

**TOWN OF CANTON, CONNECTICUT
CANTON PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
SPECIAL MEETING OF WEDNESDAY, NOVEMBER 16, 2011
DRAFT MINUTES**

CALL TO ORDER: The meeting was called to order at 7:15 p.m. with Chair Richard Matos presiding. Trustees present: Karen Berger, Marjorie Clarke, Bonita Hansen (left at 8:28 p.m.), Patricia McGarry (left at 8:45 p.m.), and Friends President Sue-Ann Uccello. Also present: Library Director Robert Simon. Absent: Walter Gillette and David Owen

PUBLIC FORUM: No one from the public was present.

SUMMARY OF NOVEMBER 10 ACLB LEADERSHIP CONFERENCE (New Business, Item a): This item was moved forward from the New Business section of the agenda because Ms. Hansen might have to leave the meeting early. The Association of Connecticut Library Boards leadership conference was attended by Ms. Hansen and Ms. McGarry. Ms Hansen talked about ideas discussed at the conference that might be of use for the Canton trustees. One of these was to always be prepared to speak about the library in public and at other town meetings. Also, the Board might develop an "elevator speech", the Board might develop an orientation kit for new trustees, and that ACLB recommends that library boards do a periodic self-evaluation. A great deal of Information for and about Connecticut libraries is available online at www.webjunction.org. Ms. McGarry talked about presentations on Library Advocacy, Trustees and Friends Working Together, and Balancing Increased Demands in a Time of Fiscal Uncertainty. She will present further details at our December meeting.

APPROVAL OF MINUTES: Upon a MOTION by Ms. Hansen and a SECOND by Ms. McGarry, the minutes of the regular meeting of October 12, 2011 were approved unanimously.

LIBRARY DIRECTOR'S REPORT: The Library Director's written report for the month of October was distributed previously. The report summarized services for adults, teens and children during the past month. It also included a description of the extraordinary effort put forth by the entire library staff during the October snowstorm and power outage. Staff performed above and beyond and enjoyed it as well. The statistics this month show an increase in circulation, new cards issued, expired cards renewed, and program attendance.

COMMUNICATIONS: There were no communications this month.

APPROVAL OF FINANCIAL REPORT: Operating Budget Report: The financial report for the month of October was presented by the Director. The YTD expenditures are close to one third of the budget. That is just where we should be. **Gift Fund Report:** The gift fund balance is \$47,949.80. Upon a MOTION by Ms. Berger and a SECOND by Ms. McGarry the financial report for October was approved by unanimous vote.

COMMITTEE REPORTS: Friends of the Canton Public Library: President Sue-Ann Uccello described three fundraisers the Friends have planned. They are offering a book of coupons for discounts at restaurants and other entertainment and service venues for \$20.00 each. Friends will again hold a holiday book sale in the library, which they will be setting up on December 2. The Friends are also planning a one-day Spring Book Sale on April 14. They have decorated a tree with origami cranes for the

**TOWN OF CANTON, CONNECTICUT
CANTON PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
SPECIAL MEETING OF WEDNESDAY, NOVEMBER 16, 2011
DRAFT MINUTES – PAGE 2**

Festival of Trees held by the Historical Society. They have secured the use of the entire main floor of the Community Center for the annual book sale in September 2012.

OLD BUSINESS: (a) Update on Technology Support: A meeting was held recently with the Library Director, the Chief Administrative Officer, and the Technology Support director from the school system. The topic was to discuss the computer problems at the library. Trustees Walter Gillette and Patricia McGarry also attended. The Director reported that every day there are still computer problems but that the support response is now somewhat faster. It is quite clear that not enough time has been allotted for support of the computers at the Town Hall, the Police Department, and the Library by our new tech support people (the same tech support staff as for the school system). **(b) Ideas for Community Outreach:** Discussion was tabled until next meeting.

NEW BUSINESS: (b) Power Outage Week: The Board and Director agreed that an extraordinary job was done by the library during the power outage at the end of October and the beginning of November. There were many new visitors to the library, and the very high usage statistics reflect extremely heavy use of library services throughout that nine day period. **Budget Request, FY 2012-2013:** The “new ideas” portion of the budget request is due December 2, which is prior to our next Trustees meeting. The Director discussed asking for an expansion of our Wi-Fi bandwidth and the installation of an additional Wi-Fi “node” in the Library Program Room. These would make our Wi-Fi system able to accommodate more simultaneous users and would allow the new laptop lab to work in the Library Program Room (which is not the case at this time). The Director asked that trustees look at the carpeting in the library, which will need to be replaced soon. He will also ask for the part-time Teen Services Librarian position again. The operating budget request will be due on December 16. There will be few if any increases sought.

ADJOURNMENT: Upon a motion by Mr. Matos, the meeting adjourned at 9:03 p.m.

Marjorie Clarke
Secretary