

**TOWN OF CANTON, CONNECTICUT
CANTON PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING OF WEDNESDAY, JANUARY 9, 2013
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, Bonita Hansen, Michael Leonard, Patricia McGarry, and David Owen. Also present: Library Director Robert Simon, Friends President Sue-Ann Uccello, and Vincent Uccello from the public. Trustees absent: Richard Matos

PUBLIC FORUM: No one from the public spoke.

APPROVAL OF MINUTES: Upon a MOTION by Ms Hansen. and a SECOND by Ms. McGarry, the minutes of the regular meeting of December 12, 2012, were approved unanimously as presented.

LIBRARY DIRECTOR'S REPORT : The Library Director's report for December 2012 was emailed to the trustees earlier. Mr. Simon reviewed the programs, services, statistics, and other library news for the last month. There has been a good response to the advertisement for the replacement for Head of Technical Services and the Director reports there are several promising candidates for the job. The new Children's Services Assistant, Sarah Prattson, started mid-month and is working out very well. Circulation was up this month. The Library Director's report for December will be placed on file for future reference.

COMMUNICATIONS: The Library Director reported that the staff very much enjoyed and appreciated the gift of candy for the holidays given them by the trustees.

APPROVAL OF FINANCIAL REPORTS: (a) Operating Budget: The operating budget report for December 2012 was reviewed by the Director. Upon a MOTION by Ms. McGarry and a SECOND by Mr. Leonard, it was approved unanimously. **(b) Gift Fund:** Income and expenditures for July 1 through December 31 were reviewed. The discrepancy between our figures and Town Hall's figures is about \$1,200. Ms. Clarke will call on Finance Officer Amy O'Toole at the Town Hall to review the figures, with the help of Ms. McGarry. \$1,200 was deemed to be too large a gap to let go without understanding its source.

COMMITTEE REPORTS: (a) Friends of the Canton Public Library: President Sue-Ann Uccello reported that the Holiday Book Sale was quite successful but that she does not yet have a final revenue figure. The Taste Books are still being sold at the main desk of the library. Kristy Griswald is the new Friends publicity person and she will handle publicity for the 100th Anniversary events and celebration. Another spring book sale will be held in April. The Friends will discuss furniture for the Children's Room at their next meeting. A new chair for the annual membership drive is needed. **(b) Long Range Plan Review Committee 2009-2013:** The committee did not meet this month. **(c) 100th Anniversary Committee:** Joanne Pierce, a member of the committee, raised concerns about trustees being involved in raising funds. Upon checking with Town Clerk Linda Smith, the committee learned that this will not be a problem as long as it is always made clear that any fund raising is a Friends activity. Also, there can never be a quorum of trustees at any 100th Anniversary Committee meeting or else minutes must be filed with the Town Clerk. There was discussion of possible anniversary events. Vincent Uccello, a student from Canton High School who attended this meeting, came to recommend Calvin Turrell, a

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motivational speaker who was very impressive when he talked with high school students last year. Sadly, Trustee Nita Hansen, who has been chair of this committee, has said that she must resign as chair but will continue as a member of the committee.

OLD BUSINESS: (a) Budget Request FY 2013-2014: The Director met with the CAO to discuss the library's FY 2013-14 budget proposal on January 8. The CAO cut money from the computer hardware, office supplies, and publications accounts (although the publications account will increase slightly, just not as much as we requested). He questioned our purchasing databases – are they used enough to justify what their expense? Also, are wii games a wise expenditure? There was some discussion among the trustees about the CAO trying to direct the expenditure of the publications account. The issue of computer switches was discussed. They are not to be in the Library budget. Mr. Gillette will get a clarification because he was a participant in the initial discussions about this equipment and does not believe the switches should be a separate line item. The Library's budget request will be reviewed by the Board of Selectmen on February 12. We are trying to find speakers to support our request (for the fourth year) for a teen services librarian. **(b) Volunteer for Library Board Membership:** Canton resident and former library employee Nancy Donoghue is interested in being a board member. Trustees felt she would be an excellent addition to the board, but there may be a problem of the state's party balance rules. Is any trustee willing to resign from the Democratic Party so that Ms. Donoghue can join us?

NEW BUSINESS: (a) Personnel Changes: As mentioned in the Director's Report, there was a good response to the advertisement for someone to replace Sarah McCusker as Technical Services Librarian. Interviews will take place at the end of January. Sarah Prattson, our new Children's Services Assistant, is a fine addition to the library team.

OTHER BUSINESS: (a) Election of Officers: Upon a motion by Ms. Hansen and a second by Ms. McGarry, the current officers were re-elected unanimously. Chair will be Walter Gillette, Vice Chair will be David Owen, and Secretary will be Marjorie Clarke for Calendar Year 2013.

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

Marjorie Clarke
Secretary