

**TOWN OF CANTON, CONNECTICUT
CANTON PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING OF WEDNESDAY, DECEMBER 14, 2011
DRAFT MINUTES**

CALL TO ORDER: The meeting was called to order at 7:20 p.m. with Chair Richard Matos presiding. Trustees present: Karen Berger, Walter Gillette, Bonita Hansen, Michael Leonard, David Owen, and Friends President Sue-Ann Uccello. Also present: Library Director Robert Simon. Trustees absent: Marjorie Clarke and Patricia McGarry.

PUBLIC FORUM: No one from the public was present.

APPROVAL OF MINUTES: The minutes of the Special Meeting of November 16, 2011 required one formatting correction: on page 2, under *New Business*, **(c)** should be inserted in front of the words *Budget Request, FY 2012-2013*. Upon a MOTION by Mr. Gillette and a SECOND by Ms. Berger, the minutes of the Special Meeting of November 16, 2011 were approved unanimously as corrected.

LIBRARY DIRECTOR'S REPORT: The Library Director's Report for November 2011 was emailed earlier. The report summarized library activity during the past month. It also included a description of the fine effort put forth by the entire staff during the October/November snowstorm and power outage. Our staff performed above and beyond -- and enjoyed it as well. The statistics for this busy month show increases in circulation, patron visits, website visits, public computer uses, programs, program attendance, and other categories. After discussion, the Library Director's Report was placed on file for future reference.

COMMUNICATIONS: Mr. Simon delivered thanks from the library staff for the large gift of candy sent by the trustees after the power outage. The Board's thoughtfulness and praise for the staff were deeply appreciated.

APPROVAL OF FINANCIAL REPORT: Operating Budget Report: The financial report for November 2011 was presented by the Director. **Gift Fund Report:** The gift fund balance was \$47,267.76 on November 30. Mr. Simon noted that, at the request of this Board, the Finance Office will stop printing the names of patrons who had to pay for collection items on the Gift Fund Report. From now on, only the titles of lost items and the amount paid will be noted. Also, a revised July 1, 2011 Gift Fund balance may be forthcoming. Upon a MOTION by Ms. Berger and a SECOND by Mr. Leonard, the Financial Report for November was approved by unanimous vote.

COMMITTEE REPORTS: Friends of the Canton Public Library: President Sue-Ann Uccello reported that the group is currently holding a holiday book sale through January 2. The Friends are selling coupon books (called *The Taste Dining and Activity Book*) for \$20.00 apiece as a fundraiser. The Friends keep half of the proceeds from each sale, and 50 books have been sold to date. There will be a spring book sale on Saturday, April 14, 2012. The Friends have ordered 6 more "Mighty Lite" folding tables for use at book sales and in the Community Center meeting rooms. Ownership of these tables, like the Mighty Lites bought a few years ago, will remain with the Friends. The next FOL meeting will be held in January, and Ms. Uccello noted that a number of new faces have been coming to recent meetings. Another membership drive will be held in early 2012. Lastly, the group is discussing the

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return of the *Coffee And* program – perhaps once per month. Finding helpers to run each event is not easy. A *Coffee And* event was produced successfully in early December.

OLD BUSINESS: (a) Summary of November 10 ACLB Leadership Conference (Continued):

Trustees Bonita Hansen and Patricia McGarry had planned to continue their summary of the many things they learned at this year's ACLB leadership conference. But because Ms. McGarry was ill tonight, this discussion was tabled until January. **(b) Budget Request, FY 2012-13:** The library's budget request for FY 2012-13 is due at Town Hall on December 16. Mr. Simon reviewed it with the trustees, account by account. Discussion ensued. The request totals \$551,221.00 in the operating budget, and added to that are 3 proposals for new projects. One is the request (for the fourth time) for a part-time Teen Services Librarian. There also are requests for the library interior to be repainted and recarpeted, although these could be delayed for some time. Mr. Simon noted that they do not require immediate attention but should be placed on the town's capital projects list. The trustees agreed that the proposed budget should be submitted to Town Hall as presented tonight.

NEW BUSINESS: (a) Adoption of Meeting Calendar for 2012: Upon a MOTION by Mr. Gillette and a SECOND by Ms. Berger, the Board unanimously adopted its calendar of meeting dates for 2012. Mr. Simon will deliver it to the Town Clerk's Office.

OTHER BUSINESS: (a) Staff Holiday Gift: The trustees discussed their holiday gift to the staff. Ms. Hansen will coordinate. **(b) New Trustee:** Has any progress been made in finding a new trustee to fill out our Board's membership? It appears not.

ADJOURNMENT: Upon a motion by Ms. Hansen, the meeting adjourned at 8:47 p.m.

Robert Simon
Secretary Pro Tem