

**TOWN OF CANTON, CONNECTICUT
CANTON PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING OF WEDNESDAY, JANUARY 8, 2014
DRAFT MINUTES**

CALL TO ORDER: The meeting was called to order at 7:17 p.m. with Chair Walter Gillette presiding. Trustees present: Marjorie Clarke, Nancy Donoghue, Bonita Hansen, Michael Leonard, and Richard Matos. Also present: Library Director Robert Simon and Head of Technical Services Adam Delaura. Absent: Trustees Patricia McGarry, Rowena Okie, David Owen, and Friends President Sue-Ann Uccello.

PUBLIC FORUM: No one from the public was present.

APPROVAL OF MINUTES: Upon a MOTION by Ms. Hansen and a SECOND by Mr. Matos, the minutes of the regular meeting of December 11, 2013 were approved unanimously as presented.

LIBRARY DIRECTOR'S REPORT: The Library Director's Report for December 2013 was produced late this time. It was distributed to the trustees during the meeting, so Mr. Simon went over it to highlight the library news and statistics of the previous month.

COMMUNICATIONS: There were no communications received this month. Mr. Simon again thanked the trustees for remembering the staff so kindly at the holidays with a basket of candy.

APPROVAL OF FINANCIAL REPORT: The operating budget/gift fund report for December 2013 was reviewed. Upon a MOTION by Mr. Matos and a SECOND by Ms. Hansen, this report was approved unanimously.

COMMITTEE REPORTS: **(a) Friends of the Canton Public Library:** President Sue-Ann Uccello was not present. The Library Director suggested that trustees visit the Children's Room to admire the newly upholstered furniture paid for by the Friends. Other Friends activities last month included the holiday book sale and the ongoing sale of "Taste" books. **(b) Long-Range Plan Committee:** Mr. Gillette gave a progress report on the community survey which is nearly ready for its trial run. Using *Survey Monkey*, it will be made available first to Friends, trustees, staff, and others close to the library so as to flush out problems before distribution to the general public. Ms. Donoghue has asked the Director for approval of a separate survey which will be given to the staff. Mr. Gillette met with the children's librarians about a pursuing a grant that is due next week. There may not be enough time to accomplish this, but it is a step toward becoming more active in learning about grants and pursuing those that would benefit the library. The Director reminded the Board that the Board of Selectmen must approve our applications for any and all grants.

OLD BUSINESS: **(a) Budget Request: FY 2014-2015:** The Director reviewed his January 7 meeting with the CAO regarding our budget request for FY 2014-15. We are asking for little this time around: another \$1,965 for teen materials, another \$1,000 for adult and children's programs, and \$1,000 for teen programs. The CAO again questioned why we do not charge patrons to attend library programs and the purpose of purchasing commercial databases. The Selectmen will review the library budget request on Tuesday, February 11, at 6:00 P.M. Trustees are requested to attend. **(b) LCI System Migration:** This is a major software change for the library that will affect almost everything done by the staff. This migration is scheduled to take place on May 12, 2014 and will demand a total re-training of

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the entire staff. **(c) Fundraising:** Mr. Matos had more information on his suggestion that the library apply in March for a \$2,000 grant offered by Target and directed toward children's services. Also, now on our website is a link to the library's "wish list" with Amazon.com. Staff members have been asked for suggestions of items to place on the list. The public can purchase these items as gifts to the library through this link. There is already quite a lengthy list of items on the website.

NEW BUSINESS: (a) Staff Introductions: Ms. Donoghue asked that, starting in February, a different staff member attend each Library Board meeting. It would help the Board know the library staff better: There would be introductions followed by a brief presentation by each individual on what he or she does. Upon a MOTION by Ms. Hansen and a SECOND by Ms. Donoghue, the board voted unanimously to institute this practice. We already know Mr. Delaura, and we met Teen Services Librarian Allyssa Bruce in December. In February, we will meet Reference Assistant Meghan Glasgow.

OTHER BUSINESS: (a) Birthday Cards: Trustees agreed to send birthday cards to staff members. The Director will compile a list of birthday dates and each trustee will donate three cards. **(b) Election of Officers:** This was postponed until the February meeting. Mr. Gillette noted that the Association of Library Boards recommends a Treasurer position. Perhaps we should consider adding that officer to our board.

ADJOURNMENT: Upon a MOTION by Mr. Leonard, the meeting adjourned at 9:00 p.m.

Marjorie Clarke
Secretary