

**TOWN OF CANTON, CONNECTICUT
CANTON PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING OF OCTOBER 14, 2009
DRAFT MINUTES**

The meeting was called to order at 7:17 p.m. by Chair Lee Foley, with the following members present: Richard Matos, Karen Berger, Patricia McGarry, Bonita Hansen, David Owen, and Kathleen Woolam. Also present: Library Director Robert Simon and President of The Friends of the Canton Public Library Carol Merritt. No one from the public was in attendance.

APPROVAL OF MINUTES: Upon a motion by Karen Berger, seconded by Richard Matos, the minutes of the regular meeting of September 9, 2009 were approved unanimously as presented.

LIBRARY DIRECTOR'S REPORT: **a. Narrative and Statistics for September 2009:** Mr. Simon reported that in September there were five adult programs with attendances totaling 43. One program was *Google Tips & Trucks*, attended by 19, a very successful event. There were ten children's programs with attendances totaling 261. One of our story times was scheduled at the same time as CPAT's playgroup. Parents asked if one of them could be changed so that children could attend both programs. The library agreed to work this out. Together with CPAT, plans are being made for the first *Early Childhood Community Fair*, to be held on November 12 from 6-8 p.m. Fourteen providers of services to young children will participate in order to make Canton parents aware of what services are available in this community for small children. It will be open to other towns in the area, too. A new Library Aide I has been hired: Meghan Glasgow. Eight candidates were interviewed out of the total of 37 who applied. The statistical report was reviewed and Mr. Simon noted that the circulation for this September versus last September was lower because library was open 1 less day (September 25, our first in-service staff training day). On the training day, there was a morning visit to the Canton Historical Museum, where the staff received a very informative tour of the museum and its library, and in the afternoon Christine Bradley from the Connecticut Library Consortium gave a power point presentation on good customer service skills. **b. Annual Report FY 2008-2009:** The report was previously mailed to board members and Library Director Simon asked that members take a look at it. It will be published in the Town's annual report book.

COMMUNICATIONS: None

FINANCIAL REPORT: **a. Financial Report:** Through September 30, \$132,214.60 has been expended, or 25.6% of the total budget in the first quarter. In order to buy 6 new computers and 4 new monitors, \$3,726.00 has been encumbered. Suddenly, 3 existing monitors died, so now 7 monitors need to be bought instead of 4, but funding in that account will be sufficient to cover all. **b. Gift Fund Report:** Total expenditures for the first quarter were \$6,066.07. We started on July 1 with a balance of \$59,652.23. First quarter income and expenses netted a decrease of \$5,899.42. Therefore, we had a balance of \$53,752.81 on September 30. The Library Director noted that expenses for improving the space for teenagers would come out of the Gift Fund. A motion was made by Karen Berger to accept the report, seconded by Pat McGarry, and the vote was unanimous.

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COMMITTEE REPORTS: Friends of the Canton Public Library: Carol Merritt, speaking of the book sale, said this was their best year ever, with a 7% increase in business and gross sales of \$9,797.25. The Friends kept track of purchasers by zip codes. She thanked all who were involved.

OLD BUSINESS: a. Policy Approvals: New Circulation Policy and New Materials Selection Policy. Mr. Simon said he had added into the revised circulation policy certain practices that we already observe but which are not in the existing policy. Also, in the last section he established a system for compensating the library for lost items that have changed in price. Earlier, he had sent a memo to the trustees explaining other features of the new policy. A motion was made by Bonita Hansen to approve the revised Circulation Policy, seconded by Pat McGarry, and the vote was unanimous. Next, Mr. Simon noted that we had four policies dealing with different aspects of materials selection and he has merged them into one new policy. Again, he had sent a memo to the trustees earlier explaining the features of the expanded new policy. A motion was made by Karen Berger to approve the new Materials Selection Policy, seconded by Pat McGarry, and the vote was unanimous. Mr. Simon said he would put a policy notebook together for all trustees. **b. State Funding for Libraries.** Mr. Simon reported that, about a week after the state budget was passed, the Governor announced funding “holdbacks” on all agencies, including the State Library. Twenty-five percent of the budget for libraries (among many other state function) has been frozen. He referred to an email from the State Library which indicated where the income has been taken and urged everyone to email the Governor to reconsider these holdbacks on libraries. People are “breaking down our doors” to use our services. **c. Teen Services.** State Library Building Consultant Mary Louise Jensen will visit in November to offer advice on how we can upgrade our space for teenagers. It was suggested to seek the cooperation of groups such as Canton Youth Services and the Committee on Drug and Alcohol Abuse. **d. Long Range Plan.** Chair Lee Foley passed out a time sheet of the long-range plan. Mr. Simon went through each item noting those that were completed. **e. Staff Training Day, September 25:** As noted above, a very profitable day.

NEW BUSINESS: a. Policies: Draft of Exhibit and Display Policy. Recently, a Canton resident offered us a display with controversial political overtones. The library expressed hesitancy to accept it and the owner objected. Mr. Simon noted that we have no policy governing exhibits of collectibles put in the display case and said he would write up one and send it out. A policy is needed to establish guidelines and a provision for the library to refuse a questionable exhibit. **b. Regular Meeting Dates: Calendar Year 2010.** The schedule of our meeting dates for Calendar 2010 was unanimously approved on a motion by Karen Berger, seconded by Pat McGarry. **c. Thanksgiving and Christmas Holiday Schedule.** Mr. Simon noted that, following Town Hall practice, the library will close Thanksgiving Eve at 5:00 p.m. (unless Town Hall closes early) and will remain closed the day after Thanksgiving. We will close Christmas Eve at 5:00 p.m. (unless Town Hall closes early). Town Hall will be closed December 26 and 27 (Saturday and Sunday) as well, and Mr. Simon asked if we could follow this practice with them. A motion was made by Kathleen Woolam that the library be closed December 26 and 27. Seconded by Pat McGarry, the motion passed unanimously. **d. Tenth Anniversary of Building: December 13.** Mr. Simon noted that, on December 13, it will be 10 years since the Library/Community Center was dedicated. This anniversary will be noted Sunday, December 6, with a special adult musical program and refreshments provided by The Friends.

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OTHER BUSINESS: In proposing the name of an interested person to fill one of our vacant trustee positions, Mr. Simon was told there could be no more than 5 of the same party on the Board and that we already had 5 Democrats. He felt this was because Town Hall was counting the President of The Friends as a member, although she is ex-officio only. Chair Lee Foley will pursue this with the Chief Administrative Officer. Also, Ms. Foley noted that ours was the only town board with a two-term limitation on its members. She would like to discuss the elimination of this restriction at our November meeting. Mr. Simon announced that, between November 1 and March 28, the library would be open on Sundays from 1-4 p.m. In December, our 2010-2011 budget proposal will be due and Mr. Simon plans to request a part-time teen services librarian and summer-Saturday openings once again.

ADJOURNMENT: There being no further business, on a motion by David Owen, the meeting adjourned at 8:55 p.m.

Kathleen Woolam
Secretary