

**TOWN OF CANTON, CONNECTICUT
CANTON PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING OF NOVEMBER 18, 2009
DRAFT MINUTES**

The meeting was called to order at 7:21 p.m., with the following members present: Chairman Lee Foley (arrived at 7:31), Richard Matos, Karen Berger, Bonita Hansen, David Owen, and newly-appointed trustee Michael Leonard. Also present: Library Director Robert Simon.

PUBLIC FORUM: No one from the public was in attendance.

APPROVAL OF MINUTES: Upon a motion by Richard Matos, seconded by Bonita Hansen, the minutes of the regular meeting of October 14, 2009 were approved as presented on the following vote: Yes 4, Abstain 1 (Mr. Leonard).

LIBRARY DIRECTOR'S REPORT: Mr. Simon presented his written report for October 2009. There were 17 programs for adults and 25 for children, with attendances totaling 879. He elaborated on several, such as: another successful program on the Farmington Canal, followed by a coach bus tour of local canal sites (this was held jointly with the Historical Society), a puppet program for children paid for by the Maxwell Shepherd Arts Foundation, and another preparation meeting to plan our first annual Early Childhood Community Fair. Work continues on organizing the local history collection: Sarah McCusker and Jane Hoben are now working out the proper ways to catalog non-book documents like file folders and periodical clippings. It is a big job. A revised patron brochure, paid for by the Friends, was printed. In addition to the library, Mr. Simon has left copies at the Senior Center, the Historical Society, and Town Hall. The statistical report for October showed higher circulation than in October 2008, plus 1,101 reference questions received, 2,156 uses of the public computers, 8,940 patron visits, and other numbers. Mr. Owen asked if there are more visits now than a year ago. Mr. Simon replied that the door counters were activated only on June 1, but the staff says yes, traffic is significantly up. The Library Director's Report was placed on file for inspection.

COMMUNICATIONS: None

FINANCIAL REPORT: a. Financial Report: During October, the library spent \$44,744.28. Between July 1 and October 31, expenses totaled \$176,958.88, or 33.8% of our total budget. (The newly revised bottom line, including pay raises for full-time staff, now totals \$522,918.) The major categories of spending: personnel, the collection, and programs. Mr. Simon noted that the new computer equipment represented by the \$3,726 encumbrance arrived yesterday. **b. Gift Fund Report:** Revenue and expenditures for October were \$214.49 and \$2,248.77 respectively. The balance as of October 31 was \$51,718.53. Approximately \$17,000 of this amount is State of Connecticut grant money received earlier this year and will be spent on upgrading the Teen Space. Upon a motion by Karen Berger, seconded by Richard Matos, the financial reports were accepted unanimously as presented.

COMMITTEE REPORTS: Friends of the Canton Public Library: No report tonight

OLD BUSINESS: a. Policy Approval: Exhibit and Display Policy: Mr. Simon reviewed the need

**TOWN OF CANTON, CONNECTICUT
CANTON PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING OF NOVEMBER 18, 2009 – PAGE 2**

for a revision of our existing *Art Exhibit Policy*. Chief, it is to incorporate exhibits of collectibles in the display case into the guidelines established by the policy. The trustees reviewed the proposed text. Ms. Foley suggested one change: like in the past, if a complaint by the public were to be received regarding an item within a library exhibit, the complaint should be referred by the Library Director to the Library Board for resolution (consistent with our policy handling complaints against collection items). Mr. Simon will to add this provision. Upon a motion by Mr. Owen, seconded by Mr. Leonard, the new *Exhibit and Display Policy* was adopted unanimously as amended. **b. State Funding for Libraries:** In addition to the hold-backs described last month, the Governor has ordered further budget cuts, including a cut of \$250,805 to the State Library. Both the ICONN database collection and the reQuest location catalog have been affected. Sharon Brettschneider of the State Library has indicated that no decisions have been made about how to deal with these cuts (which are in addition to the hold-backs), except that some federal money will be redirected to preserve the ICONN collection as it is. Nothing has been decided about the reQuest catalog. **c. Teen Services:** Mary Louise Jensen, building consultant for the State Library, will visit on November 20 to look at our Teen Space and offer suggestions for improvements and upgrades. The trustees discussed various ideas for potentially expanding floor space. Mr. Simon would like to insert restaurant-style banquettes and tables, as he has seen successfully used in other libraries, and a Collinsville interior designer could help us with this. We are planning to spend around \$15,000 to \$20,000 overall, including shelving and furniture. **d. Long-Range Plan Updates:** Ms. Foley passed out a chart showing the long-range plan goals for 2009 and which have been accomplished. All but 4 2009 goals are completed or in progress. Mr. Simon noted that we have already reached out to the Historical Society and the Senior Center to investigate cooperative projects, and just today contact was made with the Chamber of Commerce. As per our plan, he has offered our program room as a meeting site for new business owners. Also, we are investigating whether the Chamber might give us donations to improve our business reference offerings, and Chamber members will visit in the new year for lessons in using the library's computerized resources.

NEW BUSINESS: **a. Budget Request, FY 2010-11:** Mr. Simon explained that we made 3 requests for personnel increases during FY 2010-11, all of which he turned in to Town Hall on November 13. His 3 requests: (1) half-day openings on Saturdays in the summer (requested for the second time), (2) a part-time Teen Services Librarian (also requested for the second time), and (3) more hours for Library Aides I and II to make the scheduling of these workers less tight. The budget request for FY 2010-11 is due at Town Hall on December 18, and we will discuss it at the December Board meeting. **b. Library Board Membership:** Michael Leonard has been appointed to our board as of November 9, and we are happy to have him. Mr. Simon will determine the expiration date of his first term for the records. There are no other applicants at this time for our board, which is still down by 1 member. As for eliminating the two-term limit in our by-laws, Ms. Foley learned from CAO Robert Skinner that this limit was established by town ordinance #207. Only a town meeting can allow us to remove it. No one felt there was any urgency for such an action at this time. **c. Tenth Anniversary of Building:** The celebration marking the tenth anniversary of the library in its new building was moved from December 13 to December 6 due to a scheduling conflict with the performers. A musical program at 2:00 p.m. will be followed by cake and punch at 3:00 p.m., served by the Friends of the Library.

**TOWN OF CANTON, CONNECTICUT
CANTON PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING OF NOVEMBER 18, 2009 – PAGE 3**

OTHER BUSINESS: **a.** Ms. Foley reminded the trustees that election of officers for 2010 will occur at the next meeting. Anyone interested in holding office is encouraged to speak with her. **b.** The trustees once again discussed the fact that the library is not allowed to keep any of its overdue fine income or payments for lost collection items. At the Board's suggestion, Ms. Foley will write a letter to the Board of Selectmen asking for the end of this practice. She will compose a draft, then distribute it to the full Board for comment.

ADJOURNMENT: There being no further business, on a motion by David Owen, the meeting adjourned at 9:08 p.m.

Robert Simon
Secretary Pro Tem