

TOWN OF CANTON, CONNECTICUT
CANTON PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING OF FEBRUARY 11, 2009
DRAFT MINUTES

The meeting was called to order at 7:15 p.m. by Chair Lee Foley with the following members present: Pat McGarry, Marjorie Clarke, Kathleen Woolam, Richard Matos, (new member), Kelly Conway, Karen Berger, and Library Director Robert Simon. Also present: Carol Merritt, President of the Friends of the Library, and Sara McCusker, staff. Richard Matos was welcomed as our newest board member.

On a motion by Marjorie Clarke, seconded by Lee Foley, approved unanimously, the order of the agenda was amended to make a presentation on the new web site by Sarah McCusker the first item of business.

OLD BUSINESS, 8b: Robert Simon said that Sarah McCusker, our Head of Technical Services, knows all about putting together a web site and that she was present tonight to demonstrate what she had accomplished on creating a new homepage for our library. Sarah did the design while Robert Simon did the text. The web site was projected on the wall and she explained the different segments as she went through it and said she wanted to make it a relatively uncluttered creation. She thought it would be ready to go live by the end of the month, and the Library Director said he would email everyone when that day came. The trustees thanked Sarah for her presentation and for her hard work.

MINUTES: On a motion by Kelly Conway, seconded by Karen Berger, the minutes of the meeting of January 14 were approved unanimously as presented.

LIBRARY DIRECTOR'S REPORT: Robert Simon reviewed the highlights of his January 2009 written report as distributed. (1) January's circulation of 16,125 was 18% higher than the circulation of January 2008. Also, 967 reference questions were received, the public computers were used 958 times, and 14 programs for adults and children were held with 453 attendees. (2) In adult programs, *Managing Your Business with Quickbooks*, co-sponsored by the First National Bank of Litchfield, drew in 15. (3) Jane Hoben's new publicity on *Learning Express Library* generated 27 uses during January. (4) There has been such a tremendous response to Katie Bunn's upcoming program, *Voluntary Simplicity*, that two separate 5-part series have been scheduled: one on Thursday evenings starting February 26, and a second on Friday mornings starting February 13. Another will be held in the fall for those still on the waiting list. (5) The first of three Sunday afternoon music programs drew 47 attendees. The other two events are scheduled for February 22 and March 22. (6) Friend of the Library JoAnne Pierce has volunteered to help in the Local History Room. (7) In children's services, 10 children's programs were offered in January with combined attendances of 399. (8) Tucker the Therapy Dog was a big hit. This was in connection with the program celebrating the new PBS series, *Martha Speaks*, and attendance was 77. (9) Two new public access work stations were added in the Adult Department, as well as two more in the Children's Room. (10) The self-checkout computer is back up again after a month's down time.

COMMUNICATIONS: (1) A letter was received from David Owen expressing interest in joining the Board of Trustees. (2) A note from Rob Simon was passed around expressing his gratitude to all for the flowers and many cards of sympathy on the death of his mother. (3) A communication from the Town CAO announced that a meeting would be held at the Community Center on February 17 at 7:00 p.m. on the subject of the town's newly-adopted Code of Ethics.

FINANCIAL REPORT: The three-page financial report for January was reviewed by Robert Simon. He noted that our FY 08-09 budget's bottom line has been dropped by \$4,500 to \$511,602: this is because one staff member's salary adjustment of \$4,500 had been added into our budget twice by mistake. Year-to-date expenditures are \$303,734.94 and outstanding encumbrances are \$15,752.29. Together, 62.4% of the budget has been spent or encumbered. Computer hardware in November came in at less than expected, and the funds saved thereby may be used for printers. A new printer is needed for technical services. On the Gift Fund, interest year-to-date has been \$360.12 and other revenue (donations, memorials, etc.) have been \$19,100.00. At least one \$500.00 gift after December 24 is not shown, and Mr. Simon did not know why. So far, approximately \$10,450.66 has been spent this year, No bottom line for the Gift Account was determined for tonight because Town Hall and the library do not agree. A bill has been received from

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the Town Hall for \$1,000 toward the cost of the municipal newsletter which is published and mailed to every household three times a year. The Park & Recreation Department supplies the paper and ink, while Senior Services runs it off. On a motion by Karen Berger, seconded by Pat McGarry, the Library Financial Report for January was accepted.

FRIENDS OF THE LIBRARY: Carol Merritt said the newest FOL newsletter went out in two separate mailings, with everything done by Park & Recreation. She is looking for additional book sale storage space, now that the Senior Center's Craft Room is being turned into offices. She noted that, although the Friends have a mailing list of 350, only about 12 are really active. Rob Simon brought up the annual crossword puzzle event: this year's is set for Saturday, April 25, and said he had picked the space. It will be held in the three rooms the Friends had last year (the old Senior Services office will replace the Craft Room). The contact is Alice Dutton.

OLD BUSINESS: (a.) Budget Request for FY 2009-10: Mr. Simon said our original request of \$520,804 was cut back by the CAO to \$515,737, which means about an eight-tenths of 1% increase. However, because town expenses have to be cut by another \$200,000, he was asked if the library could give back even more. He told the First Selectman that there was no place to take more money out except in the book account. We will probably not get the summer Saturday hours or the Teen Services Librarian, but at least our need was made known. As far as Saturday hours in the summer, the consensus was to cut hours from other parts of the week, one possibility being Thursday evenings, in order to establish a 3-hour day on summer Saturdays. He said it could be done. It would not be an even switch, however, and it would cost a little more to do Saturdays. **(b.) Update on New Homepage:** See above. **(c.) Update on Other New Projects:** A library information brochure from the Edith Wheeler Memorial Library in Monroe, Mr. Simon's previous library, was passed around. He is using it as a model for a borrower brochure for Canton. He said that BK Designs would do one similar to it for us and the Friends donation would pay for it. Richard Matos volunteered to get a quote from a source he knew of. Another project was an update of some library policies, but nothing has been done.

NEW BUSINESS: (a.) Review of Long Range Plan Objectives for 2009: The final copy as adopted by the Library Board of Trustees on January 14, 2009 was distributed. Copies were distributed also to members of the Board of Selectmen and the Board of Finance, and to the Town Manager, Canton Stakeholders, and the Friends of the Canton Public Library. **(b.) Connecticut and State Aid Grants:** Mr. Simon said he was told by the town's Finance Office that all State Aid grants (the present one totals \$1,710) would in the future go to the General Fund to help defray library expenses, but that the library could keep the Connecticut grant (last year's was \$12,489.00) in its Gift Fund. This would now be the policy of the town. This led to some discussion about the understanding that state law forbids either grant from going to the general fund of the town. Mr. Simon said he would put it on the agenda for the next meeting and pursue it further.

OTHER BUSINESS: (a.) Mr. Simon said he would like to charge 25 cents per sheet for color printing by the public, if this were acceptable to the Board. The trustees agreed that this amount was fair. **(b.)** He also said he had a notice from Reference Assistant Nancy Donoghue about tickets she has available at a 20% discount for the Hartford Stage Company's March 22 performance of *To Kill a Mockingbird*. Tickets are \$45. If anyone is interested, check at Reference Desk for details.

ADJOURNMENT: There being no further business, on a motion by Pat McGarry, second by Richard Matos, the meeting adjourned at 9:00 p.m.

Kathleen Woolam
Secretary