

TOWN OF CANTON, CONNECTICUT
CANTON PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
MINUTES OF MEETING
September 10, 2008

The meeting was called to order at 7:15 p.m. by Chair Marjorie Clarke, with the following in attendance: Bonita Hansen, Lee Foley, Kathleen Woolam, Kelly Conway, Karen Berger, Patricia McGarry, Library Director Robert Simon, and Carol Merritt from the Friends.

MINUTES OF MEETINGS: (1.) On a motion by Bonita Hansen, seconded by Kelly Conway, the minutes of the regular meeting of June 11, 2008 were approved with 2 technical corrections: "Clark" should be "Clarke" and "Anita" should be "Bonita" on page 1, last line. (2.) On a motion by Patricia McGarry, seconded by Lee Foley, the minutes of the special meeting of July 16, 2008 were approved as presented. (3.) On a motion by Lee Foley, seconded by Patricia McGarry, the minutes of the special meeting of August 25, 2008 were approved as presented.

LIBRARY DIRECTOR'S REPORT: Robert Simon reported a 6% increase in circulation in FY 2007-2008 (168,644) over FY 2006-2007 (159,565). In July 2008, we experienced the highest monthly circulation in library history: 19,348. Circulation in August also was very good. Giving highlights of the past three months, he noted that, in June, the opening program for children's summer reading was attended by 135 children; the Thursday afternoon book group decided to move to Saturday mornings in September; there was an organic garden program attended by 30; our passport program had an attendance of 114 and another installment will be coming up in September; and the library subscribed to the information database *Learning Express Library*, thanks to a donation from the Friends. In July, there were many programs for children, including one on spiders and bugs and a storytime "princess" party. Sarah McCusker and Jane Hoben have started to catalogue the Local History Room collection, and Katie Bunn and Beth Van Ness will be in charge of adult programming. Also noted: the libraries of the CONNECT consortium are experimenting with a system wherein a patron can put a hold on a book located anywhere in the network and it will be sent to him at his hometown library (excluding new books and audiovisual items). Ninety-four library cards were issued in July. This summer, 846 children, ages 2 to 16, enrolled in the summer reading club, 643 being active. In 7 weeks, they read 21,072 books (a record) and the active ones were given gifts at the end. Also, 112 children won prizes donated by Canton merchants in the summer reading raffle. Mr. Simon noted 2 memorial gifts, one each in June and August, as well as a directive from the CAO requesting a joint newsletter with the library and other departments, which would be bulk-mailed to all households in town 3 or 4 times each year. On a motion by Karen Berger, seconded by Kelly Conway, the Library Director's report was approved.

FINANCIAL REPORT: (1.) Operating Budget: The Library Director reported on June, July and August. In June, at the end of the fiscal year, the library was \$53,257 over- expended in salaries, mostly because of pay raises in the director's and the Full-time staff accounts. The part-time account also was somewhat overdrawn. July marks the beginning of Fiscal Year 2008-09, with an operating budget of \$516,101. By the end of July, 17% of the budget was spent or encumbered. Computer equipment from the current budget was on order, at a cost of \$4,578.00. In August, \$136,685, or 26% of budget, had been spent or encumbered. On a motion by Karen Berger, seconded by Kelly Conway, the financial reports of June, July and August were approved. (2.) Gift Fund: This was a new report requested by Chair Marjorie Clarke, and it was briefly explained by the Library Director. It covered the three previous months. The most important fact: our

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Gift Fund had a balance of \$40,407.47 on August 31. On a motion by Patricia McGarry seconded by Karen Berger, the gift fund report was accepted. It was adjudged to be a valuable addition.

COMMITTEE REPORTS: (1.) Friends of the Canton Public Library: President Carol Merritt reported that the Friends would be setting up books on Friday and normally this would be done by 5:00 p.m. The Library Director said he would be on hand in case they went past that time. Also, he said he would unlock the building at 7:00 a.m. and lock up at 3:30 p.m. on Saturday. On Sunday, Custodian Tim Duntz will unlock at 10:00 a.m. and lockup at 3:30 p.m. Carol said the Friends will be having a meeting on Tuesday, September 16, at which time they will know the sale figures.

MOTION: On a motion by Anita Hansen, seconded by Kelly Conway, the order of the agenda was changed so that discussion of the Long Range Plan would be the last item on the agenda.

OLD BUSINESS: Item b. Book Drop. The Library Director explained the problems of vandalism which had occurred with the book drops on 3 separate occasions since the spring. The initial solution arrived at by the supervisor of public buildings was to replace our current book drops with free-standing book drops, but eventually Town Hall and the Police Department suggested instead installing a security camera (thus, those responsible could be identified, and a camera would cost less than free-standing book drops). The matter is now with the CAO and, to date, there has been no further progress.

NEW BUSINESS: Lee Foley commented that the Simsbury Library had received \$10,000 from a business new to their town and thought we should look into how they received it and do the same. The Library Director said he would make inquiries with the Simsbury Library. He also noted that Barnes and Noble had given our library money for the summer reading program.

OLD BUSINESS: a. Long-Range Plan Draft: The draft was put together by the Library Director and distributed prior to the meeting. At the special meeting of August 25, it had been decided to take up the first five sections of the plan at this meeting. The first section, "Hours of Operation," proved the most difficult in balancing the desires of the public for longer evening hours and extended weekend hours versus budget constraints and heating and cooling considerations. A suggestion was made to install people counters for evaluation of traffic. The format for the section was agreed upon, consisting of a preamble, objective, and goals. The goals for hours of operation were discussed and rearranged in order of priority. The next four sections were approached in the same manner using the same format with emphasis on the goals, which were rearranged, merged, or deleted. The Library Director will redo these sections and present them to the Board.

ADJOURNMENT: On a motion by Patricia McGarry, the meeting adjourned at 9:45 p.m.

Kathleen Woolam
Secretary