

STRATFORD LIBRARY ASSOCIATION
JUNE 16, 2016

The Stratford Library Association Board of Trustees meeting was called to order by Board President Judy Hampel at 7:00 p.m.

Members Present:

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

Members Absent:

Meg Bachtel, exc.	Tory Florek, exc.
Edvena Jackson, exc.	Kim Kadeem, exc.
Barb Poisson, exc.	Cynthia Smith, exc.

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

PRESIDENT'S REPORT:

Mrs. Hampel thanked Shelley hall, Tom Hall and Karla Glad for their efforts for another great Book Sale. She also reported that Jim Connor has resigned from the library board. There are now 3 vacancies on the Board.

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 91% spent through May. Expenses have been in line with normal spending. Materials and processing are on target. Ms. Ferrera also reported that the Board accounts represent the income and expenses from Payroll. After review of the May Town and Board reports, Mr. Janucik motioned for approval, seconded by Mrs. Glad and approved unanimously.

DIRECTOR'S REPORT:

Ms. Szymanski welcomed Geri Diorio as Assistant Director! The library hosted a unique May Day program named *Not Yet Dead Poets Society*. This group is made up of former professional writers and their average age is 75. 42 patrons enjoyed this delightful and talented group. Adult Services hosted a program where patrons of all ages were able to tinker with the Library's uCreate equipment and technology. They enjoyed Lego Mindstorms, little Bits, Raspberry Pi and Sense 3D scanner. Special Children's programs included Mother's Day Crafts, a Cinco de Mayo Craft, Uno games and a Dinosaur

party. The Children's Department will host their annual Barnes & Noble Book Fair on Saturday July 16th. All are invited to attend. The CT Works Career Coach visits every month. 7 people used the Coach for job training. It also doubles as a computer lab and they offer classes on programs like Microsoft Word and Excel. Lifelong Learners continued in May with a Storytelling workshop. Katie McFadden is working with Lauren Donovan from the Baldwin Center to turn this event into an ongoing workshop. Diane Stackpole provided book talks to 249 students at Stratford High, St. James and Flood. Lucretia Duwel attended the Career Pathways Showcase at Stratford High. Children's Librarians visited Johnson House, Nichols, St. James and Lordship schools to promote summer reading. Charity Garcia and Lizbeth Perez attended the 2016 *Latinas and Power Symposium* in Hartford, courtesy of Stratford's Hispanic Heritage committee. The symposium provided an opportunity for networking and learning. Lucretia Duwel attended a Maker Faire YA meeting. She learned about a variety of ways to engage teens in these programs. Corrine Driscoll and Sheri Szymanski attended a webinar on the topic of HIPAA regulation updates. Corrine Driscoll also attended a workshop presented by Ovations reviewing changes and updates to the Family Medical Leave Act (FMLA).

ASSISTANT DIRECTOR'S REPORT

Ms. Diorio reported that Fiction was very popular in May. Reference questions were up 5% over last year. The librarians are answering a lot of technology related questions. 61% more people have subscribed to our E-newsletters. Program attendance rose 11% and Teen Services has seen an uptick in use of their space during school hours by students and their tutors. 6 Kindle Paperwhites were added to the collection and have been loaded with Advanced Placement High School Summer Reading Titles, to help meet demand. The Library's security camera system was upgraded with new DVR recording equipment and a software update. Don Marsala activated the summer reading signup program links on Teen and Children's public computers, in preparation for the very busy months ahead. Public Wi-Fi use continues to be very popular every month and Premium web service usage is also up.

YOUTH LIAISON REPORT:

Mr. Townsend reported that the Teen Department dedicated the 29th Edition of the *Gold Seal Book List* to Retired Library Director, Barbara Blosveren. They are also finalizing the 8th Edition of *Varied Voices, which will be available in June*. The theme is duality. Summer Reading registration is now online for easy sign up. Prizes include an iPad mini and many themed raffle baskets. The final 6th Grade *Finish Line* program series for this year will be held on June 21st. Teen Tuesdays will run all summer, offering a variety of activities for students entering grades six and up.

BOARD OF EDUCATION LIAISON REPORT:

No report.

