

MINUTES OF MEETING  
CANTON PUBLIC LIBRARY BOARD OF TRUSTEES  
January 9, 2008

The meeting was called to order at 7:15 p.m. by Chair Marjorie Clarke with the following in attendance: Director Kathy Cockcroft, Lee Foley, Patricia McGarry, Carol Merritt, Kelly Conway, Karen Berger, Kathleen Woolam, and David Drumm, representing the Friends.

**ELECTION OF OFFICERS:** On a motion by Patricia McGarry, seconded by Carol Merritt, the order of the agenda was changed to take up election of officers. A motion was made by Carol Merritt to approve the slate of officers as presented, seconded by Patricia McGarry, and the motion passed. Marjorie Clarke was re-elected as Chair, Lee Foley as Vice Chair and Kathleen Woolam elected as Secretary.

**PUBLIC FORUM:** No one was present.

**MINUTES:** The minutes of December 12, 2007 were approved on a motion by Kathleen Woolam, seconded by Karen Berger.

**LIBRARY DIRECTOR'S REPORT:** Kathy Cockcroft in her report as distributed pointed out that Sarah McCusker started December 3 as Head of Technical Services; two new copiers have been installed; the survey has been completed; a wonderful gift was received from the State; and the Library's budget request for fiscal 2008-2009 was completed. The report was accepted on a motion by Patricia McGarry, seconded by Lee Foley.

**COMMUNICATIONS:** A copy of a letter dated January 3 to CAO Paul Fetherston from Kathy Cockcroft announcing her resignation as of February 8 was received with regret. The news has cast a dark cloud over the board, but we cannot help but wish her well in her move to Texas.

**FINANCIAL REPORTS:** The year-to-date budget report as of January 9 was discussed with expenditures at 55.7% for the half year or \$201,993.26. Kathy said there were not too many changes in over-budget items and that overall we were in good shape. On a motion by Carol Merritt, seconded by Karen Berger, the financial report was approved.

**FRIENDS:** David Drumm said their holiday book sale netted \$821.00. A membership renewal letter is in the process of being prepared by January 15, and a newsletter is being worked on.

**OLD BUSINESS:** 2008-2009 Budget. Kathy said she met with the CAO and BOS at 11:00 a.m. on Tuesday about four items: On salaries they are looking at reference librarian's salary but nothing will happen until July; MLS librarian won't go up to 44 (\$000), 42 (\$000) would be put in; on publications budget because of salaries going up so much, probably will not get \$7 per capita. We are asking for a \$10,000 increase. CAO recommended going halfway. It was suggested attending the Board of Selectmen's meeting on Monday, February 11, at 6:00 p.m. The other item was education. They want a breakdown of what we did last year of how many people went, mileage, etc. Revenue: Regarding the \$1600.00 received from the State, Kathy noted that new legislation had been passed stating that grant monies received for the Library may not go to the town's general fund but to the Library. There has been some controversy about this issue, and she has emailed the CAO about the whole issue including the new legislation. CIP Budget: Kathy said she would have to have further discussion on this.

**SURVEY DRAWING:** Marjorie Clarke said she had all the data from the surveys, and for giving out movie tickets she had devised a method for choosing a random number by age groups. The board participated in her method of arriving at the numbers.

**FOCUS GROUP:** Chris Bradley from the Connecticut Library Consortium could not come to tonight's meeting, but Kathy said she had three dates when she could come. After a poll of members, it was decided to meet with Chris Bradley on Friday, January 25 at 3:30 p.m. Kathy noted that Salin Miller Low, someone very involved in a civic group, wanted to be part of the Focus group.

**NEW BUSINESS:** Library Director Tentative Hiring Process and Timeline: Kathy Cockcroft handed out material in connection with the hiring process of a new director. On the job description she thought numbers were low for MLS degree and 7 years of experience including two years of supervisory experience. She has arranged for Sharon Brettschneider, Head of Division of Library Development to come to the board meeting on February 13. She has offered to help and Kathy told her our concerns were about the type of interview questions. The interviews of the most qualified candidates will be held the week of February 25/ March 3 by the Library Board of Trustees and Board of Selectmen (separately). There was a lot of discussion about separate interviews between the two boards and how it would be accomplished. It was felt that the whole board should be present for these interviews with not more than four questions to be asked by certain board members. Following the interviews both boards will meet in executive session to discuss candidates.

**ADJOURNMENT:** On a motion by Patricia McGarry, seconded by Kathleen Woolam, the meeting adjourned at 9:20 p.m.

Kathleen Woolam  
Secretary