

**TOWN OF CANTON, CONNECTICUT
CANTON PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING OF WEDNESDAY, APRIL 13, 2011
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, Bonita Hansen, Michael Leonard, Richard Matos, Patricia McGarry, David Owen, and Friends of the Library President Sue-Ann Uccello. 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. Gillette, the minutes of the regular meeting of March 16, 2011 were approved by unanimous vote, with one correction: Under *Approval of Minutes*, line 1, the word "MOTON" should be spelled "MOTION."

LIBRARY DIRECTOR'S REPORT: The Library Director's written report for March 2011 was distributed previously. Highlights for the month included: several adult programs, such as a three-part musical concert series, with good attendances. The Teen Book Club continues to meet and the library is hoping to build the numbers. The Friends of the Library are considering a donation for teen programs. The library displayed Canton's student art for Youth Art Month, and 150 people attended a public reception. The new Wii game collection has been very popular. The Director is working on job descriptions, some of which are outdated and others of which are non-existent. Statistics show a slight decline in circulation, which may be due to a slightly improved economy, but library visits and other usage statistics are up. In this day of advancing technology, libraries are being used in ways different from yesteryear.

COMMUNICATIONS: There were no communications this month.

APPROVAL OF FINANCIAL REPORT: Operating Budget Report: Expenditures for March 2011 totaled \$45,828.27. The library had an unencumbered balance of \$127,490 to spend through June 30, 2011. Most of this will be used for salaries. Almost the entire materials budget has been spent or encumbered. The \$1,007.21 expense in Computer Supplies was for printer ink and toner. The Director has been working with the technology consultants to reduce the number of printers through networking. The Board suggested using some of the library's 2011 Connecticard grant (total grant: \$13,110.00) for an additional Early Literacy Station in the Children's Room. **Gift Fund Report:** Income and expenditures for March left us with a balance of \$40,156.43. All of the funds from the Hartford Foundation for Public Giving grant have been spent except for those which will support educational programs and computer software installations. Upon a MOTION by Ms. McGarry and a SECOND by Ms. Berger, the financial report for March 2011 was approved by unanimous vote.

COMMITTEE REPORTS: Friends of the Canton Public Library: President Sue-Ann Uccello reported that the town-wide mailing to increase membership and raise donations (over 5,000 appeal letters) had been completed recently. Most residents already have received the mailing. Several of the Friends attended the recent state Friends meeting and the feedback was very positive. The meeting produced a lot of good ideas for Friends officers.

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OLD BUSINESS: (a) Hartford Foundation for Public Giving Grant: All of the grant-funded equipment has been received and the full-time staff has been trained. The first technology program, *Buying and Selling on Ebay*, has been planned for May. The library must purchase and install several pieces of software on the new laptops before the portable computer lab can be made operational. Because the technical staff from Simsbury does not have the time to do this, the library will use a part-time employee who is skillful with this kind of work to load the software. **(b) Budget Request FY 2011-2012:** The library's increase remains at 0.9%. If approved as is, the overall increase of the Board of Selectmen's side of the budget will be 2.5%, while the Board of Education's increase will be 2.8%. It is likely that the budget will go to referendum. The projected increase for taxpayers is .63 mils.

NEW BUSINESS: (a) Distribution of Revised Circulation of Library Materials Policy: This policy, revised at last month's meeting, was distributed to each trustee. **(b) Review of Sunday Usage Statistics:** Trustees reviewed a report showing patron visits on Sundays for November 2010 through March 2011. **(c) Snapshot Day – April 13:** This day is intended to show the world the many and varied activities that take place every day in public libraries. The State Library's 2011 Snapshot Day was held on April 13. The Friends held a *Coffee and*. Many photographs were taken of library activities, and usage statistics were tracked. The Director will let the trustees know when the photographs of the libraries are available for viewing on the web. **(d) Connecticut Library Association's 2011 Faith Hektoen Award:** Head of Children's Services Heather Baker and her colleagues from other area libraries won the Connecticut Library Association's 2011 Faith Hektoen Award for creating a Harry Potter Trivia Contest last autumn. This award honors children's librarians who do things that produce a significant, positive impact on children's library services in Connecticut. The contest was very successful and will likely be held for years to come. Congratulations to Heather are well deserved!

OTHER BUSINESS: The Connecticut Library Association's annual conference will be held in May at the Hilton Hotel in Stamford. Director Simon is the Exhibits Committee chairman again this year and will be attending from May 1 through May 3. The full-time staff will be attending on May 2 and 3.

ADJOURNMENT: Upon a MOTION by Ms. Berger, the meeting adjourned at 8:28 p.m.

Marjorie Clarke
Secretary