

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

The meeting was called to order at 7:15 p.m. by Chair Lee Foley with the following members present: Marjorie Clarke, Patricia McGarry, Richard Matos, Kelly Conway, Karen Berger, David Owen (new member), Bonita Hansen, Kathleen Woolam, and Library Director Robert Simon. Carol Merritt was present from The Friends of the Library. New member David Owen was welcomed to the board. There was no one present from the public.

MINUTES: On a motion by Marjorie Clarke, seconded by Kelly Conway, the minutes of the regular meeting of February 11, 2009 were approved with one correction: Under **Friends of the Library**, first sentence, add a period after "mailings" and delete the rest of the sentence so as to avoid any confusion.

LIBRARY DIRECTOR'S REPORT: The Library Director went through the highlights of his three-page written report for February 2009. Some items emphasized: circulation was up 5%; there were 9 adult and 18 children's programs; *Les Voix*, a regional women's choir, drew an attendance of 47; *Job Search 101* was held on February 21; and another class on job interview skills will be held in the spring. The Library Director's Report for February 2009 was placed on file for permanent review.

COMMUNICATIONS: Kathy Cockcroft, former library director, had received a copy of our new long-range plan and, after reviewing it, she wrote to say that she was very pleased with it, particularly noting the timeline. She said she would show it to her new Library Board in Texas. She thanked the Board for including her name in the "thanks" section.

FINANCIAL REPORT: (a.) **Financial Report for February 2009.** As of February 28, 69.5% of the operating budget (\$355,632.33) has been spent or encumbered. The remaining balance is \$155,969.67. (b.) **Gift Fund Report.** As of February 28, the balance in the Gift Fund is \$47,294.63. The Library Director explained that the Gift Fund's FY 08-09 starting balance of \$40,678 was not accurate and should have been \$37,875.34. Since July 1, the Gift Fund has received \$20,045.12 in revenue and has had \$10,625.83 in expenses. On a motion by Lee Foley, seconded by Bonita Hansen, the Financial Report was accepted.

COMMITTEE REPORTS: (a.) **Friends of the Canton Public Library.** Carol Merritt said she sent an email with regard to the crossword puzzle contest scheduled for Saturday, April 25. She needs volunteers. She is still looking for more room for book sale storage. She has found all the FOL tables.

OLD BUSINESS: (a.) **Budget Request FY 2009-10.** Library Director Robert Simon attended an early morning meeting on February 25 with the CAO and Board of Selectmen. A new selectman questioned whether the library was overstaffed. It turned into a lively discussion until the First Selectman said the reason for asking was to see if the library could cut its budget by \$5,000 more. Mr. Simon said there was nowhere to cut except the materials budget, or we could eliminate Thursday evening openings (which would equal just about \$5,000). Another meeting is scheduled with the CAO on March 16 to go over the budget again. As of now, our budget request stands at \$515,737, an

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increase of eight-tenths of one percent. The February 25 meeting received wide publicity in *The Valley Press* and there was some discussion of a response from the Library Board. **(b.) New Homepage:** Robert Simon said that, as of 4:00 p.m. today, the new and expanded website is up on the Internet. It offers a lot more information about the library than previously, and now we can update the website ourselves. He asked everyone to take a look and report any errors or omissions. **(c.) Other New Projects.** Mr. Simon said he had contacted a firm in California about door counters. They have come out with several new models that offer a lot of new features, which makes selection more complicated. He hopes to have the counters (3 sets) in house and perhaps even installed by the next board meeting. The cost for three counters at \$500 each would be \$1500, which Carol Merritt of the Friends said they could pay for. Regarding the borrower brochure, he said he would go ahead with BK Design as our printer after Mr. Matos said his contact could not bid on the printing at the present time. **(d.) Connecticut and State Aid Grants.** A letter from Sharon Brettschneider of the Connecticut State Library, dated March 6, was distributed in answer to the question of fiscal control over the State Aid Grant to Public Libraries. In her letter, Ms. Brettschneider writes that Connecticut General Statutes, Section 11-24b, was amended in 2007 by Public Act 07-227 to read: “(e) Application for grants under this section shall be made to the State Library Board in such form and at such time as the board designates. The grant may be used for general library purposes and no portion of the grant money shall revert to the general fund of the town or towns normally served by such library.” (New language underlined.) There was a discussion on how best to deal with this since the question came up about two such grants that the Library received. Lee Foley proposed to draft a letter to Town Hall citing the new language of the law.

NEW BUSINESS: (a.) Policies. Mr. Simon said that this library does not have a library card policy. He handed out a draft for discussion at the next meeting. He also handed out a draft of a revised mission statement also to be discussed at the next meeting.

OTHR BUSINESS: (a.) Lee Foley said she took the Long Range Plan and did some color coding to identify goals by year. She will present this document at the next meeting. **(b.)** With regard to the Farmington Canal Exhibit, Helen Galick has been allowed to sell note cards of her canal painting which is in the exhibit. Discussion centered on whether or not we should allow sales in the library. This might be a topic for a new policy.

ADJOURNMENT: On a motion by Patricia McGarry, the meeting adjourned at 8:44 p.m.

Kathleen Woolam
Secretary