

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

CALL TO ORDER: The meeting was called to order at 7:15 p.m. with Chair Lee Foley presiding. Trustees present: Karen Berger, Marjorie Clarke, Walter Gillette, Michael Leonard, Richard Matos, David Owen and Friends President Sue-Ann Uccello. Trustees absent: Bonita Hansen and Patricia McGarry. Also present: Library Director Robert Simon.

PUBLIC FORUM: No one from the public was present.

APPROVAL OF MINUTES: Upon a MOTION by Ms. Berger and a SECOND by Ms. Foley, the minutes of the regular meeting of September 15, 2010 were approved by unanimous vote.

LIBRARY DIRECTOR'S REPORT: The Library Director's written report for September 2010, as well as his Annual Report for FY 2009-10, were distributed previously. Tonight, Mr. Simon and the trustees discussed highlights. Statistics showed that there was growth in all measured areas. There were some questions about the delivery of materials to the homebound -- this is a service the Director would like to increase, and the trustees talked about ways to expand publicity for this valuable service. Currently, staff and volunteers deliver materials to a slowly-increasing list of patrons. Business statistics also were reviewed. As a result of a review of the Annual Report, the trustees asked for an update on the progress being made with the cataloging of the local history collection. Both reports were then placed on file for future reference.

COMMUNICATIONS: None.

APPROVAL OF FINANCIAL REPORT: Operating Budget Report: Expenditures for September 2010 totaled \$38,493.49, leaving us with a balance of \$392,006.45 to spend through June 30, 2011. Ms. Foley asked if the funds for full-time salaries had been added to the operating budget yet. Mr. Simon replied that they would not be added until the FY 2009-10 performance evaluations were completed, which hopefully would be by the end of October. **Gift Fund Report:** Income and expenditures for September 2010 left us with a balance of \$73,069.93 on September 30. Upon a MOTION by Mr. Matos and a SECOND by Mr. Leonard, the financial report for September 2010 was approved by unanimous vote.

COMMITTEE REPORTS: (a) Friends of the Canton Public Library: President Sue-Ann Uccello reported that this year's annual book sale went well. Final numbers on profits, which were slightly below last year's, will be announced at the October 19 Friends meeting. A major goal of the Friends in the immediate future will be to recruit new members. Therefore, some current members will be attending a program of the Friends of Connecticut Libraries in November treating the theme of expanding membership. Ms. Uccello answered questions about the mechanics of the book sale and outlined the challenges we face: lack of storage space, lack of adequate space to hold the sale, and expanding the worker base. The Friends paid for a joint FOL/library table at this year's Sam Collins Day.

OLD BUSINESS: (a) Hartford Foundation for Public Giving Grant: Mr. Simon and Richard Bazzano, the town's technology consultant, are updating prices for the various pieces of equipment

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called for in the grant, after which ordering will begin. We are ready right now to order the back-up equipment requested in the grant's fourth goal. The public programs on technology topics have yet to be planned and scheduled. **(b) Teen Services and Teen Space:** The large tack board has been installed, so all equipment and furnishings called for in the original plan for the room are now in place. Mr. Simon decided to order flat bottom shelves for all the Teen Space bookcases so the books will stop falling to the back. These also will be paid for (\$876.00) out of our state library grant. Still to be done: the room-naming contest, the wall painting, and arranging for monthly art exhibits. Beginning October 18, the library will host a monthly book discussion group for teenagers. It will meet in the program room and will be moderated by Circulation Assistant Shana Morales and teen volunteer Abigail Bush, a student at Canton High School who volunteered to help us organize this club. Several teens have signed up to attend the first meeting. **(c) October 1 Staff Training Day:** This was very successful. Staff from Library Connection came to explain how to download audiobooks, ebooks, and videos from the Overdrive catalog. The staff now has a better understanding of how this service works. They also heard a presentation about Facebook and Twitter as it impacts the library and held a major staff meeting to discuss problems and concerns. **(d) Database Usage Statistics:** Mr. Simon presented statistics on how our patrons use for the 4 databases we pay for outside of the state library's Iconn database library. Use of 3 run from good to excellent. Only *JobNow!* has poor usage. Mr. Simon and Reference Librarian Beth Van Ness are contacting other libraries of our size in which *JobNow!* use is healthy to see how they are promoting it. Also, we may produce a patron pamphlet explaining the databases we offer.

NEW BUSINESS: (a) New Shelving: Mr. Simon reported on new shelving units he will be buying soon: an additional unit for picture books, an additional unit for adult DVDs, a new unit for children's paperbacks (to replace the existing carousels), and an additional unit for Teen Space paperbacks. Combined price: \$8,473, which will be paid for by the state library grant and/or as gifts from the Friends. **(b) November Meeting Date:** Mr. Simon will be unable to attend the November meeting and asked how the trustees wanted to handle this situation. Upon a MOTION by Mr. Leonard and a SECOND by Ms. Berger, the Board agreed by unanimous vote not to hold a meeting during November. **(c) Adoption of Meeting Schedule for Calendar Year 2011:** Upon a MOTION by Mr. Matos and a SECOND by Mr. Gillette, the Board accepted by unanimous vote a schedule of regular meeting dates for 2011.

OTHER BUSINESS: (a) Closing: The library usually closes at 5:00 p.m. on the night before Thanksgiving. Mr. Simon asked for the Board's approval to follow this practice again this year. Upon a MOTION by Mr. Matos and a SECOND by Mr. Gillette, the Board agreed by unanimous vote to set the library's closing time as 5:00 p.m. on the evening before Thanksgiving 2010. **(b) Policy Change:** Mr. Simon asked the Board to approve the following addition to our *Computer and Internet Use Policy*: "The library reserves the right to limit the number of persons who may use the same computer at the same time." Upon a MOTION by Ms. Clarke and a SECOND by Ms. Berger, the library's *Computer and Internet Use Policy* was amended by the inclusion of this statement.

ADJOURNMENT: Upon a MOTION by Mr. Leonard, the meeting adjourned at 8:34 p.m.

Marjorie Clarke, Secretary