COMMITTEE REPORTS:

DEVELOPMENT COMMITTEE:

Mrs. Glad reported that there will be a "Friendraiser" on September 11th from 4:00 to 6:00 p.m. to highlight the programs and services that donor support enables the Library to provide. The afternoon will feature wine & cheese, sweets, a meet and greet with Board and Staff, Department displays, technical demos and entertainment in the Lovell Room. Ms. Szymanski reported that Tom Holehan is ready to book the entertainment, as soon as the committee gives the go ahead.

GALA COMMITTEE:

No report.

FINANCE COMMITTEE:

No report.

BOOK COMMITTEE:

Mrs. Hall reported that the committee raised \$12,300 before expenses. They were worried about the lack of donations, but got a large estate donation which helped with the bottom line. Mrs. Hall thanked everyone who helped sort, set up and help out at the sale. Mrs. Glad added that more Board members need to help out with sorting efforts and the sale if they are going to do it again next year. Mrs. Glad also reported that a selection of old school Disney VHS tapes with a black diamond on the case. These are apparently worth a lot of money and the committee would like someone to try selling them on eBay.

BUILDING AND GROUNDS:

Mr. Smith reported that the Lovell Room Capital Improvement project continued in May. A new sound system and screen were installed. The system is designed to enhance programming with clarified sound, wide screen format, permanently mounted LCD projector and can handle 4 microphones simultaneously. Two outside lights were replaced. Pat Hannon power-washed the granite Library sign on Main Street to sparkling new condition. The uCreate space Office Scape was installed in the Lobby to create a visible, bright and secure space for equipment.

ADMINISTRATIVE REVIEW:

No report.

GRIEVANCE/NEGOTIATIONS:

Mr. Chagares reported that the committee met with the Union. There are 2 issues to settle. They will meet in August for a quick conclusion.

TRUSTEE REPORT:

No report.

ENDOWMENT:

Mr. Pleban reported that as of May 31, the value of the Trust is up .02% before disbursements and down 3.3% after disbursements.

NEW MEMBER COMMITTEE:

Mrs. Hampel reported that the New Member Orientation was held on May 9th and went well. Mr. Chagares was recorded giving the history of the Library.

SCHOLARSHIP COMMITTEE:

Mrs. Hampel asked that everyone try to attend the July meeting. We will be presenting the scholarship winners with their checks and having a celebratory reception.

OLD BUSINESS:

No old business.

NEW BUSINESS:

Ms. Ferrera presented a budget adjustment for Board approval. This is the fourth and final adjustment of the year. We are requesting \$19,463 from Payroll, Social Security, Pension, Media, Printing, Contract Maintenance, Building Supplies, Building Equipment and Building Maintenance and reallocating these funds to Books, Periodicals, Electronic Subscriptions, Children's Programs, and Automated Services. Mrs. Proto motioned for acceptance and Mr. Smith seconded. The budget adjustments were approved unanimously.

Mrs. Perman presented the following slate of nominees for Library Board Officers 2016-17: Mrs. Hampel, President, Ms. Bachtel, Vice President, Mr. Pleban, Treasurer and Mrs. Perman, Secretary. Mr. Janucik made a motion for approval and the nominations were approved unanimously.

Mrs. Hampel reported that she would like to hold a meeting to discuss the By-Laws on July 14th at 6:30 p.m. If you have offered to be a part of this group, please attend the meeting.

Mrs. Hampel would like to have our insurance agent come in September, prior to the Board Meeting to discuss all of the Library's policies. Ms. Szymanski will arrange for him to be here at 6:00 on September 15th.

Mrs. Hampel reminded all committee chairs that their annual reports are due at the July meeting, Please email them to Heather Silverman and bring a copy to present at the meeting.

Mrs. Hampel requested a motion to forego the August meeting. Mr. Janucik made a motion for approval and the request was approved unanimously.

Ms. Szymanski requested approval to close until 2:00 p.m. on Columbus Day, Monday October 10th for a Staff Development Day. Mr. Janucik motioned for approval, seconded by Mrs. Hampel and approved unanimously.

Ms. Szymanski explained the following budget line items: Contract Maintenance, Building Maintenance, Utilities and Building Equipment.

There being no further business, a motion was made by Mr. Janucik to adjourn at 8:00 p.m., seconded by Mrs. Hampel and approved unanimously. The Board will meet next on July 21, 2016 in the Board Room.

Respectfully Submitted,

Shelley Hall
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.