

TOWN OF CANTON, CONNECTICUT
CANTON PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
MINUTES OF MEETING
November 12, 2008

The meeting was called to order at 7:15 p.m. by Chair Marjorie Clarke with the following members present: Bonita Hansen, Patricia McGarry, Lee Foley, Kelly Conway, Karen Berger, Kathleen Woolam, and Library Director Robert Simon.

MINUTES: On a motion by Bonita Hansen, seconded by Patricia McGarry, the minutes of October 15 were approved as corrected. Under New Business, Line 2, Patricia McGarry, not Karen Berger, attended the ACLB Leadership Conference in 2007.

LIBRARY DIRECTOR'S REPORT: Robert Simon reported that there were five adult programs in October. The Learning Express Library database was used by Canton residents 24 times, and he was getting complimentary emails from the public. Katie Bunn and Beth Van Ness are working on a musical program series for Sunday afternoons in February and March. Sarah McCusker and Jane Hoben are cataloguing the Local History Room, and Canton Life will be doing a story about it. Twenty-seven children's programs were held in October. The Children's Room picture book area is being rearranged, so things look different. Margaret Colavecchio came up with interesting ideas. People love the new library card with key ring option, both showing a picture of the library. Six new PCs, 3 new monitors, and a color printer for the Reference Desk were ordered and arrived in late October, and they are in the process of being set up. Four computers that are being replaced will be set out for public use, so there will be four additional Internet computers available soon (2 in the Adult Department and 2 in the Children's Room). On statistics, total circulation for October was 13,619 and reference questions totaled 715. Uses of computers by the public totaled 1,011. The library is now open on Sundays, for a total of 22 Sundays, from 1-4 p.m. On a motion by Patricia McGarry, seconded by Kelly Conway, the Library Director's Report was approved.

FINANCIAL REPORT: The Library Director handed out a three-page report and went through each one. October expenditures were \$34,542.24, year-to-date expenditures were \$176,052.82. The Gift Fund report showed a balance as of October 31 of \$41,405.10. The third part of the report related to personnel. Because of the \$11,000 gap in the budget for part-time salaries, he and staff member Katie Bunn worked on reducing part-time hours by 20 per week, starting November 17. This will result in having three people on duty instead of four on weekday evenings after 6 p.m. Also, a three-hour position on Saturday has been eliminated and, on Sundays, there will be three staff on duty instead of four. On a motion by Kathleen Woolam, seconded by Patricia McGarry, the financial report was approved.

OLD BUSINESS: (1) Long Range Plan Draft: The Library Director handed out the draft which he had revised since the last meeting. He also arranged to have it projected on a screen. Chair Marjorie Clarke said the Board should go through the plan tonight and make comments and adjustments. Because the members did not review every section (2 are still left to review), and since staff has not seen it, there would not be a vote on it until the next meeting. The Board went through most of the 28-page plan, chiefly editing wording. Following that, the Library Director went through the three-page time line and proposed year assignments for each goal for the five years of the plan. (2) 2008 ACLB Leadership Conference: Three people represented the Canton Public Library at the ACLB Leadership

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Conference held Friday, October 31: Bonita Hansen, Patricia McGarry, and Robert Simon. More discussion will take place in December. (3) Book Drop: Wiring for a security camera on the front porch has been completed. The camera should be installed soon for surveillance of the book drop.

NEW BUSINESS: (1) FY 2009-2010 Budget: Robert Simon said that the budget request for FY 2010 will be due in the CAO's Office on December 19. At the December meeting, the long-range plan will be completed and the budget proposal will be taken up. Mr. Simon proposed requesting updates of PCs and Saturday hours in summer during FY 2010. He was reluctant to put in for a Teen Services Librarian, but the members felt he should do so. (3) Slate of Officers: On the agenda for December will be the election of the slate of officers for 2009.

OTHER BUSINESS: None

ADJOURNMENT: On a motion by Patricia McGarry, the meeting adjourned at 9:35 p.m.

Kathleen Woolam
Secretary