

**TOWN OF CANTON, CONNECTICUT
CANTON PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING OF JANUARY 13, 2010
DRAFT MINUTES**

The meeting was called to order at 7:17 p.m. by Chair Lee Foley, with the following members present: Walter Gillette, a new member; Richard Matos; Michael Leonard; Karen Berger; and Kathleen Woolam. Also present: Library Director Robert Simon. Walter Gillette was appointed by the Board of Selectmen to be the newest member of the Library Board earlier this month, and he was introduced and welcomed.

PUBLIC FORUM: No one from the public was present.

APPROVAL OF MINUTES: On a motion by Michael Leonard, seconded by Karen Berger, the minutes of the regular meeting of December 9, 2009 were approved as presented. VOTE: 5 yes, 0 no, 1 abstain (Mr. Gillette)

LIBRARY DIRECTOR'S REPORT: Mr. Simon presented his written report for December 2009. Highlights: (1) We celebrated the 10th anniversary of the library in this building with a birthday party put on by the Friends of the Library. This was preceded by a musical concert. Attendance was about 35. (2) Canton resident David Leff gave a reading from his newest book, *Deep Travel*. (3) The book clubs did not meet during December. (4) Videos and books on cassette tape are starting to be retired because their space is needed and these formats are no longer being manufactured. (5) In the Children's Room, drop-in story times on 4 Tuesday mornings in December were very successful, with a combined total of 256 attending. (6) The first of 5 "yoga story times" was held on December 10, with 30 in attendance. (7) Three children's events in the last week in December had varying degrees of success: A big screen movie was affected by bad weather, but the annual Polar Express Pajama Story Time was very successful, with 73 attending, as was a magic show enjoyed by 66 children. (8) A new train table was built by Tim Duntz for the Children's Room, as the old one was falling apart. (9) In registration for winter story time, all sessions were full and had waiting lists after 2 weeks of open enrollment. Especially problematic: we really need another session for 4 and 5 year olds, and there is a plea for story hours for children under the age of 2, which is standard in many public libraries. Staffing is the reason for not offering both. (10) Cataloger Sarah McCusker will be out on 3 months' maternity leave starting in April and Circulation Supervisor Katie Bunn will fill in for her. (11) We were plagued with computer problems in December, and we have new computers waiting to be installed by the town's technology staff. (12) The December statistical report showed total circulation as 13,859, reference questions 1,062, public computer uses 1,524, total program attendance 486, and patron visits 7,779. The Library Director's Report was placed on file for future reference.

COMMUNICATIONS: None

FINANCIAL REPORT: (a.) Financial Report: Total expenditures for December were \$52,633.48. For the remainder of the year, we have \$21,507.36 in encumbered funds and \$234,945.00 as an unencumbered balance. **(b.) Gift Fund Report:** Activity in December included income of \$250.00 and expenditures of \$0.00, leaving a balance on December 31 of \$51,418.77. On a motion by Richard Matos, seconded by Michael Leonard, the financial reports were accepted unanimously as presented.

COMMITTEE REPORTS: None

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OLD BUSINESS: (a.) Budget Request FY 2010-2011: Mr. Simon said there would be a review of our FY 2010-11 budget request with the Chief Administrative Officer tomorrow, January 14. This will be the first budget meeting between Town Hall and the library. Later, on Monday, February 8, at 6:00 p.m. in the Community Center (Room B), the library budget request will be reviewed by the Board of Selectmen. All trustees are urged to attend. Mr. Simon reviewed our 2010-11 budget requests again. **(b.) Teen Space:** Through Mary Louise Jensen at the State Library, Mr. Simon found out about companies that sell restaurant-style booths “off the shelf”, which would cost less than custom-built units. We may be installing 2 of these, if space permits. Mr. Simon measured the entire teen area, including space currently in the adult reference area but which would be taken over for an expanded teen space, and Cataloger Sarah McCusker’s husband volunteered to draw up a floor plan on his CAD program for use in placing shelving and furniture. On January 28, Mr. Simon will meet with Carlo Cantamessa, the local representative from PSI-Estey Shelving, the company that sold the town the shelving for the new library in 1999. PSI-Estey is on the state contract, so all purchases will reflect significant buying discounts. Mr. Simon and Mr. Cantamessa will determine how much new shelving will be ordered, and where it will be placed. The selection of some additional furniture and the 1 or 2 booths will come next. Should the newly-redesigned teen area have its walls repainted? Be re-carpeted? **(c.) Letter to Board of Selectmen re: Lost Materials Revenue:** Lee Foley referred to the draft letter she had emailed to all Board members. She said that, thanks to the comments and suggestions she received, she would revise the letter and present it again in February.

NEW BUSINESS: (a.) Policy Manuals: Mr. Simon distributed to each member a notebook containing all of the Canton Public Library policies. He also gave to Mr. Gillette and Mr. Leonard copies of the Long Range Plan. **(b.) Theft:** In order to cut down on theft of DVDs, the library will begin to place its DVDs onto the shelves in locking cases, which will have to be unlocked by the staff at the Circulation Desk in order for patrons to borrow them. Mr. Simon noted that locking cases for DVDs would not eliminate the theft problem but would cut down on it. **(c.) Long Range Plan: Update:** Mr. Simon said he would be meeting with the Chamber of Commerce in February to discuss our Long Range Plan goals that encouraged interaction with the Chamber and the local business community. Secondly, Mr. Simon also handed out a request from Katie Bunn, Circulation Supervisor, for suggestions of what the library might want or need so she can draw up a “wish list” (also a long-range goal). Each wish will then be placed on a “giving tree” where patrons of the library can pick an item for donation either by paying the cost of the item or by buying it for the library.

OTHER BUSINESS: Mr. Simon said he received notice from the State Library that the annual State Library grant will be arriving shortly in the amount of \$1,654.00. Last year, it was \$1,710.00. He hasn’t been contacted yet about this year’s Connecticut grant, which last year totaled just a bit under \$14,000.00.

ADJOURNMENT: On a motion by Karen Berger, the meeting adjourned at 8:15 p.m.

Kathleen Woolam
Secretary