

**TOWN OF CANTON, CONNECTICUT
CANTON PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING OF JUNE 9, 2010
MINUTES APPROVED SEPTEMBER 15, 2010**

CALL TO ORDER: The meeting was called to order at 7:15 p.m. with Vice Chair Richard Matos presiding. Trustees present: Michael Leonard, Karen Berger, Walter Gillette, David Owen, and Carol Merritt. Trustees absent: Chair Lee Foley, Patricia McGarry, Kathleen Woolam, and Bonita Hansen. Also present: Library Director Robert Simon.

PUBLIC FORUM: No one from the public was present.

APPROVAL OF MINUTES: Upon a MOTION by Walter Gillette and a SECOND by Karen Berger, the minutes of the regular meeting of May 12, 2010 were approved by unanimous vote.

LIBRARY DIRECTOR'S REPORT: The Library Director's written report for May was distributed previously. Tonight, he commented on the highlights and the business statistics for the month and also distributed a flyer called *Make a Splash: Read*. This flyer was created by library staff and explains the library's reading programs and special events to be offered this July and August for children, teens, and adults. The Library Director's Report was placed on file for future reference.

COMMUNICATIONS: None.

APPROVAL OF FINANCIAL REPORT: Operating Budget Report for May 2010: Expenditures for May totaled \$35,223.50 and encumbrances totaled \$8,088.31, leaving a balance of \$51,637.74 for the remainder of the fiscal year. **Gift Fund Report for May 2010:** Income for May totaled \$12,531.00 and expenditures totaled \$2,300.85, leaving a balance of \$56,452.47 on May 31. In answer to a question from Mr. Owen, Mr. Simon reported that any money left unspent and unencumbered in the operating budget on June 30 will revert back to the town, but that Gift Fund money always remains with the library. Upon a MOTION by Karen Berger and a SECOND by Walter Gillette, the financial report was approved by unanimous vote.

COMMITTEE REPORTS: (a) Friends of the Canton Public Library: Carol Merritt reminded all trustees that they are invited to the Friends' annual potluck dinner on Friday, June 18. The dinner will be followed by the annual meeting, at which time a few new officers for the term 2010-12 will be elected. Work on the 2010 book sale is starting now, with Carol Stevens and Laura Hage as co-chairs again. The Library Program Room is reserved for the Friends from mid-June to mid-September, and book sorting will take place every Tuesday starting June 22. The time will be 7:00 p.m. and trustees are encouraged to help. The Friends will purchase a banner to hang on the front of the library to announce its new summer Saturday hours.

OLD BUSINESS: (a) Teen Space: The new upholstered "mitt chairs" have been received and put into temporary storage. They were displayed. The added shelving is expected on or around June 15, and installation of everything should start at that same time. The current wall mural will be painted over, so the artists' families were notified. They may wish to photograph the work before it is covered over by paint and new shelving. **(b) Long-Range Plan: FY 2010 Update:** Ms. Foley had planned to

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present a chart tonight showing progress on our long-range plan during FY 2009 and FY 2010, but she could not attend. Instead, Mr. Simon distributed an informal chart showing the items accomplished or in progress as of June 2010. **(c) Letter to Board of Selectmen re Lost Materials Revenue:** We have received no reply from Town Hall as of tonight on our request to keep this money. **(d) Hartford Foundation for Public Giving Grant:** Official notice as to whether or not we will receive this grant will come around June 16. **(e) Town of Canton Technology Committee:** Mr. Gillette reported that the committee is still getting organized, and that an inventory of computer hardware to be found in town departments will be a first job. He and another committee member have been assigned to inventory the library, and he will speak with Mr. Simon to arrange for this.

NEW BUSINESS: (a) Library Board Membership as of July 1: Ms Hansen, Mr. Matos, and Mr. Owen all have terms expiring on June 30, and all three would like to be reappointed for another term. Town Hall will be in touch. Ms. Woolam has decided not to accept another four years after her term expires at month's end. She will be missed. So will Carol Merritt, whose term as Friends president ends on June 30. She will be succeeded as officio trustee by Sue-Ann Uccello during 2010-12. Ms. Woolam will need to be replaced. **(b) Election of New Board Secretary:** With Ms. Woolam's departure, we will need a new secretary for the Library Board. There were no volunteers for this post, so the matter was tabled until September. **(c) Overdue Fines Waiver:** One of the trustees suggested a waiver on overdue fines for the Library Board members as a thank you for the time invested in being on this board. The consensus was that, while the thought was appreciated, it was not something that we should implement. **(d) Adoption of New Hours & Amendment of *Hours of Operating Policy*:** The current hours of the library will be expanded on July 1 by adding summer Saturday openings between July 10 and September 4 from 10:00 a.m. to 1:00 p.m. Upon a MOTION by Mr. Owen and a SECOND by Mr. Leonard, a revised *Hours of Operating Policy*, expanded to cite the new schedule and to incorporate a few additional statements, was adopted on a unanimous vote.

OTHER BUSINESS: At Mr. Matos's suggestion, the Board members will send flowers to the two departing trustees as a thank you for their service. Ms. Berger will handle the arrangements. She also noted that the Cherry Brook Garden Club will be weeding the planting beds around the library again this summer. Very much appreciated.

ADJOURNMENT: Upon a MOTION by Mr. Leonard, the meeting adjourned at 8:19 p.m.

Robert Simon
Secretary Pro Tem