

**STRATFORD LIBRARY ASSOCIATION**  
**APRIL 21, 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

Jim Connor

Karla Glad

Judith Hampel

Doreen Jaekle

Kim Kadeem

Joel Pleban

Peg Sheahan

Robert Smith

Constantine Chagares

Maria Ferrera

Thomas Hall

Edvena Jackson

Joseph Janucik

Deb Perman

Robyn Proto

Cynthia Smith

**Members Absent:**

Tory Florek, exc.

Barb Poisson, exc.

Shelley Hall, exc.

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

**PRESIDENT'S REPORT:**

Mrs. Hampel thanked the Gala Committee for all of their hard work on the Gala. It was excellent. It seemed like everyone had a great time.

**APPROVAL OF MINUTES:**

Mrs. Glad 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 budget is 76% spent through March. Expenses have been in line with normal spending. There will be a proposal for a budget adjustment during new business. Ms. Ferrera also reported that the Board accounts represent income from fundraising for the Associates and the Gala. After review of the March Town and Board reports, Ms. Bachtel motioned for approval, seconded by Ms. Sheahan and approved unanimously.

**DIRECTOR'S REPORT:**

Ms. Szymanski reported that she is excited to announce that Geri Diorio has accepted the position of Assistant Director of the Stratford Library. Geri has been a Sunday substitute at the Library for 10 years. Geri is a seasoned Teen Librarian in Ridgefield. She was heavily involved with their recent renovation, which included planning and strategizing for a move to a temporary location. Her expertise will be very welcome and she will start on May 30<sup>th</sup>.

The *Sunday Afternoon Talks* series has been very successful. The most recent talk, *Connecticut Gridiron* attracted 27 participants. The author and former football coach, Bill Ryczek was a solid speaker and captivated the audience. *Monday Matinees* continues to draw a crowd. 29 people attended the screening of *Black Mass*, the film starring Johnny Depp as Boston gangster Whitey Bulger. The *Career Coach* visited on March 28<sup>th</sup>. In addition to their regular resume and job search assistance, they hosted a Microsoft Excel class for 4 people. Children's programs included *Movin' and Groovin'* with Miss Sarah; *Read Around Stratford* visited Jerry Shakespeare Pizza and Beth Rogers-Ho took a yoga instruction class so she will be able to lead children in yoga this summer. The *One Book, One Stratford* committee selected the organic farming memoir *Gaining Ground* by Forrest Pritchard. The committee is planning the program series, which will launch on October 2<sup>nd</sup> and continue through mid-November. In the Children's Department, 50 *Homework Helpers* sessions were held for 132 students. *Homework Helpers* is funded for students in K- grade 2 by the Vicky Soto Foundation, while the Pieper Fund supports the program for grades 3-7.

Biographies were very popular among all age groups this month, as were Adult, Teen and Children's Fiction books. Adult magazines are going out with more frequency since the collection was moved from the Lobby into the puzzle table area. Adult music CDs, Adult and Teen DVDs have all seen an increase this month, due to a considerable amount of collection maintenance. Program attendance rose 24% compared with last year. Reference activity was up 10% over March 2015. Librarians are handling a variety of technology related questions alongside traditional reference questions. The Library continues to collect books for the Annual Book Sale. Adult Services researched the word "bayment" for a patron. The word is found on the Town of Stratford website to describe the Great Meadows Marsh. After consulting a variety of sources, it was found that the word is "embayment", which is a geographical term for an area resembling a bay.

#### **ASSISTANT DIRECTOR'S REPORT**

Included in the Director's Report.

#### **YOUTH LIAISON REPORT:**

Mr. Townsend reported that the Teen Department previewed *Star Wars: The Force Awakens* on April 13<sup>th</sup>, with more than 20 teens in attendance. The 6<sup>th</sup> *Grade Finish Line* program series began on April 14<sup>th</sup> from 6-7:30pm. 6<sup>th</sup> graders enjoyed board games, worked on crafts and got to know other teens before middle school begins in September. Mr. Townsend also reported that the 2 students who won this year's Teen video contest became active in Library programs after attending last year's 6<sup>th</sup> *Grade Finish Line* programs. The Teen Department is currently working on both *The Gold Seal Book List* and *Varied Voices* which will be published in June.

#### **BOARD OF EDUCATION LIAISON REPORT:**

No report.

