

**TOWN OF CANTON, CONNECTICUT
CANTON PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING OF WEDNESDAY, MAY 11, 2011
DRAFT MINUTES**

CALL TO ORDER: The meeting was called to order at 7:17 p.m. with Vice Chair Richard Matos presiding. Trustees present: Marjorie Clarke, Walter Gillette, Bonita Hansen, Michael Leonard, Patricia McGarry, David Owen, and Friends President Sue-Ann Uccello. Also present: Library Director Robert Simon. Absent: Karen Berger and Chair Lee Foley.

PUBLIC FORUM: No one from the public was present.

APPROVAL OF MINUTES: Upon a MOTION by Ms. Hansen and a SECOND by Mr. Owen, the minutes of the regular meeting of April 13, 2011 were approved unanimously as presented.

LIBRARY DIRECTOR'S REPORT: The Library Director's written report for April 2011 was distributed previously. Highlights were discussed. There were eight programs for adults with attendances of 239. A presentation on the Canton in the Civil War by Dr. Larry Carlton was very well attended by people who came from far afield. For National Poetry Month, Trustee Bonita Hansen and Reference Librarian Beth Van Ness filled the library with poetry for patrons to take away. The Teen Book Group read poetry this month, also. Attendance was 5. There were twenty-three children's programs with 634 attendees. Among the programs, there were six visits from Canton Intermediate School's 4th graders. The children's librarians are busy preparing for this year's summer programs. Year 2008 magazine issues have been withdrawn from the collection, which accounts for the drop in "Total Barcoded Items in the Collection" in the statistics. The report was placed on file for future reference.

COMMUNICATIONS: There were no communications this month.

APPROVAL OF FINANCIAL REPORT: Operating Budget Report: Expenditures for April 2011 totaled \$44,243.95. The library had an unencumbered balance of \$88,118.66 to spend through June 30. Much of this is for salaries. Almost all collection money has been spent or encumbered. The State Library Grant this year amounted to \$13,110. Five new computers have been purchased from the operating budget: three will replace old office computers, and there will be one new adult workstation and one new Children's Room workstation. **Gift Fund Report:** Income and expenditures for April left a balance of \$44,645.71. Upon a MOTION by Ms. McGarry and a SECOND by Mr. Gillette, the financial report for April 2011 was approved by unanimous vote.

COMMITTEE REPORTS: (a.) Friends of the Canton Public Library: President Sue-Ann Uccello reported that the town-wide mailing to increase membership and raise donations has had a very good response. The Friends have made back the substantial amount of money that it cost to do the mailing and quite a lot in addition to that. The status of the appeal will be

**TOWN OF CANTON, CONNECTICUT
CANTON PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING OF MAY 11, 2011
DRAFT MINUTES – PAGE 2**

discussed at the Friends' May 17 meeting. New book bags are available for \$12. Mr. Matos suggested that a coupon for the annual book sale might be included in the book bag to promote sales. The Friends need volunteers for sorting books for the book sale. They also need help in making a master distribution list showing the email addresses returned from the membership drive mailing. Trustees suggested that the high school might have a student who could help.

OLD BUSINESS: (a) Hartford Foundation for Public Giving Grant: All of the equipment has been received and the staff has been trained. The first grant-funded program, called *Buying and Selling on EBAY*, has been planned for May 16. The library must purchase and install software on the new laptop computers before the PC lab is up and running. The library employee who was going to do the installation is not able to do it, so the Director is searching for another solution. **(b) Budget Request FY 2011-2012:** On May 9, the Board of Finance cut the Board of Selectman's budget by \$93,000. Half of this amount is to come from capital purchases, the other half from operating budgets. Layoffs and cuts in hours are possible. Mr. Simon does not yet know how these cuts will affect the library. Discussion ensued. He will notify the trustees by email as soon as he hears. **(c.) Snapshot Day - April 13:** Many snapshots of this successful Connecticut-wide library event may be seen at www.flickr.com/photos/ctlibrariesnapshot2010 (the 2010 is correct - for 2011). Statistics may be seen at: www.snapshotctlib.wordpress.com

NEW BUSINESS: There was no new business discussed.

OTHER BUSINESS: There was no other business discussed.

ADJOURNMENT: Upon a motion by Ms. McGarry, the meeting adjourned at 8:45 p.m.

Marjorie Clarke
Secretary