

**TOWN OF CANTON, CONNECTICUT
CANTON PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
SPECIAL MEETING OF DECEMBER 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: Karen Berger, Walter Gillette, Bonita Hansen, Michael Leonard, Richard Matos, David Owen and Friends of the Library President Sue-Ann Uccello. Trustees absent: Marjorie Clarke 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 Mr. Matos, the minutes of the regular meeting of October 13, 2010 were approved as presented by unanimous vote.

LIBRARY DIRECTOR'S REPORT: The Library Director's written reports for October and November 2010 were distributed previously. Tonight, the highlights were discussed. Also, business statistics for the two months were reviewed. Both reports then were placed on file for future reference. It was noted that Trustee Bonita Hansen has been appointed to the State Library's Advisory Council for Library Planning and Development, representing the Hartford region's libraries. Ms. Hansen described the role of ACLPD and explained some of the issues the committee is working on.

COMMUNICATIONS: Mr. Simon noted good news: former Library Director Kathleen Cockcroft, who left Canton in early 2008 to relocate with her family to Texas, recently was appointed Director of the Brewster (MA) public library. She will be returning to this area in January 2011.

APPROVAL OF FINANCIAL REPORT: Operating Budget Report: Expenditures for October 2010 totaled \$41,812.52. Expenditures for November 2010 totaled \$37,911.07. The library had a balance of \$284,208.10 to spend through June 30, 2011. Mr. Simon noted that performance reviews for all 5 full-time employees have been completed, so our budget's bottom line soon will increase by the addition of pay raise money. **Gift Fund Report:** Income and expenditures for October and November 2010 left us with a balance of \$68,753.55 on November 30. Included are both parts of our Hartford Foundation for Public Giving grant: the first award of \$29,746.00 and then a supplementary gift of \$5,000.00. (See Old Business [a] below) Upon a MOTION by Mr. Owen and a SECOND by Mr. Matos, the financial reports for October and November 2010 were approved by unanimous vote.

COMMITTEE REPORTS: (a) Friends of the Canton Public Library: President Sue-Ann Uccello reported that the group's primary goal, now that the annual booksale is past, is to recruit new members. The current number of active members needs assistance if their impressive fundraising activities are to continue. Ways and means were described. She also noted that the group is receiving many donations in memory of Susan Bahre, a faithful and hard-working library friend who died in November. Possible uses for this money were discussed.

OLD BUSINESS: (a) Hartford Foundation for Public Giving Grant: The Foundation decided to select 5 or 6 libraries with particularly worthwhile projects and to give each an additional \$5,000.00 to supplement the grants awarded during the summer. Canton was one of the libraries chosen to receive a supplementary check. The Board of Selectmen has accepted it and the Finance Department has

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deposited it into our Gift Fund. Just about all the computer and peripheral equipment called for in our grant proposal has been ordered and received. Installation will occur after the holidays. The public programs still are in the planning stages and will begin next spring. **(b) Teen Services and “Teen Zone”:** The teenagers of Canton have decided: our young adult area is now officially called *The Teen Zone*. An appropriate sign will be ordered and hung from the ceiling. Painting of the rest of The Teen Zone will occur in the new year, in the order the request was received. Revolving art exhibits from the middle and high schools have yet to be coordinated. Our new teen book discussion club seems to be successful. Again, we are requesting a part-time Teen Services Librarian as part of our FY 2011-12 budget request. **(c) New Shelving:** Several pieces of new shelving (a new picture book bookcase, paperback shelving for the Children’s Room, another adult DVD bookcase, and more shelving for the Teen Zone) are due to be installed next week.

NEW BUSINESS: (a) Budget Request FY 2011-2012: The trustees reviewed Mr. Simon’s proposed budget request. Each account was explained. We are asking for little else in our request except for the all-important part-time Teen Services Librarian. Other small increases were contractual except for one: an additional \$1,000.00 for teen books. With pay raises for full-time staff excluded (per Town Hall directive), the library budget proposal for FY 2011-2012 would increase our funding to \$540,868.00, or about +1%. The salary for the Teen Services Librarian would be extra. We are hopeful of Town Hall support. The trustees agreed to submit Mr. Simon’s proposal as our budget request for FY 2011-2012. **(b) Revised Bulletin Board Postings & Free Distribution Materials Policy:** Mr. Simon proposed a new policy governing bulletin board postings and free-distribution materials. Terms of display were made more specific. Upon a MOTION by Mr. Leonard and a SECOND by Mr. Matos, this proposed new policy was adopted unanimously. **(c) New Sales in the Library Policy:** Mr. Simon noted that some libraries are experiencing problems regarding which (if any) groups may conduct fundraising on library premises. He proposed a policy defining by whom and under what conditions sales could be pursued on this library’s property. Ms. Uccello pointed out that the trustees could set policy pertaining to the library space itself but could not dictate to the rest of the Community Center, or to the grounds. Therefore, the policy was adjusted accordingly. Upon a MOTION by Mr. Matos and a SECOND by Ms. Hansen, the new policy was adopted unanimously as amended. **(d) Local History Room Cataloging Project: Update:** The trustees reviewed a memo from Head of Technical Services Sarah McCusker, explaining progress on organizing the Local History Room. Much has been accomplished, but much still needs to be done.

ADJOURNMENT: Upon a MOTION by Mr. Leonard, the meeting adjourned at 8:40 p.m.

Robert Simon
Secretary Pro Tem