

STRATFORD LIBRARY ASSOCIATION
OCTOBER 20, 2016

The Stratford Library Association Board of Trustees meeting was called to order by Board President Judy Hampel at 7:03 p.m.

Members Present:

Michael Aloï	Meg Bachtel
Constantine Chagares	Maria Ferrera
Judith Hampel	Doreen Jaekle
Joseph Janucik	Deborah Perman
Joel Pleban	Robyn Proto
Cynthia Smith	Robert Smith

Members Absent:

Victoria Florek, exc.	Karla Glad, exc.
Shelley Hall, exc.	Thomas Hall, exc.
Edvena Jackson, exc.	Kim Kadeem, exc.
Barb Poisson, exc.	Peg Sheahan, exc.

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

PRESIDENT'S REPORT:

Mrs. Hampel reported that she attended Staff Day on October 10. She thanked the staff on behalf of the Board for all of their hard work, and complimented Bill Derry our Staff Day speaker. Mr. Derry's presentation about the impact of library Makerspaces on learning in our communities was timely and informative.

APPROVAL OF MINUTES:

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

SECRETARY'S REPORT:

No report.

TREASURER'S REPORT:

Mr. Pleban reported on the September Operating and Board reports. He provided a thorough report on budget lines and asked if there were any questions. After reviewing the September Board and Operating reports, Mr. Smith motioned for acceptance, seconded by Mrs. Jaekle and approved unanimously.

DIRECTOR'S REPORT:

Ms. Szymanski reported that the *One Book, One Stratford* Kick-off event Skype with Forrest Pritchard on October 9 was a success. There are many programs in this series, leading up to the finale event on Sunday November 13 at 2 pm, which will feature the author in person. Pritchard was interviewed on WPKN by Richard Pheneger and Peggy Nelson to promote *One Book*. A receptive crowd of 69 attended the September offering of Quickies in the Stacks hosted by the SquareWrights. The ever popular AARP Driving Workshop was held for 27 attendees. Chris Bacchiocchi

hosted a variety of *Learn, Create, Share* sessions, which 22 patrons attended. *GameOn!* was held on September 8 for 14 people who played classic games such as GameCube, Sega Genesis, Atari and Nintendo 64. Aspiring Authors writing club for elementary school children published their book, *Legendary Times: New Myths by New Authors*; there will be a launch party in October. Library Displays included Banned Books Week, Celebrate Hispanic Heritage and Roald Dahl's 100th Birthday. The CT Works Career coach visited on September 26 and an Excel class was held for 12 jobseekers. Staff from Adult, Teen and Circulation attended the *Latin Music Festival* on September 18 at Paradise Green. They spoke with 100 festival attendees about library programs, services and library card registrations. Katie McFadden represented the Library at the YMCA's Senior Wellness Day. Lucretia Duwel finalized plans for the first-ever CARE community awards banquet planned for November 18th. The Literacy Volunteers of Southern CT have had such a positive response to their Stratford Library office hours, they have expanded to include Mondays from 10-noon and Wednesday afternoons from 1 to 3. The Associates mailing was sent out October 11 to over 8,000 households. Many thanks to the STRIVE students for their help with this large mailing. Ms. Diorio put together the grant request for a full renovation of the Children's Department. Because the programming space is insufficient and the public restrooms in the Department are not ADA accessible, we are hopeful for a positive response and should hear by the end of November. If awarded, this grant will be used in conjunction with the \$100,000 already approved by the Town of Stratford for this Capital Improvement Project.

ASSISTANT DIRECTOR'S REPORT

Ms. Diorio reported that patrons continue to heavily use the Library's online resources. Database use is up 162% from last September. Mango Languages, Freegal and TERC are among the most popular. Tumblebooks use has skyrocketed. Patrons have been requesting so many ebooks and eaudiobooks that our collection has grown by 79% from last fall. Program attendance is up across all ages: adults, teens and children. Library staff is now using two online resources to keep up to date with events happening in the building and work schedules. EventKeeper has been used on the Library website for a several years to publicize public events. This Fall, Library staff began using EventKeeper to schedule programs, staff meetings and study room usage eliminating the need for each Department to maintain calendars. During October, the Management Team piloted the use of Schedule 3W, a staff scheduling tool to keep track of where employees are scheduled to work in the building (and off-site). Schedule 3W will replace each Department's paper schedules by the end of the calendar year.

