

**TOWN OF CANTON, CONNECTICUT
CANTON PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING OF MAY 12, 2010
DRAFT MINUTES**

CALL TO ORDER: The meeting was called to order at 7:17 p.m. by Chair Lee Foley. Trustees present: Michael Leonard, Karen Berger, Walter Gillette, David Owen, Patricia McGarry Richard Matos, Bonita Hansen, and Kathleen Woolam. Trustees absent: Carol Merritt. Also present: Library Director Robert Simon.

PUBLIC FORUM: No one from the public was present.

APPROVAL OF MINUTES: On a motion by Walter Gillette, seconded by Bonita Hansen, the minutes of the regular meeting of April 14, 2010 were approved unanimously.

LIBRARY DIRECTOR'S REPORT: Library Director Robert Simon reviewed his written report for April, which was distributed previously, and he commented on the highlights. He also reviewed the statistical report for April. He explained why some of the statistics seem to be declining, as is the case with reference questions received and public computer uses. He said that reference is not really going down but that the staff often forgets to record the questions they answer. With public computer uses, some patrons are not signing in as a way to stay longer without being timed off. The Library Director's Report was placed on file for future reference.

COMMUNICATIONS: Lee Foley noted the invitation from ShopRite received by all trustees for a breakfast on May 25 to celebrate the opening of their new store at The Shoppes. David Owen, Bonita Hansen, and Richard Matos may attend from the library.

APPROVAL OF FINANCIAL REPORT: Operating Budget Report for April 2010: Mr. Simon distributed the report for April 2010. Expenditures for the month totaled \$46,317.67 and encumbrances totaled \$12,133.80, leaving an unencumbered balance of \$82,815.75 for the remainder of the fiscal year. **Gift Fund Report for April 2010:** Income totaled \$200.00 and expenditures totaled \$2,007.62. The fund balance as of April 30 was \$46,212.29. Mr. Simon noted that both grants from the State Library have now been received: the basic state aid grant of \$1,654.00 came in February and the Connecticut grant of \$12,531.00 was just received. It will be deposited after May 1st. On a motion by Karen Berger, seconded by David Owen, the financial report was accepted by unanimous vote.

COMMITTEE REPORTS: (a) Friends of the Canton Public Library: The Friends' president was absent tonight. Mr. Simon noted that 38 people participated in the April 24 crossword puzzle contest and that the Friends' annual meeting/potluck dinner will be coming up in June. Ms. Foley said that she had sent a letter to CAO Skinner on the Friends' behalf requesting permission for a POD onsite to store books for the annual booksale. No reply to date.

OLD BUSINESS: (a) Library Budget FY 2010-11: The proposed town budget passed on May 10 by a vote of 178-16. The Library budget will be \$527,363, an increase of \$4,445 or .08% over this year. Approved were summer Saturday openings from July 10 to September 4 (10 a.m. to 1 p.m.), a book budget increase of \$1,000, a 3% pay raise for part-time employees, and an extra \$265 for programs. We lost our \$3,500 for computer hardware support. It was placed in a town-wide account for all

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departments. **(b) Teen Space:** \$14,889.13 will be spent on the Teen Space, excepting only the painting of the walls. All new furniture and added shelving should be installed by June 30. Regarding the contest for choosing a name for the space, this would be by election. To win the prize offered by Richard Matos, teens would have to put their names in a "fishbowl". **(c) Letter to Board of Selectmen re Lost Materials Revenue:** Mr. Simon said the letter would be sent shortly. **(d) Computer Installations:** Mr. Simon said that all installations and "re-purposings" were completed by New Technology Systems. We now have 9 public-access computers on the adult side (+1) and 8 in the Children's Room (+2). The "Deep Freeze" software on our public-access computers is also preventing some software updates from coming in, and we need to work this problem out. The town's computer support plan using Simsbury personnel is being reviewed.

NEW BUSINESS: (a) Hartford Foundation for Public Giving Grant: Mr. Simon said it was a long process and the grant application, totaling \$29,746, covered over 100 pages. He hand-delivered the finished grant on May 7. The Hartford Foundation will announce their awards on June 21. Mr. Simon was especially grateful to Rick Bazzano, Director of Technology for the Town of Simsbury, who helped him develop ideas and obtain favorable prices. This grant would allow us to assemble a virtual computer lab with 15 laptops and a mobile white board, replace all our CRT monitors with flat-panels, fund a number of public programs on technology topics, and buy the equipment needed to back up our non-LCI information to a server. **(b) Staff Update:** Katie Bunn will be filling in for Sarah McCusker, who left on 8 weeks' maternity leave starting April 26. Katie will be paid at Sarah's rate. **(c) Town of Canton Technology Committee:** Tonight is the second meeting of the newly-formed technology committee. Walter Gillette, representing the library on the committee, left our meeting at 7:30 to attend the technology committee meeting.

OTHER BUSINESS: Mr. Simon handed out a new trustee directory. Also, he gave everyone clean copies of the 2 policies we revised at our April meeting. He asked trustees to remove the old policies and insert the new texts in their policy notebooks.

ADJOURNMENT: On a motion by Patricia McGarry, the meeting adjourned at 8:30 p.m.

Kathleen Woolam
Secretary