

**TOWN OF CANTON, CONNECTICUT
CANTON PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING OF WEDNESDAY, SEPTEMBER 14, 2011
DRAFT MINUTES**

CALL TO ORDER: The meeting was called to order at 7:15 p.m. with Chair Richard Matos presiding. Trustees present: Marjorie Clarke, Bonita Hansen, Patricia McGarry, David Owen, and Friends President Sue-Ann Uccello. Also present: Library Director Robert Simon. Absent: Karen Berger, Walter Gillette, and Michael Leonard.

PUBLIC FORUM: No one from the public was present.

APPROVAL OF MINUTES: (1) Upon a MOTION by Ms. Clarke and a SECOND by Ms. Hansen, the minutes of the regular meeting of June 8, 2011 were approved unanimously as presented. (2) Upon a MOTION by Ms McGarry and a SECOND by Mr. Matos, the minutes of the special meeting of June 29 were approved unanimously after a correction to the time that Ms. Hansen and Ms. Uccello left the meeting. The correct time for their leaving was 8:35 p.m.

LIBRARY DIRECTOR'S REPORT: The Library Director distributed his written report for the month of August. The written reports for June and July were distributed previously. The reports summarized a busy summer season with successful summer reading programs for adults, teens, and children. Programs to come include "Tech Topics for Seniors" and computer classes to be given using the remaining funds from the Hartford Foundation for Public Giving grant. The library has begun paying for its four existing electronic databases out of the materials account, rather than continuing to pay for them from the Gift Fund as gifts from the Friends.

COMMUNICATIONS: There were no communications this month.

APPROVAL OF FINANCIAL REPORT: Operating Budget Reports: The June, July, and August financial reports were presented and reviewed by the Director. The June report shows that the library spent 99.4% of its operating budget this year -- almost every penny without going over budget. Kudos to the Director from the Board and also from the CAO. **Gift Fund Report:** Income and expenditures over the three months left us with a balance of \$48,926.70 on August 31. Upon a MOTION by Ms. McGarry and a SECOND by Mr. Owen, the financial reports for June, July and August 2011 were approved unanimously.

COMMITTEE REPORTS: Friends of the Canton Public Library: President Sue-Ann Uccello reported that the September 10 and 11 annual book sale went well. Final figures are not yet in, but this might have been a record income year. The Friends are considering an additional Spring Book Sale in 2012 and are running a sale of fall bulbs with flyers and order forms available in the library. The Friends would receive 25% of all sales. The group is considering an activity next April to celebrate Nation Library Week.

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OLD BUSINESS: (a) **Adoption of New Patron Behavior Policy:** A vote to adopt the new policy was taken over the summer via email. Per the Town Clerk, this vote was invalid because it did not occur at a posted meeting open to public comment. Upon a MOTION by Mr. Matos and a SECOND by Ms. McGarry, the board unanimously approved the new *Patron Behavior Policy*. (b) **Election of New Vice Chairman:** The board decided to postpone the selection of a new vice chair until the next meeting. The trustees also need to find a Republican or an Unaffiliated voter to fill the board vacancy resulting from Ms. Foley's resignation.

NEW BUSINESS: (a) **Electronic Databases: Funding and New Subscriptions:** As described in his report, the Director said that the annual fees for the four databases the library has subscribed to for the past few years (\$4,600) are now being paid for out of the publications budget as a legitimate operating expense. Also, some new databases are being added, such as *Mango Languages*, *A to Z World Travel*, and *NoveList Plus*. These first two, because they are brand new, will be paid for out of the Gift Fund as gifts from the Friends. The third will be purchased out of our recent Newman's Own Foundation Grant. (b) **Computers/Hartford Foundation Grant:** These computers now have their full complement of software but still are in need of mice. Programs planned that will use the new laptop lab: *Job Search Boot Camp* (a four-part program); and *Genealogical Research* (a two part program). Also in development is a program on online buying and another on photo editing using *Picnik*. (c) **Newman's Own Foundation Grant:** We received this grant in August. \$2,500 has been given to the library! It will be used to purchase the *NoveList Plus* database and to produce a multi-part adult series on "green" topics. (d) **Staff Training Day:** The library will be closed on September 30 for a staff training day. (e) **Fees for Overdues, Lost Library Cards, Computer Print-Outs, and Photocopies:** The Director presented a chart comparing Canton's fees with other area libraries, revealing that Canton's fees are very similar to the others. In the search for more revenue, the Director will add a charge for lost library cards, which a fee is charged by many libraries.

OTHER BUSINESS: (a) **Association of CT Library Boards Annual Conference:** This will be held on November 10. Pat McGarry and Nita Hansen will attend. (b) **Food for Fines:** Rick Matos suggested a food drive in the library. The board supported the idea and suggested that it be held in February.

ADJOURNMENT: Upon a motion by Mr. Matos, the meeting adjourned at 8:55 p.m.

Marjorie Clarke
Secretary