

**TOWN OF CANTON, CONNECTICUT
CANTON PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING OF JUNE 10, 2009
DRAFT MINUTES**

The meeting was called to order at 7:21 p.m. by Secretary Kathleen Woolam, with the following members in attendance: Kelly Conway, Bonita Hansen, Richard Matos, Marjorie Clarke, Karen Burger, and Library Director Robert Simon. Chair Lee Foley arrived at 7:32 p.m.

PUBLIC FORUM: Canton resident Julianne Lemelin was present and said she had learned of an upcoming vacancy on the Library Board. She is interested in serving. She was later instructed on the procedure for making application with the Board of Selectmen.

MINUTES: Upon a motion by Karen Berger, seconded by Kathleen Woolam, the minutes of the regular meeting of May 13, 2009 were unanimously approved as presented. Abstentions due to absence in May: Marjorie Clarke, Bonita Hansen, Kelly Conway, and Richard Matos.

LIBRARY DIRECTOR'S REPORT: The Board reviewed the Library Director's written report for May 2009. Highlights included the following. There were 7 adult programs with 108 attendees. Mr. Simon noted in particular the Career Express Bus from the Connecticut Department of Labor, which came to the library parking lot on May 12 to offer job counseling for Canton residents. A lecture on *The Old Leatherman* on May 30 drew 48 people and may be repeated because of the high interest. In the Children's Room, there were 12 programs with 346 attendees. Heather Baker organized a Canton Preschool Professionals Roundtable get-together on May 21, with representatives from the Canton school system, FAVARH, and the nursery schools, daycares, and preschools in attendance. This event was sponsored in connection with our long-range plan goal to discuss the educational and other needs of young people. It was attended by 16. In general information, Mr. Simon reported that State Representative Timothy LeGeyt will be available to meet with his at the library on the fourth Monday of every month, starting June 22. The computer program *Deep Freeze* is working well. The Connecticut State Library's building consultant is going to take a look at our Teen Space and offer suggestions for improvements.

Mr. Simon brought to the meeting 13 DVDs in which the discs were surreptitiously removed. There was a discussion on what to do about stemming theft other than having the discs stored behind the Circulation Desk for safety. The door counters were put into use as of June 1st and are monitored three times a day. On the statistical report, he noted that he had modified his new public services report to include circulation. There will be less circulation detail than in the past: circulation will now be reported as adult, teen, children's, and total. After circulation, the other patron services would appear next. A suggestion was made for a full circulation report once per year showing checkouts by format, and Mr. Simon agreed to do that. He noted that circulation was up by 9% over May 2008: from 13,050 to 14,228.

COMMUNICATIONS: None

FINANCIAL REPORT: (a.) Financial Report: May 2009: Expenses for the month of May totaled \$39,515.11, with \$52,615.85 remaining before the end of the fiscal year. **(b.) Gift Fund Report:** The

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Gift Fund report for May was reviewed, showing the balance as of May 31 of \$56,427.90. Some of this money is going to be used to improve our Teen Space facilities. Upon a motion by Karen Berger, seconded by Kelly Conway, the financial reports were unanimously approved.

COMMITTEE REPORTS: Speaking for FOL president Carol Merritt, Mr. Simon reported that the Friends will be using the Library Program Room for sorting, pricing, and boxing books for the September booksale from June 17 until September 19. They also will have a large closet downstairs in the Multi-Purpose Room available to them for storage.

OLD BUSINESS: (a.) Budget FY 2009-10 -- State Funding for Libraries: There was a lengthy discussion about the Governor's budget recommendations which would adversely affect Connecticut's libraries. She has recommended drastic funding cuts that would seriously impact -- or even eliminate -- Connecticut, Connecticard, the Connecticut Library Consortium, the ReQuest statewide resource catalog, and the Iconn database library. State grants and Connecticard grants would be eliminated entirely. The library community has launched an aggressive campaign to defeat these cuts. As part of this effort, Mr. Simon shared a letter he had written to Governor Rell and to all members of the General Assembly's Appropriations Committee, in which he stated the dire effects such cuts would have on Connecticut's very busy library system. A nonpolitical notice will be placed in the library to inform patrons of what is currently being proposed. Several trustees volunteered to contact state officials with similar sentiments. **(b.) Long-Range Plan: Updated Chart and Report on Ongoing Projects:** Mr. Simon said he had some updates on long-range plan goals, and he has given them to Lee Foley to add to the chart. Door counters to chart attendance have been in use as of June 1st. Mr. Simon displayed the new suggestion box which soon will be available to the public. Public suggestions and library replies will be posted on a special bulletin board. **(c.) Teen Services:** Mr. Simon said he has located the original provider of the library's shelving from 1999: a business in Wolcott, Connecticut. This will be a project after the summer programs are over. The State Library's building consultant, Mary Louise Jensen, will be visiting in late June to offer advice on improving our Teen Space. State grant monies will be utilized.

NEW BUSINESS: (a.) Policies – New and/or Revised Drafts: None

OTHER BUSINESS: Our next meeting will be held on September 9 at 7:15 p.m. Lee Foley noted that this was Marjorie Clarke's last meeting. Marjorie served two terms on the board, including a few years as chairman. She will be honored at a short reception at the close of this meeting. We thank her for her devotion to the library. Mr. Simon noted that, from July 1 until September 5, we will be closed on Saturdays. Lastly, he has returned to a Monday-through-Friday work week permanently.

ADJOURNMENT: On a motion by Marjorie Clarke, the meeting adjourned at 8:27 p.m.

Kathleen Woolam
Secretary