

**TOWN OF CANTON, CONNECTICUT  
CANTON PUBLIC LIBRARY  
LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING OF WEDNESDAY, FEBRUARY 12, 2014  
DRAFT MINUTES**

**CALL TO ORDER:** The meeting was called to order at 7:15 p.m. with Chair Walter Gillette presiding. Trustees present: Marjorie Clarke, Nancy Donoghue, Michael Leonard, Richard Matos, Patricia McGarry, and Friends President Sue-Ann Uccello. Also present: Library Director Robert Simon, Head of Technical Services Adam Delaura, and Reference Assistant Meghan Glasgow. Trustees absent: Bonita Hansen, Rowena Okie, and David Owen.

**PUBLIC FORUM:** No one from the public was present.

**INTRODUCTION OF STAFF MEMBER: MEGHAN GLASGOW:** Reference Assistant Meghan Glasgow was introduced to the Board. First, she summarized her duties within the library. Second, she distributed a chart which she maintains for the Director on a monthly basis. It showed usage statistics for each of our information databases. Some databases have excellent usage, while others have less so, and at least one will be cancelled for non-use, as Ms. Glasgow's chart clearly demonstrates. Mr. Simon noted that Ms. Glasgow does excellent work and is an important and versatile member of the staff.

**APPROVAL OF MINUTES:** Upon a MOTION by Mr. Leonard and a SECOND by Mr. Matos, the minutes of the regular meeting of January 8, 2014 were approved unanimously as presented.

**LIBRARY DIRECTOR'S REPORT:** The Library Director's written report for January 2014 was emailed to the trustees earlier. Tonight, Mr. Simon summarized the library's programs, services, and statistics for last month. After discussion, his report was placed on file for future reference.

**COMMUNICATIONS:** None

**APPROVAL OF FINANCIAL REPORT:** The operating budget and the Gift Fund for January 2014 were reviewed. Upon a MOTION by Ms. Donoghue and a SECOND by Ms. McGarry, this report was approved unanimously.

**COMMITTEE REPORTS:** **(a) Friends of the Canton Public Library:** President Sue-Ann Uccello reported as follows: the annual, one-day spring book sale will be held on Saturday, April 12; our tenth annual crossword puzzle tournament will be held on Saturday, April 26; and the annual membership appeal letter will be going out soon. The new Amazon wish list will not be cited so that people do not opt to buy small things for the library and thereby pass up a Friends membership, but the "Amazon Smile" program may be included: one-half of one percent of all Amazon purchases could be refunded to the Friends if purchasers so designate. **(b) Long-Range Plan Committee:** Three surveys now are in the works: the community survey, a staff survey, and a teen survey. The community and staff surveys should be released simultaneously in March. The Teen Services Librarian will set the release of the teen survey. Mr. Gillette asked staff, trustees, and Friends to take the community survey, and 36 of 60 possible replies were received back as a result. Besides Survey Monkey, other methods of distribution were discussed, such as Q Notify, hardcopies around town, etc.

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**OLD BUSINESS: (a) Budget Request: FY 2014-2015:** The Board of Selectmen reviewed our FY 2014-15 budget request last evening. The Chief Administrative Officer's recommendation was to accept \$1,465 of our \$1,965 request for more teen materials, plus all the additional \$2,000 for programs. The selectmen asked few questions and made no promises. They will review our request next and then pass along their recommendations to the Board of Finance by March 10. At that point, nothing more can be added, only decreased. **(b) LCI System Migration:** Mr. Simon explained that the new library computer system will require a complete re-training of personnel, for which there are no additional staff hours. Nor can all the information be learned while the library is open for business. He requested that the trustees allow him to close the library on several April and May Wednesday and Thursdays mornings from 10 a.m. to 12 noon for staff re-training on the new Triple-I system. Upon a MOTION by Ms. McGarry and a SECOND by Mr. Matos, the requested closings were approved unanimously. Mr. Gillette will speak with Mr. Skinner about the need for these closings, and publicity will be distributed. **(c) Fundraising:** Mr. Matos spoke more about his fundraising ideas. In particular, he asked Ms. Uccello if the Friends would be willing to accept online donations on the library's behalf, as the Friends have a bank account and the library does not.

**NEW BUSINESS: (a) Election of Board Officers for 2014:** Upon a MOTION by Ms. Clarke and a SECOND by Mr. Leonard, the following board officers were elected unanimously for calendar year 2014: Chairman Walter Gillette, Vice Chairman David Owen, and Secretary Patricia McGarry. **(b) Charging for Library Programs:** Tabled.

**OTHER BUSINESS: (a) Marjorie Clarke:** The trustees extended their thanks to Ms. Clarke for her excellent service as Secretary of the Library Board. She has also served terms as Chairman. Happily, she will remain on the board as a trustee. **(b) Food for Fines:** We will offer our second annual Food for Fines program during March. By donating one or more nonperishable food items for the Canton Food Bank, patrons may pay off their late fees. (As is typical in libraries, replacement fees for lost or damaged items cannot be paid this way.)

**ADJOURNMENT:** Upon a MOTION by Mr. Leonard, the meeting adjourned at 9:11 p.m.

Robert Simon  
Secretary Pro Tem