

**TOWN OF CANTON, CONNECTICUT  
CANTON PUBLIC LIBRARY  
LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING OF WEDNESDAY, JUNE 11, 2014  
MINUTES APPROVED SEPTEMBER 9, 2014**

**CALL TO ORDER:** The meeting was called to order at 7:19 p.m. with Chairman Walter Gillette presiding. Trustees present: Marjorie Clarke, Nancy Donoghue, Michael Leonard, Richard Matos, Patricia McGarry, and David Owen (arrived at 7:53 p.m.). Also present: Library Director Robert Simon, Head of Technical Services Adam Delaura, and Circulation Assistant Elizabeth Gottheimer (until 7:34 p.m.) Trustees absent: Bonita Hansen, Rowena Okie, and Friends President Sue-Ann Uccello.

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

**INTRODUCTION OF STAFF MEMBER:** Circulation Assistant Elizabeth Gottheimer was introduced to the Board. Ms. Gottheimer, who joined the staff in June 2013 as Elizabeth Jaworski but was married in February, mainly works at the circulation desk. However, she has received her master's degree in library science from Southern Connecticut State University and will be working many hours at the Reference Desk as a substitute this summer. Mr. Simon noted that Ms. Gottheimer is a wonderful addition to our staff.

**APPROVAL OF MINUTES:** Ms. McGarry noted an error in the May minutes: on page 2, under "New Business," line 3, the first full sentence should read "Discussion ensued," not "Discussion ensured." Upon a MOTION by Ms. Donoghue and a SECOND by Mr. Leonard, the minutes of the regular meeting of May 14, 2014 were approved unanimously as amended.

**LIBRARY DIRECTOR'S REPORT:** The Library Director's written report for May 2014 was emailed earlier to the trustees. Mr. Simon summarized the library's programs, services, and statistics for last month. Of interest: preparations for the June LCI software migration, problems with the library's wifi system, and the plans to give the Teen Zone more space. There was also a conversation regarding ebooks and recently-passed state legislation to allow the State Library to begin an ebook collection for use by the state's public libraries. After discussion, this report was placed on file for future reference.

**COMMUNICATIONS:** There were no communications.

**APPROVAL OF FINANCIAL REPORT:** The operating budget and Gift Fund reports for May 2014 were reviewed. Upon a MOTION by Mr. Matos and a SECOND by Ms. McGarry, these reports were approved unanimously.

**COMMITTEE REPORTS:** **(a) Friends of the Canton Public Library:** In Ms. Uccello's absence, Mr. Simon delivered the Friends of the Library report: (1) Friends gifts to the library this fiscal year have exceeded \$14,000 to date, with the year not yet completely over. (2) At last week's annual meeting, the Friends donated another \$15,000 for general purposes plus \$2,000 more for teen programs (proceeds from the April book sale). Also, the Friends voted to purchase the CASSIE software for use by the library staff. (3) Ms. Uccello asked for two volunteers to serve on the joint Trustees/Friends fundraising subcommittee, but no one has come forward yet. (4) The Friends will have exclusive use of the Library Program Room from June 16 to September 9 to prepare for their fall book sale, which will take place on September 6 and 7. **(b) Long-Range Plan Committee:** The community survey is finished. The

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committee aims to have a first draft of a new long-range plan ready for Board review in September.

**OLD BUSINESS: (a) Budget Request FY 2014-15:** The proposed town budget for FY 2014-15 was approved at referendum on May 20. The library will operate on a new total of \$587,298, an increase of 1.4% over FY 2013-14's \$579,228. The only amount not yet included in our FY 2015 total: possible pay raises for full-timers, which would be added after evaluations. **(b) LCI ILS Migration:** The LCI migration from SIRSI to the new SIERRA system occurred on June 2. Overall, it went quite well. Some small bugs still need to be worked out, but in general the new system is satisfactory. Our staff is operating it competently thanks to excellent advance training from Adam Delaura, Katie Bunn, and Heather Baker. Their contributions were -- and still are -- immense. Two staff members have not been scheduled since June 2 because they could not learn the new system. Both are furloughed but are receiving additional one-on-one training (and being paid for it). One of the two is likely to pass "the test" soon. The other employee is still being trained but simply is not catching on. **(c) Revised Job Description: Adult Services Librarian:** Mr. Simon distributed a preliminary draft for the Board to see tonight. This is still a work in progress, but an important one that should not be dropped. Mr. Simon showed the trustees Ms. Van Ness's present job description, which is shockingly inadequate. In September, a final draft should be ready for review. **(d) Private Fundraising:** A subcommittee of the Board is being gathered now to establish a series of fundraising goals. It will consist of two trustees and two members of the Friends. Mr. Gillette would like to put out another question via the town's Q-Notify system: are any townspeople willing to assist this subcommittee in its work -- in such areas of expertise as marketing or grant writing? Ms. McGarry wants to present a letter to the selectmen stating opposition to the library being viewed as a profit center that could bring money to the town's treasury. She will write this letter over the summer and also distribute it to the trustees to solicit their input. Mr. Gillette summarized again the meeting between himself, Ms. Okie, and Mr. Owen representing the library with the Chief Operating Officer and the First Selectman. Discussion ensued. **(e) Possible Writers Program:** Mr. Owen has tried to organize this event, working with a friend of his who is a mystery writer. She is not getting back to him, however, so he feels that this issue should be tabled until next spring.

**NEW BUSINESS: (a) Alternate Board Meeting Night for Fall 2014?** Mr. Simon asked if the Board would be willing to meet on a night other than Wednesday from September to December 2014. He would like to take a class at a nearby college and the class is held on Wednesdays. After discussion, and upon a MOTION by Ms. Clarke and a SECOND by Ms. Donoghue, the trustees agreed to hold their meetings on the second Tuesday during the months of September through December 2014, provided tonight's missing three members also can make this change. Mr. Simon will contact each one. If the missing three agree and the meeting dates are changed, Mr. Simon will notify the Town Clerk.

**OTHER BUSINESS:** None

**ADJOURNMENT:** Upon a MOTION by Ms. McGarry, the meeting adjourned at 8:58 p.m.

Patricia McGarry  
Secretary