

**TOWN OF CANTON, CONNECTICUT
CANTON PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING OF SEPTEMBER 9, 2009
DRAFT MINUTES**

The meeting was called to order at 7:15 p.m. by Chairman Lee Foley, with the following members present: Richard Matos, Patricia McGarry, Karen Berger, Kathleen Woolam, and Library Director Robert Simon.

APPROVAL OF MINUTES: Upon a motion by Karen Berger, seconded by Patricia McGarry, the minutes of the regular meeting of June 10, 2009 were approved unanimously with the following corrections: (1) Page 1, Line 2: Karen *Berger* (not Burger); (2) Under "Library Director's Report", Line 11, "Representative Timothy LeGeyt will be able to meet with his constituents..."

LIBRARY DIRECTOR'S REPORT: The Library Director reported on the highlights of events and statistics at the library for the months of June, July and August. Many items were discussed, including: (1) June was the first full month for our door counters. (2) At their June 5 annual meeting, the Friends of the Library donated \$6,500 to the library. (3) As of June 26, paper receipts are now being printed out and given to borrowers to show the item(s) borrowed and the date(s) due. (4) June circulation was 17,253, reference questions totaled 1,748, computer uses totaled 2,019, and patron visits were 9,098. (5) The library subscribed to a new database, *JobNow!*, an online service to help Canton residents in job searches. The library now owns three online information databases. The other two are *Learning Express Library* and *The Hartford Courant Historical Database*, covering 1923 to 1984. All were gifts from The Friends. (6) On July 1, the teen and children's summer programs were launched. The children's program is called *Be Creative @ Canton Public Library*. Other programs were Father Goose, Book Buddies, a Theatre Group, Friday afternoon movies with popcorn, a Harry Potter movie week, and a cow-theme program entitled "Cowabunga". (7) Circulation for July was 20,150 (the highest monthly circulation ever), reference questions totaled 1,823, computer uses totaled 1,578, and the door counters came in at 10,222. (8) As of July 1, a suggestion box was placed in the magazine and newspaper area, with a bulletin board hanging above where suggestions are posted along with the library's replies. (9) The teenage summer reading program was a success, with teens reading and writing reviews on a total of 135 books. (10) The summer reading program for children, *Be Creative @ Canton Public Library*, which ran from July 1 to August 20, drew 438 participants. The count of books read by preschoolers was 2,660, and the total number will be announced at the October meeting. (11) "Book Buddies" wrapped up on August 13 with each elementary school participant receiving a bookmark with his/her buddy's picture on it. Because it was so successful, Book Buddies will be repeated next summer. (12) A two-hour "end-of-summer" pool party was held on August 18 for 202 school-age kids who qualified by reading a sufficient number of books, and a "balloon tree party" was held for 103 preschoolers as their end-of-summer event. (13) Circulation for August was 16,969, reference questions totaled 1,760, computer uses totaled 1,427, and patron visits were 9,652. All three reports were placed on permanent file.

COMMUNICATIONS: A copy of a letter from Trustee Kelly Conway to First Selectman Richard Barlow announcing her resignation from the Library Board due to the pressure of job and family duties was received with regret.

APPROVAL OF FINANCIAL REPORT: The Library Director reviewed in detail the operating budget and Gift Fund reports for June (the end of the 08-09 fiscal year), July, and August. A motion was made by Patricia McGarry to approve the reports as presented, seconded by Richard Matos, and passed unanimously.

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COMMITTEE REPORTS: The book sale conducted annually by The Friends of the Canton Public Library will be held this Saturday, September 12, from 8:00 a.m. to 3:00 p.m. A \$10 admission fee will be charged from 8:00 to 9:30. On Sunday, the book sale will continue from 11:00 a.m. to 2:00 p.m. (a bag of books for \$5.00 each). The Friends and the library also will have a booth at Sam Collins Day on September 19.

OLD BUSINESS: (a) State Funding for Libraries: The Library Director reported on the just-passed state budget. He said that no funding changes were made after all that would adversely affect libraries and library services in this state. A great relief! Some drastic cuts had been envisioned due to the economy. **(b) Long-Range Plan:** Mr. Simon had a meeting with CAO Robert Skinner at which our Long-Range Plan came up. Mr. Skinner suggested that the Library Board get on the agenda of the Board of Selectmen to explain our Long Range Plan – what it includes and why. We need to explain what is in the plan so that the Selectmen have some understanding of our goals and our future budget requests. Mr. Simon and Lee Foley will get on the agenda in November (after the elections) to present our case, but they urged other board members to attend when the date is set. **(c) Teen Services:** Now that summer is over, the plan to revive our Teen Space will be taken up again. To start, Building Consultant Mary Louise Jensen from the State Library will be asked to come and look over the area and give some of her space suggestions.

NEW BUSINESS: (a) Policies: Mr. Simon handed out drafts of two policies which he felt needed updating and expanding. One was the Circulation Policy. The other was the Materials Selection Policy, his draft of which merged our current materials selection, weeding, and gift policies into one. He asked that members to review these for discussion at the next meeting.

OTHER BUSINESS: (1) September 25 will be our first in-service training day for staff, which is mandatory. The library will be closed to the public that day. On the agenda: a tour of the Canton Historical Museum in the morning and a customer service skills refresher course in the afternoon. (2) The ACLB leadership program will not be held this year. (3) An email from board member Nita Hansen was circulated about subscribing to a new ACLB email listserv. Each one of us should join. (4) An all-day lecture and program on the Farmington Canal will be held on October 24. It is a joint event so-sponsored by the library and the Historical Society. (5) The library and the Senior Center are planning some joint events, and Mr. Simon will be contacting the Chamber of Commerce for the same purpose soon.

ADJOURNMENT: There being no further business, on a motion by Patricia McGarry, the meeting adjourned at 8:50 p.m.

Kathleen Woolam
Secretary