#### **COMMITTEE REPORTS:**

##### **DEVELOPMENT COMMITTEE:**

Mrs. Smith reported that the committee met in March. They would like to focus on the Associates and other donors. Mrs. Jackson mentioned the idea of a Donor Day on a Sunday in September. Please start thinking about ideas for this day. The committee will meet again on May 15<sup>th</sup> at 6:30 p.m.

##### **GALA COMMITTEE:**

Mrs. Jaekle reported that the gala was really successful. Mrs. Proto reported that we are still waiting on a few donor checks and when all are received the profit will be over \$14,000. There were more sponsors this year. Mrs. Proto also announced that the Silent Auction brought in \$4,945. Also, Jim Duffy

provides excellent screen ready files ready for the printer, which saves a ton of money on printing expenses. The Committee will meet on May 3<sup>rd</sup> to wrap up this year's gala.

**FINANCE COMMITTEE:**

No report.

**BOOK COMMITTEE:**

Mrs. Glad reported that we are still receiving donations for the book sale. The committee continues to sort donations every Saturday at 1:15pm and still needs help through May. The book collection bin will remain in the Lobby until May 21<sup>st</sup>. The Book Sale will run June 2 ó 5.

**BUILDING AND GROUNDS:**

Mr. Smith reported that the Ceiling/Lighting/Duct Work/HVAC project is in the final balancing stage. The WOW kiosk is back up in the Lobby. The final inspection will be later this month. The beloved Copper Beech tree has been removed. Some of the wood from the tree has been salvaged, milled and will be repurposed for the Library.

**ADMINISTRATIVE REVIEW:**

Mrs. Proto reported that the committee met and has given Ms. Szymanski her contract. They will meet on May 9<sup>th</sup> at 6pm to discuss goals and recommendations for July 1<sup>st</sup>.

**GRIEVANCE/NEGOTIATIONS:**

No report. Ms. Szymanski has been in touch with David Ryan, our Labor Negotiator.

**TRUSTEE REPORT:**

Mrs. Proto reported that the Trustees met and appointed 2 new life members: Meg Bachtel and Tom Hall.

**ENDOWMENT:**

Mr. Pleban reported that as of March 31, the value of the Trust is up 4% before disbursements and down 4.4% after disbursements.

**NEW MEMBER COMMITTEE:**

Ms. Bachtel reported that there will be a New Member Orientation on May 9<sup>th</sup> at 7:00 p.m. in the Board Room. All are welcome to attend.

**SCHOLARSHIP COMMITTEE:**

Ms. Bachtel reported that the applications were due on April 20<sup>th</sup>. The committee received 3 applicants. She hopes to hold a meeting to review applications and choose recipients on April 27<sup>th</sup>.

**OLD BUSINESS:**

No old business.

**NEW BUSINESS:**

Ms. Ferrera passed out a proposal for budget adjustment # 3. She stated that the proposal is to deduct \$17,762 from Payroll, \$1,200 from Pension, \$3,350 from Social Security, \$5,703 from Health Insurance, \$930 from Postage and \$1,000 from Contingency and add these funds to the following lines: \$13,500 to Books, \$175 to Media, \$930 to Printing/Binding, \$6,526 to Building Equipment, \$819 to Adult Programs, \$1,250 to Teen Programs, \$1,700 to Professional Fees and \$5,045 to Bibliographic Utilities. Mr. Chagares motioned for acceptance, seconded by Mrs. Jaekle and approved unanimously.

Ms. Szymanski reported that she had gone before the Town Council earlier this evening regarding the 2017 budget. She was there with the other Human Services departments. There was a brief Q&A. The council asked how we were able to come in at 0%. Ms. Szymanski explained that we were able to save money in our health insurance and building insurance lines. The council asked Ms. Szymanski to provide them figures on the cost to maintain Sunday hours year round. Public Hearings for the Budget are set for May 2<sup>nd</sup> at Bunnell and May 3<sup>rd</sup> at Stratford High School. Mr. Janucik is interested in getting the library card holder by district numbers in time for the budget hearings. Ms. Szymanski indicated that she would send those figures to a Board Member in each district.

Ms. Szymanski distributed a document which explains each budget line item for the Library's Town Operating Budget. She reviewed the Payroll, Pension, Social Security, Health Insurance, Education and Travel/Professional Development lines, and will continue reviewing budget line items at future Board meetings.

There being no further business, a motion was made by Mr. Janucik to adjourn at 8:25 p.m., seconded by Mr. Hall and approved unanimously. The Board will meet next on May 19, 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.**