

**TOWN OF CANTON, CONNECTICUT  
CANTON PUBLIC LIBRARY  
LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING OF WEDNESDAY, APRIL 11, 2012  
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, Walter Gillette, Bonita Hansen, Michael Leonard, and David Owen. Trustees absent: Karen Berger, Patricia McGarry. and Sue-Ann Uccello. Also present: Library Director Robert Simon.

**PUBLIC FORUM:** No one from the public was present.

**APPROVAL OF MINUTES:** Upon a MOTION by Mr. Gillette and a SECOND by Mr. Leonard, the minutes of the regular meeting of March 14, 2012 were approved by the following vote: 3 yes, 0 no, 3 abstain.

**LIBRARY DIRECTOR'S REPORT:** The Library Director's Report for March 2012 was emailed to each trustee last week. It summarized library activities and statistics. The statistics showed a slight drop in circulation but significant increases in website visits, public-access computer uses, reference questions, and program attendance over last March. The report mentioned that the four recently-bought computers have not been installed yet. The issue of inadequate tech support from the town leading to new computers sitting in their boxes was discussed at length. The trustees were appalled that library patrons are not able to make use of this investment, and they asked for a complete status report at next month's meeting. After discussion, the Library Director's Report was placed on file for future reference.

**COMMUNICATIONS:** None

**APPROVAL OF FINANCIAL REPORT: (a) Operating Budget:** Library expenses for the month of March were reviewed by the Director. **(b) Gift Fund:** The gift fund balance was \$40,903.47 as of March 31. Upon a MOTION by Mr. Gillette and a SECOND by Mr. Owens, the Financial Report for March 2012 was approved unanimously.

**COMMITTEE REPORTS: (a) Friends of the Canton Public Library:** President Sue-Ann Uccello was unable to attend this meeting, but the Library Director reminded everyone that the Friends will be holding a special one-day book sale on Saturday, April 14. Proceeds will be used for reupholstering or replacement of some of the furniture in the Children's Room.

**OLD BUSINESS: (a) Budget Request, FY 2012-13:** Our proposed budget remains at \$545,716 (up one-half of one percent). At the Board of Finance's budget hearing on April 3, Trustee Michael Leonard made a valiant appeal for restoring the funding for a teen services librarian. The response was still no. Trustees plan to make a more vocal and direct appeal to the selectmen when the 2013-14 budget is being reviewed. This led to a short discussion of exploring again coordination with the public school libraries, especially with the high school library. The Trustees would like to revisit this topic. **(b) Problem Patrons: Report by Committee Authorized to Discuss this issue with the Chief Administrative Officer and the Town Attorney:** Trustees Walter Gillette and Patricia McGarry met with CAO Robert Skinner to clarify the library's right to ban disruptive patrons, as authorized by our Patron Behavior

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Policy and by Connecticut General Statute 11-32. The result is a statement from the Town Attorney who, after reviewing our Patron Behavior Policy (which includes the possibility of banning a problem patron from the library), wrote: *"I think it [the policy] looks OK as far as a reasonable and legitimate list of expected behaviors. As with everything, the manner and consistency of enforcement are where the issues arise."* Mr. Skinner then said in his email: *"Therefore the policy can stay as written."* Mr. Gillette followed up with Mr. Skinner by sending an email stating, *"I understand from the attorney's comment that '...the manner and consistency of enforcement are where the issues arise,' however, it is good to know that our statement about exclusion is on solid legal ground."* Enforcement will be under Mr. Simon's good judgment. In a case where a patron might be banned, Mr. Simon would likely involve the police. Mr. Matos pointed out that, in such cases, there is a need to act quickly because of, among other things, the morale of the staff.

**NEW BUSINESS: (a) Revised Library Bylaws: Introduction:** The Director distributed a set of proposed new Library Board bylaws. Amendments to the existing bylaws were needed because of changes in our procedures as well as in the town ordinance that created the Library Board. The new bylaws will be voted on by the Trustees at the May meeting. **(b) Snapshot Day:** There will not be a Snapshot Day this year. It has become a biennial event.

**OTHER BUSINESS: (a) Passports:** The library has been accepted by the US State Department as a location for accepting citizens' passport applications and payments. Two of our staff will be trained in May to become acceptance agents, and the library will offer this service probably starting in the summer. Trustees raised concerns about library staff doing non-library work and asked Mr. Simon to keep track of the hours spent. **(b) Poetry Month:** Trustee Nita Hansen reminded us this is National Poetry Month. There are opportunities to share poems and to find poems that have been distributed throughout the library.

**ADJOURNMENT:** Upon a motion by Mr. Owen, the meeting adjourned at 8:44 p.m.

Marjorie Clarke  
Secretary