

TOWN OF CANTON, CONNECTICUT
CANTON PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING OF WEDNESDAY, MARCH 16, 2011, 7:15 P.M.
DRAFT MINUTES

CALL TO ORDER: The meeting was called to order at 7:16 p.m. with Chair Lee Foley presiding. Trustees present: Karen Berger, Marjorie Clarke, Walter Gillette, Bonita Hansen, Michael Leonard, Richard Matos, Patricia McGarry, and Friends President Sue-Ann Uccello. Trustee absent: David Owen. Also present: Library Director Robert Simon.

PUBLIC FORUM: No one from the public was present.

APPROVAL OF MINUTES: Upon a MOTION by Ms. Hansen and a SECOND by Mr. Gillette, the minutes of the regular meeting of February 9, 2011 were approved by unanimous vote. Upon a MOTION by Mr. Gillette and a SECOND by Mr. Matos, the minutes of the special meeting of March 2, 2011 were approved by unanimous vote.

LIBRARY DIRECTOR'S REPORT: The Library Director's written report for February 2011 had been distributed previously. Highlights were discussed and business statistics were reviewed. The tape back-up system is fully running. Circulation for the month was down slightly compared to last February (by 850). There were 7 successful adult and 21 successful children's programs last month. The report was then placed on file for future reference.

COMMUNICATIONS: There were no communications this month.

APPROVAL OF FINANCIAL REPORT: Operating Budget Report: Expenditures for February, 2011 totaled \$36,363.33. The library had a balance of \$165,178.54 to spend through June 30, 2011. Mr. Simon noted that new software called "Clean Slate" (which keeps patrons from changing the library's settings on the public computers) has been purchased, as have 2 new UPS units for our server. **Gift Fund Report:** Income and expenditures for February left us with a balance of \$42,248.48. Upon a MOTION by Ms. McGarry and a SECOND by Ms. Clarke, the financial report for February 2011 was approved by unanimous vote.

COMMITTEE REPORTS: Friends of the Canton Public Library: President Sue-Ann Uccello reported that the Friends will be doing a town wide mailing this year to build its membership and also to request donations. She asked for help in stuffing envelopes and several trustees volunteered. The Friends will provide baked goods and coffee for "Snapshot Day" on April 13, when libraries across the state take photographs of things that "make your library special". This year, the Crossword Puzzle Tournament, also sponsored by the Friends, will be held on April 16. The Friends of Connecticut Libraries organization is sponsoring a workshop which several Canton members will attend.

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OLD BUSINESS: (a) **Hartford Foundation for Public Giving Grant:** As of today, all computers, monitors, and other equipment have been ordered and received. The library is waiting for the town's technology staff to activate the laptops. Some of the new hardware is in use and some is waiting for our staff to be instructed. The current challenge is to plan and schedule the public instructional programs. (b) **Teen Services & "Teen Zone":** The sign has been made and is up. It was paid for with funds from the State Library grant. The Friends will earmark \$1,500 out of their next gift for teen programs. Unfortunately, a Teen Services Librarian has not been funded for next year. (c) **Budget Request FY 2011-2012:** Our budget request has not been altered further since CAO Skinner removed \$998 from it. \$539,870 was approved by the Board of Selectmen. This represents an increase of .9% over this year's library budget. The complete budget has now been submitted to the Board of Finance.

NEW BUSINESS: (a) **Wii games & Wii Game Brochure:** The library has a new Wii game collection which has been paid for by Friends' funds. This collection is not kept on open shelves, and patrons must be age 13 or older to borrow from it. A brochure has been created to explain the collection guidelines. (b) **Policy Revision to Circulation Policy:** Several minor changes were proposed that would incorporate the new Wii games into this policy. For admission passes to museums and cultural sites, the Board agreed to amend the policy to state that the library will reserve the right to limit the number of times the same family may borrow the same admission pass during periods of high demand. Upon a MOTION by Ms. Hansen and a SECOND by Ms. Berger, these revisions to the *Circulation of Library Materials Policy* were approved by unanimous vote. (c) **Acquisition of E-Readers:** Mr. Simon reported that the library will be acquiring 2 or 3 Nooks for about \$99 each in the near future. Library patrons expect to have these available. We will not buy Kindles because they won't accept the library's downloadable audiobooks. The Board discussed the possibility of these not being returned. iPads would be difficult to circulate for that reason. There is concern about losing them. (d) **Locking DVD Cases:** Director Simon has looked into the cost of these cases and has researched their use with other library directors. He has suggested that the amount of theft our library experiences probably does not justify the very high cost.

OTHER BUSINESS: (a) **Storytimes:** The library may be making some changes to the story time program to satisfy patron requests. More information will follow. (b) **Poetry Month:** April is National Poetry Month, and Nita Hansen has been talking with Reference Librarian Beth Van Ness about ways to celebrate. April 16 is "Poem in Your Pocket Day."

ADJOURNMENT: Upon a motion by Ms. McGarry, the meeting adjourned at 8:44 p.m.

Marjorie Clarke
Secretary