

**TOWN OF CANTON, CONNECTICUT
CANTON PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING OF APRIL 15, 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, Richard Matos, Kelly Conway, David Owen, Bonita Hansen, Kathleen Woolam, and Library Director Robert Simon. There was no one present from the public.

MINUTES: Marjorie Clarke made a motion to approve the minutes of the regular meeting of March 11, with one correction: on page 2, in the section called "Other Business", the word "Other" is misspelled and should be corrected. The motion was seconded by Kelly Conway and passed unanimously.

LIBRARY DIRECTOR'S REPORT: Robert Simon reported that circulation for March totaled 16,348, 12.7% higher than circulation for March 2008. The library sponsored 38 programs (11 adult and 27 children) which attracted a total of 1,047 attendees. The Farmington Canal lecture on March 8 was a major success with 156 people present, and the related Canal exhibit on view in the library throughout March and April continues to draw people from all over the state. There were 7 deliveries of library materials to homebound residents. In the Children's Room, the Inuit Sled Dog presentation on March 7 drew 58 people. A reception marking national Youth Art Month honored the art students in all four Canton schools and drew an attendance of 130. Sunday openings ended on March 29. A computer glitch occurred on March 25, losing half a day's worth of circulation statistics. There is considerable interest in the children's story hour as a gift for fund raising by local organizations. People bid to win a private story hour which is conducted by Heather Baker. Mr. Simon passed out two statistical reports: the usual one summarizing circulation, and also a second, brand-new statistical report that charts our non-circulation patron services. This second report will be presented every month to show the number of public computers uses (2,118 in March), reference questions (2,118 in March), library cards issued and renewed, holds placed, interlibrary loans obtained, study room uses, and other non-circulation services.

COMMUNICATIONS: None

FINANCIAL REPORT: (a.) Financial Report: March 2009. The Library Director reviewed the financial report. Our revised operating budget totals \$511,602. March expenditures were \$38,870.99, YTD expenditures were \$375,991.81 (76%), and available funds remaining on March 31 are \$121,542.39 (24%). Each account was reviewed by Mr. Simon, who explained the purposes for which money would yet be spent. He will continue to work on getting the budget spent down. **(b.) Gift Fund Report: March 2009:** The gift fund was reviewed. The balance in the account as of March 31 is \$45,615.53. There was a lengthy discussion about possible uses for this fund: teen services were suggested, as well as shelving for the Teen Space, although Mr. Simon noted that space is a serious problem in that part of the library. On a motion by Bonita Hansen, seconded by Richard Matos, the Financial Report was accepted.

OLD BUSINESS: (a.) Budget FY 2009-10: Our proposed budget remains at the \$520,804 (+.008%) level proposed by the CAO. There has been no word of any further changes. The Board of Finance meets on April 21 for a final session identifying cuts to the town budget. Per the CAO, there are

**TOWN OF CANTON
CANTON PUBLIC LIBRARY
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no plans for a spending freeze. The League of Women Voters has offered to support the library budget, should it be needed. **(b.) Review of Policy Drafts:** The *Library Card Policy* draft that was distributed last month was reviewed. Mr. Simon noted that the library currently has no policy outlining the issuance of library cards. The document was discussed and a few adjustments were made. The Board also reviewed Mr. Simon's proposed new *Mission Statement*. It is shorter than the present statement and could be printed on our letterhead stationery. On a motion by Bonita Hansen, seconded by Richard Matos, the *Library Card Policy* was approved unanimously. On a motion by David Owen, seconded by Marjorie Clarke, the new *Mission Statement* also was adopted. **(c.) Update on Projects:** The new website has been in operation since March 11. Much positive feedback! The new patron brochure has been distributed to the public since March 27. It too has received compliments. The door counters have arrived and will be put in place in early May. **(d.) Connecticut and State Aid Grants:** A letter was sent by Chair Lee Foley to the CAO, who then forwarded it to the Board of Selectmen, stating that the Library Board feels strongly that all our grant money from Hartford should be deposited into our Gift Fund, and that state law supports our opinion. As a result, Town Hall did further checking. The Board of Selectmen feels that the town is legally entitled to put the State Library Grant into the general fund rather than the library's Gift Fund. However, they agreed to place all library grant money from Hartford into the Gift Account but they would like to see a list of how the money is being spent. Mr. Simon suggested going through the records of the Gift Fund to accomplish this. **(e.) Long Range Plan Goals FY 2008-09.** Lee Foley handed out a color-coded status report on the Long Range Plan, with the categories of *Complete*, *In Progress*, and *Not Started*. She said it was based on her thoughts. The Library Director reviewed it and made some changes.

NEW BUSINESS: (a.) Policies – New and/or Revised Drafts. The Library Director noted that, about five months ago, the Library Board approved extending the length of sessions on the public use computers from thirty to sixty minutes, but that the Internet policy itself was not changed. He said he has now done a little revising to our Internet policy, and this will be taken up at the next meeting. A draft of a new computer and Internet usage policy was distributed for the May meeting.

ADJOURNMENT: On a motion by Marjorie Clarke, the meeting adjourned at 8:40 p.m.

Kathleen Woolam
Secretary