

**TOWN OF CANTON, CONNECTICUT
CANTON PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING OF MARCH 10, 2010
DRAFT MINUTES**

CALL TO ORDER: The meeting was called to order at 7:19 p.m. by Chair Lee Foley. Trustees present: Walter Gillette, Michael Leonard, Bonita Hansen, Richard Matos, and Kathleen Woolam. Also present: Library Director Robert Simon and President of the Friends Carol Merritt.

PUBLIC FORUM: No one from the public was present.

APPROVAL OF MINUTES: On a motion by Richard Matos, seconded by Kathleen Woolam, the minutes of the regular meeting of January 13, 2010 were accepted on a vote of 5-0. Ms. Hansen abstained. The regular meeting scheduled for February 10 was cancelled due to inclement weather. A notice to this effect was posted with the Town Clerk's Office.

LIBRARY DIRECTOR'S REPORT: Library Director Robert Simon had submitted his written reports for January and February 2010 previously. Tonight, he gave a brief summary of the highlights and reviewed the monthly statistics. The Library Director's Report was then placed on file for future reference.

COMMUNICATIONS: None

APPROVAL OF FINANCIAL REPORT: (a) Financial Reports for January and February 2010: Mr. Simon distributed and reviewed the operating budget reports for January and February 2010. In January, \$34,392.39 was expended and \$18,429.52 was encumbered, leaving a total available budget of \$203,630.76. In February, \$42,362.08 was expended and \$11,780.01 was encumbered, leaving \$167,918.19 still available. **(b) Gift Fund Reports for January and February 2010:** Mr. Simon reviewed both Gift Fund reports. The fund balance at the end of January was \$50,843.59, and at the end of February it was \$50,349.01. On a motion by Bonita Hansen, seconded by Richard Matos, the financial reports were accepted unanimously as presented.

COMMITTEE REPORTS: (a) Friends of the Canton Public Library: Carol Merritt reported that The Friends had no meeting in February. They have discontinued the Monday morning *Coffee And* program because it became too difficult to find people to commit to doing it. The Friends did a membership drive recently and received over \$5,000 from that mailing. It does not go to every household in town, just to prior donors. The Friends have contributed \$1,000 to the Town of Canton for the town newsletter, *Canton Connections*. She described the annual crossword tournament that will be coming up on April 24.

OLD BUSINESS: (a) Budget Request FY 2010-2011: Mr. Simon handed out and reviewed the library's FY 2010-11 projected budget as approved by the Board of Selectmen. The proposed town budget, including the library, now has gone from the Board of Selectmen to the Board of Finance. Our request for a Teen Services Librarian was rejected, although the Selectmen did approve funds for Saturday hours in summer. Our computer support account has been cut to zero. The amount approved by the Board of Selectmen for the library is \$527,363. **(b) Long-Range Plan Update: (1) Teen Space:** Mr. Simon read

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his memorandum of March 10, describing the progress being made to upgrade the library's Teen Space. He described the space and said that placing furniture there was difficult because it is so small. He said he is planning to meet with Estey Library Furnishings next week to select and order additional shelving and new furniture. **(2) Wish List:** A request is made from the staff to the Board to think of things the library could use, along with approximate prices. Mr. Simon suggested CD sets on foreign languages and Lee Foley suggested baskets or mesh tote bags for patrons to use inside the library while they are shopping for books. **(3) Chamber of Commerce:** Beth Van Ness made a presentation to the Chamber members on library services and resources for their professional and personal needs. Very successful! Also, Mr. Simon met with the Chamber board and asked how the library could aid them in their work. Mr. Simon said he also offered them the use of our program room, if useful. There seemed little interest in donating money to the library. **(c) Letter to Board of Selectmen re: Lost Materials Revenue:** Lee Foley read the final version of her letter, which met with approval. It will be sent. **(d) Term Limits for Library Trustees:** Mr. Simon reported that the limit of serving 2 consecutive terms on the Board cannot be changed except by town meeting, as this was set by town ordinance #207. However, the ordinance is not clear as to what "a term" means. We believe "a term" means a full 4 years of service. Trustees who fill out the unexpired terms of former members cannot be considered to have served "a term" yet.

NEW BUSINESS: None

OTHER BUSINESS: Mr. Simon reported that the town has decided to organize a temporary advisory committee on technology and thought someone from the library staff or board should be on it to safeguard the library's interests. Trustee Walter Gillette volunteered to offer his services.

ADJOURNMENT: On a motion by Richard Matos, the meeting adjourned at 9:20 p.m.

Kathleen Woolam
Secretary