

CANTON PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
MINUTES OF SPECIAL MEETING
August 25, 2008

The meeting was called to order at 7:00 p.m. by Chair Marjorie Clarke with the following in attendance: Patricia McGarry, Nita Hansen, Lee Foley, Kathleen Woolam, and Library Director Robert Simon.

DISCUSSION OF LONG-RANGE PLAN DRAFT I: The draft was put together by the Library Director coordinating information from the two subcommittees who analyzed results of (1) the town-wide survey, and (2) the stakeholders meetings. There were three items from the stakeholders committee that he did not include: (1) coordinate with the Historical Society; (2) maintain a calendar of town-wide events; and (3) after-school homework assistance. These items were discussed and clarified. Regarding the Historical Society, it was a matter of having a knowledge of each other's collection. The town-wide calendar would be doable by installing links to other parties. The third item involving after-school homework assistance would be out of the question because of staff and budget constraints.

A decision was made for a one-hour limit on computer use per patron (unless no one else were waiting). A suggestion was made for a preamble and conclusion to the long-range plan, and a further suggestion that the preamble include both short-term and long-term goals. A so-called "quick list" was compiled of things that could be done in the short term (by January 1, 2009), and all goals would be incorporated into a chart for check off with consideration given to order of importance and cost.

There was a discussion of reorganizing the draft into sections as to responsibility, i.e., staff or board. The Director said he would re-work the draft per the discussion and have it emailed to the board by August 29 for perusal prior to the next board meeting. He said there were 11 sections and recommended that the board work on it in increments of four, four and three sections at a time. It was decided to start with the September meeting and try to accomplish sections one through five.

WORK WEEK OF LIBRARY DIRECTOR: Robert Simon said that, in his previous position, he worked Tuesdays through Saturdays, but this did not come up when he interviewed here. He is now asking for such a work schedule. Subsequently, the acting Chief Administrative Office drew up job goals with his schedule being Tuesday through Saturday. He discussed this with the new CAO, Mr. Skinner, who said he had no objection if it was approved by the Library Board and that he be so informed by an authorized member of the Library Board. Nita Hansen moved for approval of the Library Director's hours to Tuesday through Saturday with Marjorie Clarke to so inform Mr. Skinner. Kathleen Woolam seconded the motion which passed unanimously.

BOOK DROPS: The Library Director said in the last three months there had been three incidents of vandalism with the book drops. The town's building maintenance supervisor has recommended closing them and installing 2 free standing book drops near the street; however, the fire chief and police chief have both recommended a security camera so that the perpetrator(s) could be identified. There will be a Community Services Team meeting Tuesday morning, and Mr. Simon will endeavor to find out where this issue stands.

ADJOURNMENT: On a motion by Pat McGarry, the meeting adjourned at 8:25 p.m.

Kathleen Woolam
Secretary