

**TOWN OF CANTON, CONNECTICUT
CANTON PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING OF SEPTEMBER 15, 2010
DRAFT MINUTES**

CALL TO ORDER: The meeting was called to order at 7:16 p.m. with Chair Lee Foley presiding. Trustees present: Richard Matos, David Owen, Marjorie Clarke, Bonita Hansen, Michael Leonard, and Karen Berger. Trustees absent: Patricia McGarry, Walter Gillette, and Friends President Sue-Ann Uccello. Also present: Library Director Robert Simon and Carol Merritt, former Friends president.

PUBLIC FORUM: No one from the public was present.

APPROVAL OF MINUTES: Upon a MOTION by Mr. Leonard and a SECOND by Mr. Matos, the minutes of the regular meeting of June 9, 2010 were approved by unanimous vote with one correction: on page 2, under New Business (d), the third word should be "New" instead of "News."

LIBRARY DIRECTOR'S REPORT: The Library Director's written reports for June, July, and August were distributed previously. Tonight, he discussed highlights and reviewed the business statistics. Usage of the library continues to be very high, as the numbers show. July saw the highest monthly circulation and number of patron visits in library history. The trustees asked Mr. Simon to provide statistics next month showing patron usage of the 4 databases that the Friends buy for us. The Library Director's reports for June, July, and August 2010 were placed on file for future reference.

COMMUNICATIONS: None.

APPROVAL OF FINANCIAL REPORT: Operating Budget Reports: Expenditures for June 2010 were reviewed. We used our entire FY 2009-10 budget except for \$6,150.68 (which included some mandatory "give-back" money). Expenditures for July and August left us with a balance to spend of \$430,499.94 through June 30, 2011. **Gift Fund Reports:** Income and expenditures for June 2010 gave us a balance of \$42,280.09. Fund activity for July and August gave us a balance of \$73,849.91 on August 31. We received a generous gift from the Friends of the Library and our Hartford Foundation for Public Giving grant check during the summer. Also, as of July 1, the library keeps payments from patrons for lost and/or damaged collection items. Upon a MOTION by Ms. Berger and a SECOND by Mr. Owen, the financial reports for June, July, and August 2010 were approved by unanimous vote.

COMMITTEE REPORTS: (a) Friends of the Canton Public Library: Sue-Ann Uccello became president of the Friends on July 1. She could not attend this meeting, however, so former president Carol Merritt represented the Friends tonight. This year's Friends annual booksale was successful and, while income was slightly less than that of 2009, it was still very satisfactory. Many new volunteers assisted with the sorting and sale this year. The Friends may try selling selected books online in the future. The organization also gave the library \$10,000.00 in July, and will fund a Friends/Library table at Sam Collins Day (September 25).

OLD BUSINESS: (a) Library Board Membership as of July 1, 2010: Trustees Hansen, Matos, and Owen were re-appointed for second terms on the Library Board. To replace Kathleen Woolam, Marjorie Clarke has been appointed. All 4 will serve terms that run through June 30, 2014. **(b) Lost Materials Revenue:** With the approval of the Board of Selectmen, the library may now keep payments from

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patrons for lost and/or damaged collection items, effective July 1, 2010. These payments will be deposited into the Gift Fund and used for replacement copies or substitute items. **(c) Hartford Foundation for Public Giving Grant:** Our grant funding was received in August. Mr. Simon now is working with the town's technology consultant to acquire the computers, monitors, whiteboard, mobile projection cart, and other equipment funded by the grant. In addition, approximately 10 public programs on technology topics need to be planned and presented. **(d) Teen Space:** Since June, all the new shelving, as well as the mitt chairs, bistro tables, and high stools have been installed, and the space looks nice. A few last items are still awaited. Mr. Simon reported that usage is up, too. The trustees suggested painting the space a more attractive color, as well as contacting the high school to begin booking exhibits of student art for the walls. **(e) Election of New Board Secretary:** Ms. Clarke has volunteered to serve as the Board's secretary. Upon a MOTION by Ms. Hansen and a SECOND by Ms. Berger, Marjorie Clarke was elected secretary of the Library Board by unanimous vote.

NEW BUSINESS: (a) Summer Saturday Openings: The library was open from 10 a.m. to 1 p.m. every Saturday from July 10 to September 4 (except for August 7, when a generator was installed at the Library/Community Center). Total attendance: 1,379, or an average of 172 visitors per Saturday. Our summer Saturday hours were popular with the townspeople and we plan to repeat them again next year. **(b) October 1 Closing for Staff In-Service Training Day:** Upon a MOTION by Ms. Berger and a SECOND by Mr. Owen, the Board approved by unanimous vote closing the library on Friday, October 1, for an in-service training day for the staff. Topics were discussed. We began this tradition last year.

OTHER BUSINESS: Mr. Simon re-wrote Town Ordinance 207, which established the Library Board of Trustees. He removed much of the wording that described the transition of the library from private to town ownership in 2000, and he eliminated the provision of term limits, which the trustees wanted. The new ordinance will be presented for approval at a town meeting in the near future, along with many other town ordinance changes.

ADJOURNMENT: Upon a MOTION by Mr. Leonard, the meeting adjourned at 8:42 p.m.

Robert Simon
Secretary Pro Tem