

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

The meeting was called to order at 7:20 p.m. by Chair Lee Foley with the following members present: Michael Leonard, David Owen, Bonita Hansen, Karen Berger, Patricia McGarry, Richard Matos, and Kathleen Woolam. Also present: Library Director Robert Simon and Carol Merritt, President of the Friends of the Canton Public Library. Prior to the call to order, Mr. Simon served refreshments in the spirit of the holiday season. A collection also was taken up for a gift for the library staff.

PUBLIC FORUM: No one from the public was present.

APPROVAL OF MINUTES: On a motion by Karen Berger, seconded by Richard Matos, the minutes of the regular meeting of November 18, 2009 were approved as presented.

LIBRARY DIRECTOR'S REPORT: Mr. Simon presented his written report for November 2009. There were 7 adult programs in last month, with 86 attendees. Of particular interest, he noted the presentation by the man involved in the crash on Avon Mountain who has written a book about it. He spoke here and copies of his book were sold (all proceeds going to a fund for the crash victims and their families). 30 people attended. The library put on its first Early Childhood Community Fair. 60 people attended, and it was so successful that we will do it again next year. In the Children's Room, the picture book and junior paperback collections are being weeded and removed books are being given to the Friends because we are virtually out of space. Also, books on cassette tape are being weeded if they are also present on DVD. In Personnel matters, Diana Hurrie was recently married and there are two expectant mothers. One, our Cataloger, will be on medical leave in the coming months. Mr. Simon is working on ways to cover her absence, which would be 12 weeks without pay. In November, there were all kinds of trouble with the public computers. The Town of Canton has contracted with Simsbury to provide computer support service, and these technology support people were called upon for help and saved the day in many cases. Six (6) new computers have been ordered, as well as 7 new monitors, and they have all come in and are awaiting installation. At present, there are 15 public-access computers and the ones being replaced by new units will be added to that number. The library is open now on Sundays from 1 to 4 p.m., starting November 1. On Sunday, December 6, the library, its building being exactly 10 years old, held a birthday reception hosted by The Friends. November circulation was 14,204 as against 13,861 last November, and total visitors numbered 7,531. Mr. Simon brought up the problem of thievery of DVDs, which is occurring here (as well as in many libraries). So far, the staff hasn't come up with a solution. He reported on his contacts with other libraries on how they are dealing with the same problem. The Library Director's Report was placed on file for future reference.

COMMUNICATIONS: None

FINANCIAL REPORT: (a.) Financial Report: Total expenditures for November: \$36,873.28. Total expenditures to date from July 1: \$213,832.16. Available budget, December 1 to June 30, 2011: \$293,210.49. **(b.) Gift Fund Report:** Activity in November included income of \$53.26 and expenditures of \$603.02, leaving a balance on November 30 of \$51,168.77. On a motion by Patricia McGarry, seconded by Kathleen Woolam, the financial reports were accepted unanimously as presented.

COMMITTEE REPORTS: Carol Merritt from The Friends reported that they set up a table of books which

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had been set aside to sell as Christmas gifts. The sale has been successful: they are now running out of books. The Friends hosted a reception honoring the tenth anniversary of our building's dedication on December 6.

OLD BUSINESS: (a.) Budget Proposal for FY 2010-2011: Mr. Simon reviewed his budget proposal, explaining each account total and noting where additional funds were being requested. Our major requests are for summer Saturday hours, a Teen Services Librarian, more hours for part-time staff, and more money for the collection. The budget request is due at Town Hall on December 18. Our total requested for FY 2010-11 amounted to approximately \$575,000, an increase over this year's operating budget of \$522,918. **(b.) Teen Services:** Mr. Simon and the full-time staff met with Mary Louise Jensen from the Connecticut State Library. They discussed making a better space for teen services. They talked about weeding the adult reference collection and making other adjustments to expand the Teen Space. We need to make room for a bigger collection and additional furniture, some of which would be in the form of booths, which are popular with teens. Ms. Jensen also suggested consolidating the reference section by installing more bookcases against the walls and putting waist-high bookcases behind reference desk so as to use space more creatively. **(c.) Letter to the Board of Selectmen re Fines and Lost Materials Revenue:** Chair Lee Foley said that, before sending this letter, she wanted to have input from the board on the revenue received from fines and lost materials. Her feeling is that fines should properly be considered town income, but that lost materials revenue should stay with the library, and the board had a good case for arguing this point. Mr. Simon said about \$2,000 in payments for lost and/or damaged collection items was turned over to the town last year. It was the consensus of the board that the revenue from lost items should remain with the library. Lee Foley said she would go ahead with drafting a letter to this effect to the Board of Selectmen. Ms. Hansen suggested some revenue-generating ideas: a birthday book program and a brochure suggesting gifts to the library through memorials, wills, and trusts. **(d.) Long-Range Plan Updates:** Chair Lee Foley distributed a time line of the progress made to date on our long-range plan, color coded to indicate goals completed, in progress, and not started. The Board reviewed progress made during 2010 and looked forward to our 2011 goals. Mr. Simon provided an update on some of the goals currently in progress, such as the wish list and contacts with the Chamber of Commerce. **(e.) Tenth Anniversary of Building:** Having been in this building for 10 years as of December 13, a reception was held on Sunday, December 6, to commemorate the event. Mr. Simon reported that it was very nicely hosted by The Friends and it was a pleasant affair with music, cake, and punch, even though attendance was lower than hoped for.

NEW BUSINESS: (a.) Election of Officers: On a motion by Bonita Hansen, seconded by Patricia McGarry, the following slate of officers was elected for 2010: Chair - Lee Foley; Vice Chair - Richard Matos; and Secretary - Kathleen Woolam.

OTHER BUSINESS: None

ADJOURNMENT: On a motion by Karen Berger, the meeting adjourned at 9:01 p.m.

Kathleen Woolam
Secretary