can attend.

BOARD OF EDUCATION LIAISON REPORT:

Mrs. Florek reported that the 6th graders love the Teen Department. Children continue to enjoy the 2nd grade class visits and are still using Tumblebooks every day. Mrs. Florek gave a heartfelt thank you to Mrs. Blossveren for her library service and helping to make the library the gem of the community.

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. This is a 24 hour online giving opportunity to raise funds for a specific project. Board members are asked to host a "Giving Station" in the Lobby. Mrs. Smith

passed around a signup sheet. We will use the funds for our UCreate equipment, supplies and fund programs.

GALA COMMITTEE:

Mrs. Jaekle passed around ad forms. Mrs. Proto encouraged every Board member to try to sell at least one full page ad for the program. The committee is still actively seeking sponsors and ads for this year's "Let the Good Times Roll" gala, which will be held on Saturday, April 16th at Oronoque Country Club.

FINANCE COMMITTEE:

Mrs. Ferrera reported that the committee met on January 28, to work on the FY16-17 Budget. The budget was approved by the committee and submitted to the Mayor's Office.

BOOK COMMITTEE:

Mrs. Glad reported that the book collection bin is out in the Lobby and will be there until 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 to 5.

BUILDING AND GROUNDS:

Ms. Szymanski reported that the Ceiling/Lighting/Duct Work/HVAC project is now confined to the Boiler Rooms. Workers are in and out and the final hook ups are being completed. The new air handling unit is on and is being programmed and balanced. Looking ahead to FY2016-17, two Capital Improvement requests were submitted. One request is to continue the Ceiling/Lighting/Duct Work/HVAC project in the American Legion Hall and Lovell Room areas of the building. The second funding request is to reconfigure the Children's Department in order to provide more flexible programming and seating areas as well as add an ADA accessible public restroom.

ADMINISTRATIVE REVIEW:

Mrs. Proto reported that Ms. Sheri Szymanski has been appointed the new Library Director. She will begin her new position on February 20.

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 +7.5% for the year.

NEW MEMBER COMMITTEE:

Mr. Pleban reported that there will be a new member orientation scheduled within the next month.

SCHOLARSHIP COMMITTEE:

No report.

OLD BUSINESS:

No old business.

NEW BUSINESS:

Ms. Ferrera presented a budget adjustment for Board approval. This is the second adjustment of the year. We are requesting \$29,000 from Payroll, \$1,914 from Social Security and \$9,764 from Insurance and reallocating these funds to Pension, Books, Media, Electronic Subscriptions Building Equipment and Building Maintenance. Mrs. Jaekle motioned for acceptance and Mrs. Smith seconded. The budget adjustments were approved unanimously.

Mrs. Proto reported that she received an email from Judy Crudo stating that she would be resigning from the Library Board effective immediately.

There being no further business, a motion was made by Mr. Janucik to adjourn at 8:10 p.m., seconded by Ms. Sheahan and approved unanimously. The Board then went into Executive Session. The Board will meet next on March 17, 2016 in the Lovell Room.

Respectfully Submitted,

Meg Bachtel
Vice President

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.