

**TOWN OF CANTON, CONNECTICUT
CANTON PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING OF WEDNESDAY, FEBRUARY 8, 2012
DRAFT MINUTES**

CALL TO ORDER: The meeting was called to order at 7:17 p.m. with Chair Richard Matos presiding. Trustees present: Karen Berger, Marjorie Clarke, Walter Gillette, Bonita Hansen, Michael Leonard, Patricia McGarry, David Owen, and Friends President Sue-Ann Uccello. Also present: Library Director Robert Simon.

PUBLIC FORUM: No one from the public was present.

APPROVAL OF MINUTES: Regarding the minutes of the special meeting of January 18, on page 2, under NEW BUSINESS, (a) Request from Canton Girl Scouts, it was Ms. McGarry who abstained from voting, not Ms. Berger. Upon a MOTION by Ms. Berger and a SECOND by Ms. McGarry, the minutes of the special meeting of January 18, 2012 were approved unanimously as corrected.

LIBRARY DIRECTOR'S REPORT: The Library Director's report for January 2012 was emailed earlier. The report summarized library activity during the previous month. Of particular note was the series of drop-in programs to teach the public how to download Overdrive items to e-readers. These sessions, run by Head of Technical Services Sarah McCusker, have been well-attended and will continue. *Canton Patch* had a great article about the library's e-book offerings and training. Two new copiers were installed: one in the office and one on the public floor. The statistics showed increases in patron visits, computer use, website visits, programs, program attendance, and reference questions asked. Circulation was down about 5%, a trend in most public libraries since the introduction of e-books and e-readers. After discussion, the Library Director's Report was placed on file for future reference.

COMMUNICATIONS: The Library Director reported that he informed the Girl Scouts of the Board's decision not to permit cookie sales at the Library. The leader understood that the Board might not want to set a precedent for allowing organizations to sell items on Library property.

APPROVAL OF FINANCIAL REPORT: Operating Budget Report: The financial report for January 2012 was presented by the Director. He explained that income from the state this year will be less than in the previous year because State Library funding for these programs was reduced. **Gift Fund Report:** The gift fund balance was \$46,406.62 on January 31. Upon a MOTION by Ms McGarry and a SECOND by Mr. Gillette, the Financial Report for January 2012 was approved unanimously.

COMMITTEE REPORTS: (a) **Friends of the Canton Public Library:** President Sue-Ann Uccello reported that the six new "Mighty Lite" folding tables for use at book sales and in the Community Center meeting rooms have been delivered. The Friends will retain ownership of the tables but they will be available for town use, too. The Friends have greatly improved their display areas in the library in an attempt to increase the number of books sold from their book display near the Circulation Desk. They continue planning for the spring book sale and the annual crossword puzzle tournament, and they provided refreshments in the Children's Room to mark *Take Your Child to the Library* weekend...

OLD BUSINESS: (a) Budget Request, FY 2012-13: Mr. Simon again reported that our original budget request was reduced by about \$4,000.00 – from \$551,221 to \$547,319. The Board of Selectmen

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will review our request at their meeting on February 14. All trustees are encouraged to be there. **(b) E-Readers:** Using Hartford Foundation for Public Giving grant money, the library recently purchased six e-readers: three Barnes and Noble Nooks and three Kindles. Two of each will circulate to the public and one of each will be for use in the library and at programs. We also own one Sony e-reader and 1 MP3 player, which were gifts from our LCI network. These, too, will circulate. **(c) Minimum of Age to 18 to Borrow Certain Items:** The Director announced that he has raised to 18 the age for patrons to be eligible to borrow Wii games and site passes. Our Circulation Policy states that the library may establish minimum ages for which to borrow certain items. Also, he noted that some public libraries issue children's cards to all borrowers through the age of 17. Adult cards are issued only at the age of 18 because it is the state's legal age of majority.

NEW BUSINESS: (a) Legislative Advocacy & the Legislative Link Program: Ms. Hansen talked about this Connecticut Library Association program which "links" volunteers (librarians, trustees, library friends, and/or library patrons) to local legislators to keep them informed about library concerns, legislation, funding, etc. Ms. Hansen and Mr. Simon are legislative links to Representative LeGeyt and Senator Witkos.

OTHER BUSINESS: (a) I Love My Library Because ... Project: The *I Love My Library Because ...* table was placed in the library by the Friends. It invites people to submit reasons why they love the library. Ms. McGarry, Ms. Hansen, Ms. Uccello, and Mr. Matos worked on this project and the red hearts on which patrons may write their reasons, and the hearts are being used up at a fast rate. Ms. McGarry has been collecting the hearts and will report back on what they say. They also will be posted on the library walls for the public to read. **(b) I Love Canton Library Magnets:** Ms. Hansen circulated several designs for a publicity magnet that spotlights the library. The Board selected their favorite design, and Ms. Hansen will proceed with having 250 printed. The plan is to sell them at the Circulation Desk so that people can place them on their cars. The Friends may be willing to pay for the magnets. **(c) Amendment to Circulation Policy:** Mr. Simon asked the Board to approve the following amendment to our Circulation Policy: on page 2, under "Reserves," paragraph 2, line 3, word 5, change "three" to "four." This library now will hold reserved items (excluding only museum passes) for four days instead of three. This brings us more in line with neighboring libraries' practices. The MOTION was made by Ms. Clarke, SECONDED by Ms. Berger, and approved unanimously.

ADJOURNMENT: Upon a motion by Mr. Gillette, the meeting adjourned at 9:00 p.m.

Marjorie Clarke
Secretary