

**TOWN OF CANTON, CONNECTICUT
CANTON PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING OF WEDNESDAY, JUNE 8, 2011
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, Bonita Hansen, Michael Leonard, and Friends President Sue-Ann Uccello. Also present: Library Director Robert Simon. Absent: Walter Gillette, Richard Matos, Patricia McGarry, and David Owen

PUBLIC FORUM: No one from the public was present.

APPROVAL OF MINUTES: Upon a MOTION by Ms. Hansen and a SECOND by Mr. Leonard, the minutes of the regular meeting of May 11, 2011 were approved unanimously as presented. Ms. Berger and Ms. Foley voted to abstain.

LIBRARY DIRECTOR'S REPORT: The Library Director's written report for May 2011 was distributed previously. An adult program presented by the state DEP on black bears which was attended by 150 people. The talk was interrupted by a building evacuation because of a fire alarm but nearly everyone returned to hear the end of this excellent presentation after a half hour's delay. Eighty-four people attended the beautiful concert produced by the Advanced Training Choir of Chorus Angelicus. Planning for the 2011 summer reading programs is complete. The theme is *Monsters and Dragons and Aliens, Oh My!* and there will be a rich array of programs and events all summer. The Book Buddies program will be back for its third year. So many teens wish to be included in this program that there will be two separate classes. The library has also received a gift of \$500.00 specifically to support Book Buddies. Two excellent part-time staff members announced that they are leaving the library. The Director is interviewing applicants to replace them. Four staff members attended the Connecticut Library Association's Annual Conference. Children's Librarian Heather Baker received an award along with five other Valley children's librarians for their excellent Harry Potter Trivia Contest. Director Simon was recognized for his eighteen years as chairman of the conference's Exhibits Committee. Library visits are up but circulation is down again. People are using the library in new ways. The report was placed on file for future reference.

COMMUNICATIONS: There were no communications this month.

APPROVAL OF FINANCIAL REPORT: Operating Budget Report: Expenditures for May 2011 totaled \$39,329.87. The library had an unencumbered balance of \$56,050.89 to spend through June 30. Most of this is allocated to salaries. The \$3,113.00 in computer hardware was for 5 new CPUs. **Gift Fund Report:** Income and expenditures for May left us with a balance of \$41,677.38. Upon a MOTION by Ms. Berger and a SECOND by Ms. Clarke, the financial report for May 2011 was approved by unanimous vote.

COMMITTEE REPORTS: Friends of the Canton Public Library: President Sue-Ann Uccello reported that the Friends will hold their annual meeting after a potluck dinner at the library to which trustees are invited. At the meeting, the Friends will elect new officers and make a very generous donation to the library. Collections of books for the book sale will begin on June 20 and there is concern about having enough storage space for the books. The Friends plan to reach out to the public to

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publicize the good work and programming done by the library. They may start with a stronger presence at the Sam Collins Day event.

OLD BUSINESS: **(a) Hartford Foundation for Public Giving Grant:** The library is slowly purchasing the software needed to install on the laptops. To take advantage of deep discounts, the library can buy only a small number of copies of the software at one time. Programs using the remainder of the grant have been planned. The first will be in September. **(b) Budget Request FY 2011-2012:** The library was able to reduce its budget to meet the \$2,000 reduction that resulted from the Board of Finance cuts to the Board of Selectman's budget. We will eliminate the purchase of 3 new printers and some computer supplies, and there was a reduction in costs for LIC's electronic services. The library's operating budget for FY 2011-12 will be \$537,870.00. **(c) Community Outreach:** The board discussed using video, the web site, and bumper stickers to support new efforts for community outreach.

NEW BUSINESS: **(a) Trustee Resignation and Replacement:** Chair of the Board Lee Foley is resigning because she is leaving Canton in July. Our by-laws state that the Vice Chair will act in her place temporarily. The board will have a vacancy to fill and will need to elect a new Chair. We will miss Lee and the good work she has done. The trustees wished her well. **(b) Policy on Patron Behavior:** Director Simon circulated a revised *Patron Behavior Policy*. The new policy was discussed but no vote was taken because Trustee Karen Berger had to leave the meeting before the end of the discussion and that resulted in the lack of a quorum.

OTHER BUSINESS: **(a)** Director Simon told the board that the selectmen would like the library to consider revenue-making activities. The library will raise the charge for color printing to 50 cents per page. Other ideas mentioned would be to become a center where people could obtain passports and to offer the Library Program Room as a site at which parents could hold children's birthday parties for a fee. **(b)** The board also discussed with the Director the need to have a specified "chain of command" so that staff knows who to go to in an emergency at which the Director is not present. Lee Foley mentioned that most businesses now have a "Business Continuity Plan" and perhaps the library should look into developing one, too.

ADJOURNMENT: Upon a motion by Ms. Foley, the meeting adjourned at 8:58 p.m.

Marjorie Clarke
Secretary