

TOWN OF CANTON, CONNECTICUT
CANTON PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
MINUTES OF MEETING
January 14, 2009

The meeting was called to order at 7:18 p.m. by Chair Lee Foley with the following in attendance: Karen Berger, Marjorie Clarke, Kathleen Woolam, Library Director Robert Simon, and Carol Merritt from The Friends of the Library. There was no one from the public present.

MINUTES: On a motion by Karen Berger, seconded by Lee Foley, the minutes of the meeting of December 10, 2008 were approved with one correction: Under "Communications", the Board had sent a card of condolence to Carol York upon the death of her sister, not a card related to her retirement from the Board.

LIBRARY DIRECTOR'S REPORT: Robert Simon went through the highlights of his report for December 2008 as distributed: (1) Katie Bunn and Beth Van Ness have come up with a program called *Voluntary Simplicity*, a 5-part series during February and March, as well as programs on such topics as *Managing Your Business with QuickBooks*, *Getting Organized*, *Job Search 101*, and a 3-part Sunday afternoon music series during February and March. (2) Fifteen have enrolled so far in the *Voluntary Simplicity* series, with 26 on the waiting list. Another series will probably be held later in the spring. (3) In December, six story times for children were offered. Three of these were drop-ins, with 188 in attendance (as compared to 27 for 4 drop-in story hours in December 2007). (4) He noted that our story times were becoming the subject of auctioning. A fourth private story time was held for the Kulik Family to celebrate their daughter's third birthday, having won this as a prize at Canton Community Nursery School's fundraising auction in October. A private story time also was won as an auction prize at Trinity Episcopal Church Nursery School, and Cherry Brook School also wants one for its upcoming fundraiser. (5) A fifth story time was presented by a Canton yoga studio on December 5 at the Library, integrating yoga poses with stories, singing, and guitar playing. The program was so successful, with 47 attending, that Heather Baker spoke to the Canton Health Initiative and they are willing to consider a grant application from the library to sponsor a series of these events. (6) The sixth story time, the second annual Polar Express Pajama Story Time was a big success, with 84 attendees. (7) The Maxwell Shepherd Memorial Arts Foundation plans to donate a professional puppet show to the library as part of their 2009 schedule. (8) Since September, there have been a series of high quality DVDs received anonymously through the book drop, and all have been added to the children's collection. (9) Upcoming children's programs include a visit by a trained therapy dog and a program on the Iditarod, including a visit by a trained sled dog. (10) Sara McCusker is working on the new library webpage, doing colors and acquiring text, and it is hoped to open the home page in February. (11) On circulation, Robert Simon said that December figures might set a December record, with 13,927 checkouts this December versus 11,416 in December of 2007.

COMMUNICATIONS: A card was received from the staff expressing thanks and appreciation for the chocolates received during the holiday season from the Board of Trustees.

FINANCIAL REPORT: Mr. Simon handed out the budget and Gift Account reports for December and said it was a quiet month. He reviewed budget expenses and explained that \$4,227 represented the purchase price for six new computers and three new monitors, and \$1,200 was for new technology installations. Total expenses for the month were \$39,752.90. On computers, he said our Library now

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offers eight public-access computers for adults instead of six, and in the Children's Room there are now six instead of four. He also reviewed the Gift Fund Report for December 2008 and said he notified the Finance Office of what he feels is a discrepancy in the fund balance of \$47,636.54. According to his figures, this amount should be about \$3,000 higher. Town Hall will research to figure out the discrepancy. The report was approved on a motion by Marjorie Clarke, seconded by Karen Berger.

FRIENDS OF THE LIBRARY: President Carol Merritt noted that the Friends gave \$10,000 to the Library in December. Also, she was concerned about the loss of space for the book sale which would result from the Crafts Room of the Senior Center being turned into office space because of a restructuring of staff. It was suggested that she look into the possibility of a storage area located near the furnace.

OLD BUSINESS: (a) Adoption of Long-Range Plan 2009-2013: The Library Director distributed the final draft of the new Long Range Plan 2009-2013 and, after one last review by the Board, a motion was made by Karen Berger, seconded by Lee Foley, to approve the document. The motion passed unanimously. Lee Foley read a letter she composed to go with the copies of the plan to be mailed to a list of recipients throughout the town (town officials, etc.), and it was found to be acceptable. **(b) Budget Request FY 2009-2010:** The final draft was distributed to the Board by the Library Director, who said it was the official document that would be presented to the Board of Selectmen. The CAO will do the presentation of the full budget to the Board of Selectmen on Monday, February 9, at 6:00 p.m. Mr. Simon will be there to answer any questions about the Library's request, and trustees and members of The Friends plan to attend, too. He also will meet with the CAO on Thursday, January 15, at 11:30 to go over our budget request.

NEW BUSINESS: (a) Update on New Projects: Robert Simon said the new home page is being worked on, and there are a couple of policies he would like to revise and submit to the Board this spring. He is also working on a "new patron brochure". **(b) Winter Weather Closings:** The CAO has given the Library Director full discretion as to closing the Library for inclement weather whenever Town Hall is not open.

ADJOURNMENT: There being no further business, the meeting adjourned at 8:35 p.m. on a motion by Marjorie Clarke, seconded by Karen Berger.

Kathleen Woolam
Secretary