YOUTH LIAISON REPORT:

Mr. Townsend reported that the Teen Volunteer reception will be held on Saturday October 22 at 11:00 a.m. All Board members are invited to attend. There are a record number of award recipients this year. Teens are getting very involved in the uCreate Space and learning all of the new technologies. Chris Bacchiocchi has been training the engineering volunteers. Sixth Grade class visits will begin in November. The Hispanic Heritage celebration was held on September 24 at Town Hall. Over 90 people attended the celebration. The winning essay was written about a classmate. Mr. Townsend is spreading the word among teens about the *One Book, One Stratford* selection, *Gaining Ground*. Several teens attended the Skype with the author on October 9.

BOARD OF EDUCATION LIAISON REPORT:

No report.

COMMITTEE REPORTS:

DEVELOPMENT COMMITTEE:

Mrs. Smith reported that a committee meeting will be held on November 10 at 6:30 p.m. The committee will work on a script for the Associates' thank-a-thon.

GALA COMMITTEE:

Mrs. Jaekle reported that the next committee meeting will be November 1 at 6:45 p.m. The event is April 29, 2017. Mrs. Proto passed around ad forms. She encouraged everyone to begin soliciting now and reminded all board members of their responsibility to sell \$500 in ads or tickets to the gala. Tickets are \$75.00 each.

FINANCE COMMITTEE:

No report.

BOOK COMMITTEE:

No report.

BUILDING AND GROUNDS:

Mr. Smith reported that the WPCA replaced one of the Library's sewage pumps. Rich Pfeifer replaced two failed ballasts on separate fluorescent light fixtures. The electrical supply store estimated that they were 20 years old. Ms. Szymanski, Ms. Diorio and Mr. Smith met with architect Brian Snyder and construction representative Rich Jagoe about the second phase of the HVAC/Lighting/Ductwork/Drop Ceiling Capital Improvement project which will begin in the Lovell Room in November. Water damage was discovered in two corners of the Lovell Room. Ms. Szymanski and Ms. Diorio contacted Paul Lanteri of WJE Architects and met with the contractor, Armani Restoration. Armani will replace the existing caulking at the affected corners on the exterior of the building and WJE will continue to monitor moisture levels before interior repairs are scheduled.

ADMINISTRATIVE REVIEW:

No report.

GRIEVANCE/NEGOTIATIONS:

No report.

TRUSTEE REPORT:

No report.

ENDOWMENT:

Mr. Pleban reported that the Endowment Fund is +.7% for the year.

NEW MEMBER COMMITTEE:

Mrs. Hampel reported that there will be a new member orientation soon.

SCHOLARSHIP COMMITTEE:

No report.

OLD BUSINESS:

Mrs. Hampel reported that revisions to the *By-Laws of the Stratford Library Association* were distributed and Board members have had one month to review the minor changes. Mr. Janucik motioned to accept the updated By-Laws, seconded by Mr. Smith and approved unanimously.

Mrs. Hampel distributed a Board Member responsibility list and asked that all Board members sign and return.

NEW BUSINESS:

Ms. Szymanski took a few minutes to review Operating Budget including the following lines: Professional Fees, Automated Services, Insurance and Electronic Subscriptions.

Mr. Pleban made a motion to go into Executive Session at 7:58 pm. Mrs. Proto announced the conclusion of Executive Session at 8:10 p.m.

Ms. Ferrera reminded everyone the Vicki Soto 5k on Saturday November 5. A team was created using the online registration. Anyone interested in joining is free to select the SLA team when signing up. It was determined that the meeting place would be the finish line so everyone could walk together. Mrs. Hampel suggested carpooling to the event because of limited parking.

There being no further business, a motion was made by Mr. Janucik to adjourn at 8:15 p.m., seconded by Mr. Chagares and approved unanimously. The Board will meet next on November 17, 2016 in the Lovell Room at 7:00 p.m.

Respectfully Submitted,
Deborah Perman
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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.