

**TOWN OF CANTON, CONNECTICUT
CANTON PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING OF WEDNESDAY, NOVEMBER 13, 2013
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, Patricia McGarry, David Owen, and Rowena Okie. Also present: Friends President Sue-Ann Uccello, Library Director Robert Simon, and Head of Technical Services Adam Delaura. Trustee absent: Richard Matos.

INTRODUCTION OF NEW TRUSTEE: Rowena Okie was introduced as our newest trustee. Ms. Okie was sworn in on October 9 and will serve until June 30, 2017. Our board is now at full membership.

PUBLIC FORUM: No one from the public was present.

APPROVAL OF MINUTES: There was one correction to our September 11 minutes. In the report of the Long Range Plan Committee, "*He [Mr. Case] also wants to facilitate a meeting between the public and school librarians*" was changed to read "*He [Mr. Case] offered to facilitate a meeting between public and school librarians.*" Upon a MOTION by Ms. McGarry and a SECOND by Mr. Leonard, the minutes of the regular meeting of September 11, 2013, were approved unanimously as amended.

LIBRARY DIRECTOR'S REPORTS: The Library Director's written reports for September and October 2013 were emailed to the trustees earlier. Tonight, Mr. Simon reviewed the library news of the previous two months. Of special interest: the September book sale held by the Friends of the Library grossed \$8,000.00; the new Teen Services Librarian already is hard at work; there were three teen programs held in October with 37 participants; two computers which were purchased last spring were still not set up until the Director talked with Mr. Skinner, and now they are in operation; and the LCI network will be moving to a completely new system in April 2014.

COMMUNICATIONS: There were no communications this month

APPROVAL OF FINANCIAL REPORTS: The operating budget and gift fund reports for September and October 2013 were reviewed by the Director. Upon a MOTION by Ms. Clarke and a SECOND by Mr. Owen, the reports for were approved unanimously.

COMMITTEE REPORTS: **(a) Friends of the Canton Public Library:** President Sue-Ann Uccello reviewed the success of the 100th Anniversary events. There were 311 people at the extremely successful 100th birthday party on Saturday, November 9. The Yale Spizzwinks were a big hit, as were the two birthday cakes and punch. Tom Condon's talk on the re-use of the Collins Company complex the previous Thursday also was well attended and interesting. Sixty-four people came to that. **(b) Long-Range Plan Committee:** Walter Gillette gave a progress report on the patron survey being developed. **(c) 100th Anniversary Committee:** In addition to the two successful events cited above, next Saturday, November 16, storytellers Eshu Bumpus and Motoko Dworkin will present a family program of stories from around the world. Also, the 100th Anniversary book is now available and has been sold at all of the anniversary events for \$5.00 each. Copies are now for sale in the library.

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OLD BUSINESS: (a) **Distribution of Policies Revised at September 11 Meeting:** Copies of the new *Mission Statement* and *Computer and Internet Use Policy* adopted on September 11 were distributed. (b) **Policy Review and Possible Vote to Approve Changes: *Library Card Policy* and *Materials Selection Policy*:** A revised *Library Card Policy* was distributed. The board decided to review it at home and discuss and vote on it at the next meeting. The *Materials Selection Policy*, soon to be revised as well, was distributed so that trustees could study it in anticipation of Mr. Delaura's upcoming presentation on how the library staff selects the collection. (c) **Adoption of Schedule of Regular Meeting Dates for Calendar Year 2014:** Upon a motion by Ms. Hansen and a second by Mr. Owen, the proposed regular meeting calendar for 2014 was approved as presented.

NEW BUSINESS: (a) **Budget Request: FY 2014–15:** This is due at Town Hall on December 13. The Director's suggestions for items to request in the FY 2014-15 budget request were discussed. One item all agreed not to request this time: a restoration of Sunday hours. (b) **Fundraising:** This was tabled because Rick Matos was unable to attend the meeting and it was he who asked to put it on the agenda.

OTHER BUSINESS: There was no other business.

ADJOURNMENT: Upon a motion by Ms. McGarry, the meeting adjourned at 9:49 p.m.

Marjorie Clarke
Secretary