

**TOWN OF CANTON, CONNECTICUT
CANTON PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING OF WEDNESDAY, DECEMBER 11, 2013
MINUTES APPROVED JANUARY 8, 2014**

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

INTRODUCTION OF NEW TEEN SERVICES LIBRARIAN: Our new Teen Services Librarian was introduced to the trustees. Allyssa Bruce talked about some of the programs and projects she has worked on since she came in September, as well as her ideas for the future. To date, she has weeded the Teen Zone collection, revived the Teen Advisory Group, and started a teen blog on the website. She also is trying out a possible after-school Wii tournament series. And she has more ideas, too.

PUBLIC FORUM: No one from the public was present.

APPROVAL OF MINUTES: Upon a MOTION by Mr. Leonard and a SECOND by Ms. Okie, the minutes of the regular meeting of November 13, 2013, were approved unanimously as presented.

LIBRARY DIRECTOR'S REPORT: The Library Director's report for November 2013 was distributed tonight. Mr. Simon reviewed the library programs, news, and statistics of the previous month. Of particular interest: the library celebrated its 100th Anniversary in November with 3 special programs, a birthday party with 2 cakes, an historical display, a history booklet, and 100 sayings about the importance of libraries posted around the building. Greatly successful! Also, progress in the Teen Zone was summarized, as was the upcoming LCI ILS migration. After review, this report was placed on file for future reference.

COMMUNICATIONS: There were no communications this month

APPROVAL OF FINANCIAL REPORTS: The operating budget and gift fund reports for November 2013 were reviewed. Upon a MOTION by Mr. Owen and a SECOND by Ms. McGarry, the reports were approved unanimously. Ms. Okie asked if these reports, which are generated off the town's financial software, could be printed more compactly (they cover four pages) so that less paper would be needed. Mr. Simon said he would look into the matter.

COMMITTEE REPORTS: **(a) Friends of the Canton Public Library:** President Sue-Ann Uccello reviewed the Friends contributions to the 100th Anniversary. In addition, the Friends are running a holiday book sale in the library right now, selling *Taste* coupon books again this year as a fundraiser, and just paid for the newly re-upholstered furniture in the Children's Room. Ms. Uccello mentioned a newspaper article she read about "maker spaces" that might be of interest to the Teen Services Librarian. **(b) Long-Range Plan Committee:** Mr. Gillette incorporated trustee input on the survey questions. Next, the survey will be shown to the staff for their ideas. Then the survey will be mounted on *Survey Monkey* for the trustees and staff to take before it goes out to the public. **(c) 100th Anniversary Committee:** The committee was thanked for its excellent work: Ms. Clarke, Mr. Owen, Ms. Uccello, David Drumm, JoAnn Pierce, and Mr. Simon. The committee is now disbanded.

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OLD BUSINESS: (a) Policy Review and Possible Vote to Approve Changes: *Library Card Policy*: The text of a revised library card policy (mainly, wording changes rather than procedural changes) was reviewed. Upon a MOTION by Mr. Owen and a SECOND by Ms. Donoghue, the revised *Library Card Policy* was approved unanimously. **(b) Budget Request FY 2014-15:** Mr. Simon reviewed the library's budget request for FY 2014-15. Many accounts were kept the same and a few even were reduced. We are requesting the following as additional, new funding: \$1,465 more for teen books, \$500 for teen books on CD, \$500 more for adult programs, \$500 more for children's programs, and \$1,000 for teen programs. Upon a MOTION by Ms. Okie and a SECOND by Mr. Leonard, this budget request was approved for submission to Town Hall.

NEW BUSINESS: (a) LCI System Migration: Tabled. **(b) Fundraising:** Mr. Matos made a presentation explaining ways for the library to increase its private revenue through grants and gifts from the public. He cited ideas like applying for simple, lower-amount grants (like those awarded by Target) and placing direct links to PayPal on the library website so patrons could donate effortlessly. Another idea: Amazon gives one to three percent of total purchases made by townspeople for all items back to the local library. Some of these ideas we could pursue now, others would be features enabled by our website once a new website is launched next year. Mr. Matos will continue to investigate these and other fundraising ideas and will report more next time.

OTHER BUSINESS: The trustees made arrangements to present the staff with their annual gift of candy from the Village Sweet Shoppe. Ms. Hansen will coordinate.

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

Robert Simon
Secretary Pro Tem