

**TOWN OF CANTON, CONNECTICUT
CANTON PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING OF MAY 13, 2009
DRAFT MINUTES**

The meeting was called to order at 7:16 p.m. by Chair Lee Foley with the following in attendance: Karen Berger, Patricia McGarry, Kathleen Woolam, David Owen, and Library Director Robert Simon. Also present: Carol Merritt, President of Friends of the Library. Absent: Marjorie Clarke, Bonita Hansen, Kelly Conway, and Richard Matos. No one was present from the public.

MINUTES: Upon a motion by David Owen, seconded by Lee Foley, the minutes of the regular meeting of April 15, 2009 were approved unanimously as presented.

LIBRARY DIRECTOR'S REPORT: The Board reviewed the Library Director's written report for April 2009. There were 7 adult programs with 107 attendees. There were many programs centering on employment and job search strategies, and three others are scheduled for May 12, May 16, and June 6. There were 11 programs for children with 441 attendees. All 4th graders visited the library during April, and a movie program was held during school vacation week. Heather Baker is working on children's programs for the summer, which will be a little different this year as she is trying some new ideas. We are proceeding with an innovative reading program in which high school students and very young children are partnered, and Betsy Ash is lining up the high school volunteers. In personnel matters, all staff attended the Connecticut Library Association's conference. On the public computers, a very important step was taken by installing a software program called *Deep Freeze*. This will prevent patrons from changing the settings which the library staff has installed, as well from doing other things which violate the library's computer and Internet use policy. In circulation, April's total was 14,969 items, a 9.1% increase over April 2008. There were 2,218 reference questions answered, the public computers were used 2,060 times, and there are 76,464 barcoded items in the collection.

COMMUNICATIONS: None

FINANCIAL REPORT: (a.) Financial Report: April 2009. Mr. Simon reviewed expenditures for April, which totaled \$40,548.20 and, for the fiscal year, \$416,540.01 (or 81.4% of the budget). He noted the \$1,625 remaining in the computer hardware account would be used to buy three new printers, and the compact disc buffer machine will receive improvements from the \$337 remaining in equipment maintenance line. *Deep Freeze* was paid half from the operating budget and half from Friends money. **b. Gift Fund Report.** For April, interest and donations totaled \$514.83 and expenditures totaled \$4,378.24, with the balance in the account as of April 30 at \$41,752.12. On a motion by Karen Berger, seconded by Pat McGarry, the financial reports were unanimously approved.

COMMITTEE REPORTS: (a.) Friends of the Canton Public Library. Carol Merritt reported that the Friends were on track with donations. They have collected a number of rare books from past book sales, and Laura Hage is in charge of finding the best way to dispose of them. The 2009 book sale will be on September 12 and 13, and a problem is to find storage space to replace the craft room in the Senior Center, which has been converted to offices. The crossword puzzle contest had 38 participants and was conducted by members of the Friends. The Friends will hold their annual meeting and potluck dinner, to which all trustees and staff are invited, on Friday, June 5.

**TOWN OF CANTON
CANTON PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING OF MAY 13, 2009 – PAGE 2**

OLD BUSINESS: (a.) Budget FY 2009-2010: Robert Simon reported that, with the passage of the municipal budget at town meeting on May 11, the library budget was set at \$515,737.00, which is a .08% increase over the current year's \$511,601.00. After the CAO made reductions to our FY 2009-10 request back in January, no further adjustments were made by the Board of Selectmen or the Board of Finance. **(b.) Summer Hours:** Mr. Simon noted that our \$1,350.00 request for additional part-time staff to open the library on Saturday mornings this summer was not funded. The idea of trading Thursday evening hours for Saturday morning openings had been discussed a few months ago, but it carries some financial and staffing problems. Therefore, he suggested that we continue our long-standing practice of closing on Saturdays between July 1 and Labor Day. The Board agreed. We will try again for summer Saturday openings next year. **(c.) Review of Policy Drafts: *Computer and Internet Use Policy.*** Mr. Simon went over this proposed new policy, as distributed last month (and with some small additional changes since then). The new policy would lengthen public use sessions on the computers from thirty minutes to one hour, and it would institute some other small alterations. A motion was made by Patricia McGarry to approve the new policy, which was seconded by Karen Berger, and passed unanimously as presented. **(d.) Update on Projects: Door Counters:** The three door counters will be installed by the end of May. **(e.) LRP Goals FY 2008-09:** Progress was reviewed and updated, and Lee Foley, who compiled the chart, said she would update it again and send it out.

NEW BUSINESS: (a.) Teen Services: Mr. Simon handed out a memorandum regarding a meeting of the full-time staff on May 8 to brainstorm ways to improve facilities and services to teenagers. The memorandum summarized the ideas they came up with, which he reviewed. He said it would be a long process, but at least the ball has started to roll. **(b.) Policies: New and/or Revised Drafts:** None.

ADJOURNMENT: On a motion by Pat McGarry, the meeting adjourned at 8:40 p.m.

Kathleen Woolam
Secretary