

TOWN OF CANTON, CONNECTICUT
CANTON PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
MINUTES OF MEETING
October 15, 2008

The meeting was called to order in Room E of the Canton Public Library and Community Center at 7:15 PM by Chair Marjorie Clarke with the following members present: Karen Berger, Kelly Conway, Carol Merritt, Bonita Hansen, Kathleen Woolam, Lee Foley, and Library Director Robert Simon.

On a motion by Kelly Conway, seconded by Karen Berger, the order of the agenda was changed to take up New Business and Old Business first.

NEW BUSINESS (a.) 2008 ACLB Leadership Conference: Bonita Hansen said she and Karen Berger attended the conference in 2007 and they found it informative and inspiring. Marjorie Clarke encouraged as many trustees as were able to attend this year's on October 31. Bonita Hansen and Robert Simon will attend. (b.) Thanksgiving Business Schedule: Robert Simon proposed that the Library be closed on the Wednesday evening before Thanksgiving at 5:00 P.M. , remain closed on Thursday and Friday, and reopen on Saturday. This will concur with the Town Hall schedule (except for Saturday). A motion was made by Kelly Conway to approve the proposal as stated, seconded by Karen Berger, and the vote was unanimous. (c.) Freedom of Information: Robert Simon distributed a chart listing various kinds of public documents (agendas, minutes, etc.) and the time requirements for filing. Our agendas and minutes also should be posted on our website. He noted that the library is designing a new website and Alden Purrington's part in it was discussed.

OLD BUSINESS: (a.) Long Range Plan Draft: Marjorie Clarke handed out a draft of Sections 1 through 5 and said she asked a few people to look over her text of the introduction. Kelly Conway is looking at the school section, and Karen Berger is checking at the Town Hall for any discrepancies in statistics. She and Robert Simon are working on the Library section together.

Review of Sections 6 through 11: Sections 6 through 11 were reviewed in detail. Some alterations were made to the introductory paragraphs of each section and the order of some of the goals was switched. Marjorie Clarke said that at the November meeting there would be a final review with publication of the finished plan at the end of the year.

OLD BUSINESS: (b.) Book Drop: The Library Director said that there was no news on purchasing and installing a security camera and that these matters are out of his hands, being Town Hall's job. (c.) Contacting New Businesses for Donations: Mr. Simon said the donation from Best Buy to the Simsbury Library came to them at the time they were renovating their building. It was not solicited.

MINUTES: On a motion by Kelly Conway, seconded by Karen Berger, the minutes of September 10, 2008 were approved with Bonita Hansen correcting her name, which appeared as "Anita" on page 2.

LIBRARY DIRECTOR'S REPORT: Robert Simon said that because of the lateness of the hour he would ask if there were any comments on his written report as distributed. Carol Merritt said she would take the discarded magazines and redistribute them. The Director commented on a parking problem which occurred with the Intermediate School when two events were held at the same time in September. He said the library's date was made prior to the school's. The new library cards are in and they have a key ring card as an option, which patrons have been asking for.

FINANCIAL REPORT: Robert Simon handed out financial reports for September and said he had finally figured out the Gift Fund report, which he then reviewed. The fund balance as of September 30 was noted. He reviewed the regular budget accounts and reported that the budgeted new computers and printer were on order. On a motion by Kelly Conway, seconded by Karen Berger, the financial reports were approved. He then announced that we have a problem with the part-time salaries account in the operating budget. He believes it to be underfunded and discussed this situation with the Finance Office at Town Hall. Prior to his arrival, total hours for part-time staff were cited in the 2008-09 budget as 10,928 for the year, but his calculations indicate that that number is too small. The result is that he feels the budget will be \$11,000 short, representing 641 hours. The Finance Officer said nothing could be done and he would have to deal with it, which means, he said, that he may have to cut approximately 15 part-time hours every week when there is already a staffing problem. The matter was discussed by the Board as to what action could be taken in solving the problem.

FRIENDS OF THE LIBRARY: Carol Merritt said their book sale in September raised \$9,200, 10% ahead of last year. On Sunday, with the bag sale, they were busy until they closed at 2:00 P.M. Also the library/Friends booth on Sam Collins Day was very well attended.

ADJOURNMENT: On a motion by Kelly Conway, the meeting adjourned at 9:45 P.M.

Kathleen Woolam
Secretary