

**TOWN OF CANTON, CONNECTICUT
CANTON PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING OF FEBRUARY 9, 2011
DRAFT MINUTES**

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

PUBLIC FORUM: No one from the public was present.

APPROVAL OF MINUTES: Upon a MOTION by Ms. Hansen and a SECOND by Mr. Gillette, the minutes of the special meeting of December 15, 2010 were approved by unanimous vote. Upon a MOTION by Mr. Matos and a SECOND by Mr. Leonard, the minutes of the special meeting of January 20, 2011 were approved by unanimous vote. No votes were taken at the January meeting because there was no quorum.

LIBRARY DIRECTOR'S REPORT: The Library Director's written reports for December 2010 and January 2011 were distributed previously. Highlights were discussed and business statistics for the two months were reviewed. Statistics were up in most categories despite the bad weather during these months. On the monthly statistical report, a new category under "Programming" has been created to help monitor the success of teen programs and the new "Teen Zone". The reports were then placed on file for future reference.

COMMUNICATIONS: A note was received from Marjorie Clarke thanking the board for the plant they had sent to her.

APPROVAL OF FINANCIAL REPORT: Operating Budget Report: Expenditures for December 2010 totaled \$55,916.88. Expenditures for January 2011 totaled \$36,297.63. On January 31, the library had a balance of \$208,537.12 to spend through June 30, 2011. Mr. Simon noted that the pay raises for full time employees are now reflected in the budget total. **Gift Fund Report:** Income and expenditures for December and January left us with a balance of \$44,689.17. About \$15,000 of the Hartford Foundation for Public Giving grant has yet to be spent on equipment and public programs on technology. Upon a MOTION by Ms. McGarry and a SECOND by Mr. Matos, the financial reports for December 2010 and January 2011 were approved by unanimous vote.

COMMITTEE REPORTS: Friends of the Canton Public Library: President Sue-Ann Uccello reported that the First Annual Connecticut Book Festival will take place in Hartford on May 21 and 22. It will feature author Wally Lamb among others. The Friends are making plans for a new membership drive.

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OLD BUSINESS: (a) Hartford Foundation for Public Giving Grant: Much of the grant money has been spent. The mobile projection cart and the white board have yet to be ordered. The old cathode ray tube computer monitors have all been replaced by flat screens. A tape back-up system has been installed and will be in use soon. The Hartford Foundation told the library director that they are very pleased with the allocation of funds and the pace at which the Canton Public Library has used its money. **(b) Teen Services & “Teen Zone”:** The library director has been working with the Canton Sign Shop on the design for the new Teen Zone sign. **(c) New Shelving:** An additional shelving unit has been installed in the Teen Zone and all paperbacks are now off the spinning carousels. Also in the Teen Zone, the slanting shelves on which books were falling behind have been replaced by new flat shelves. New shelving for adult DVDs, children’s paperbacks, and picture books has been installed. **(d) Budget Request FY 2011-2012:** CAO Skinner has cut \$998 from our budget request (\$540,868 down to \$539,870). Also, he did not support our request for the teen services librarian. Our request is now with the Board of Selectmen.

NEW BUSINESS: (a) Election of Officers: Calendar Year 2011: The slate proposed by Chair Lee Foley was Chair: Lee Foley, Vice-Chair: Richard Matos, Secretary: Marjorie Clarke. Upon a MOTION by Ms. Hansen and a SECOND by Mr. Gillette, the slate was approved by a unanimous vote. **(b) April Display Case Exhibit – Question:** Mr. Simon asked the board members what they thought about having a rifle and bayonet in the display case in the library during the April exhibit, which will be about the Civil War. After some discussion and determining that the case would be locked, the board agreed that this would be acceptable. **(c) Update: Long-Range Plan:** Chair Lee Foley circulated the Long Range Plan Objectives for 2011, which were briefly reviewed.

ADJOURNMENT: Upon a motion by Ms. McGarry, the meeting adjourned at 8:50 p.m.

Marjorie Clarke
Secretary