

**TOWN OF CANTON, CONNECTICUT
CANTON PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING OF APRIL 14, 2010
DRAFT MINUTES**

CALL TO ORDER: The meeting was called to order at 7:15 p.m. by Chair Lee Foley. Trustees present: Karen Berger, Bonita Hansen, Walter Gillette, Richard Matos, Michael Leonard, Patricia McGarry, Kathleen Woolam, and David Owen. 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 Bonita Hansen, seconded by Kathleen Woolam, the minutes of the regular meeting of March 10, 2010 were accepted as presented. Vote: 6-0 with 3 abstentions (Ms. Berger, Mr. Owen, and Ms. McGarry).

LIBRARY DIRECTOR'S REPORT: Library Director Robert Simon submitted his written report for March 2010 previously. Tonight, he summarized the highlights and the monthly statistics. The Library Director's Report was then placed on file for future reference. Mr. Simon also distributed envelopes containing four new brochures describing library services. He and a few staff members produced these. The brochures were *Home Delivery Program, I Can Read, Passes to Museums and Cultural Sites, and Please Join the Friends of the Canton Public Library*.

COMMUNICATIONS: None

APPROVAL OF FINANCIAL REPORT: (a) Operating Budget Report for March 2010: Mr. Simon distributed the operating budget report for March 2010. Expenditures for the month totaled \$38,430.98. There has been no word on when the Connecticut Reimbursement Grant will be received. The Basic State Aid Grant has already come. At the CAO's request, the library will give \$4,800 of its current year budget back to the General Fund to help offset the town's anticipated \$600,000 deficit as of this June 30. **(b) Gift Fund Report for March 2010:** Income totaled \$25.00 and expenditures totaled \$2,372.35. The fund balance as of March 31 was \$48,010.42. On a motion by Karen Berger, seconded by Patricia McGarry, the financial report was accepted as presented.

COMMITTEE REPORTS: (a) Friends of the Canton Public Library: Carol Merritt said the Friends were looking for volunteers to help with the annual Crossword Puzzle Tournament scheduled for April 24. At the March meeting, the Library Director and the Head of Children's Services talked about ways to find new members. Current members were encouraged to attend story hour sessions and address the parents.

OLD BUSINESS: (a) Library Budget FY 2010-11: Mr. Simon stated that not much has changed on our budget request since last time. Funds for a Teen Services Librarian are out, but funds for summer Saturday hours still are in. **(b) Teen Space Upgrades:** New shelving has been ordered as of April 15. Price: \$10,005.88. All furniture has been selected. The final price needs to be determined and submitted to the CAO for his approval. Mr. Simon showed pictures of the furniture chosen, including four "mitt" upholstered chairs. Yet to be ordered: a ceiling-suspended sign. It was suggested that we have a contest to name the newly-redecorated space. Three possibilities were suggested and will be voted on by students. Richard Matos volunteered to give a prize if one were needed. **(c) Letter to Board of Selectmen re Lost Materials Revenue:** Lee Foley will send

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this letter once it is placed on library stationery.

NEW BUSINESS: (a) **Approval of Revisions to Library Card Policy:** Mr. Simon had submitted some proposed changes to the trustees earlier for their review. On a motion by Richard Matos, seconded by Michael Leonard, the revised Library Card Policy was approved unanimously. (b) **Approval of Revisions to Circulation Policy:** Mr. Simon had submitted some proposed changes to the trustees earlier for their review. On a motion by Kathleen Woolam, seconded by Karen Berger, the revised Circulation Policy was approved unanimously. (c) **Staff Update:** Head of Technical Services Sarah McCusker will be going out on maternity leave full-time for eight weeks and then part-time for another eight weeks. After that, she would like to work a three-day but still full-time weekly schedule. Mr. Simon has concerns about this. We will have to monitor how it works. (d) **Town of Canton Technology Committee:** Trustee Walter Gillette, representing the library, said the committee now has its full five appointees and will hold its first meeting soon. This is something new for the town and there is no clear charge as yet. The committee will probably create an inventory of the library and Town Hall hardware and software. Mr. Simon said this committee comes at an interesting time because the Hartford Foundation for Public Giving has announced it is giving \$30,000 to each public library in its 29 town region for use on technology.

OTHER BUSINESS: Mr. Simon said he and three other staff members would be gone part of next week to attend the Connecticut Library Association's 2010 annual conference. He reported that the CAO gave him permission to call in New Technology Systems to install our new computers and re-purpose the replaced computers. Lastly, he reported some sad news: a devoted Friend of the Library had been diagnosed with cancer.

ADJOURNMENT: On a motion by Patricia McGarry, the meeting adjourned at 9:10 p.m.

Kathleen Woolam
Secretary