

MINUTES OF MEETING  
CANTON PUBLIC LIBRARY BOARD OF TRUSTEES  
February 13, 2008

The meeting was called to order at 7:15 P.M. by Chairman Marjorie Clarke with the following in attendance: Library Director Kathy Cockcroft, Carol Merritt, Kelly Conway, Lee Foley, Nita Hansen, Patricia Garrity, Karen Berger, Carol York, Kathleen Woolam, and David Drumm from The Friends. Also present: Sharon Brettschneider, Director, Div. of Library Development , Connecticut State Library.

PUBLIC FORUM: No one was present.

Kathy Cockcroft introduced Sharon Brettschneider who came to the meeting at Kathy's request to brief board members about procedures in the hiring of a new director, specifically, the interview process and questions to be asked. Sharon handed out copies of relevant material for hiring a library director which she went through in detail in discussing the process. For the final candidates it was recommended that a packet of library information be sent to them in advance of the interviews. She was thanked for the input which proved very helpful and for coming to the meeting from a considerable distance.

MINUTES: On a motion by Patricia McGarry, seconded by Carol Merritt, the minutes of January 9 were approved as corrected. In third line of Library Director's Report, delete "State" and insert "Friends."

LIBRARY DIRECTOR'S REPORT: Kathy Cockcroft handed out a report of Library events for January and a circulation statistics report, stating that statistics were good but slightly down. On a motion by Nita Hansen, seconded by Carol York, the Library Director's Report was approved.

COMMUNICATIONS: Marjorie Clark noted a card of thanks for the Christmas gift of chocolates had been received from the Library staff expressing their appreciation.

FINANCIAL REPORT: The Year-To-Date Budget Report was reviewed, and Kathy said the Library was in good condition. A motion was made by Patricia McGarry, seconded by Lee Foley, to approve the Library Director's Report.

FRIENDS: David Drumm said the first newsletter of 2008 was mailed on January 28. The first daytime meeting was held with the idea of encouraging young mothers with children to attend. David said that total membership of The Friends was 325. There would be a reception for Kathy on Sunday, March 9, from 2-4 P.M.

OLD BUSINESS: 2008-2009 Budget – With reference to the BOS hearing on Monday night, Kathy handed out a comparative budget report which had been requested by the CAO, and it showed last year's budget. She commented on her request for an increase in the Librarian's salary which she said was put on the wish list.

**SURVEY RESULTS:** Marjorie Clarke handed out a completed and very comprehensive report on the Patron Survey, October – December 2007 as well as a separate summary. She was complimented on a very thorough and well done job. Marjorie asked members to review the report for any comments. Carol Merritt suggested including this in the packet to candidates.

**HIRING PROCESS UPDATE:** Marjorie Clarke reported on her meeting with the CAO and said that 15 applications had been received, representing 5 states, as far as North Carolina. The CAO said 8 or 9 would be passed on to the initial committee for review. Marjorie said she asked about the idea of meeting jointly with the BOS. The CAO said that the BOS would rather have separate meetings. He said if there wasn't agreement, it might mean another interview. He also said the board didn't have to score. It was decided to meet on Wednesday, March 5 at 6:00 to discuss interview questions. Carol Merritt and Lee Foley agreed to ask questions, but everyone on the board could be present at the interviews. A Special Meeting will be held on February 20 at 7:00 PM to prepare for interviews of Candidates. Members were asked to come up with questions and a grid sheet with priorities. Nita Hansen felt the job description would be helpful and questions should reflect it. Kathy Cockcroft said she would put in writing her ideas on the duties of a library director for the board.

**NEW BUSINESS: FOCUS GROUP STAKEHOLDERS:** Names were filled in for the various categories.

**ADJOURNMENT:** On a motion by Patricia McGarry, seconded by Nita Hansen, the meeting adjourned at 9:15 P.M.

Kathleen Woolam  
Secretary