

**TOWN OF CANTON, CONNECTICUT
CANTON PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING OF WEDNESDAY, JUNE 13, 2012
DRAFT MINUTES**

CALL TO ORDER: The meeting was called to order at 7:18 p.m. with Chair Richard Matos presiding. Trustees present: Karen Berger, Marjorie Clarke, Walter Gillette (arrived at 7:23), Michael Leonard, Patricia McGarry, and Friends President Sue-Ann Uccello. Also present: Library Director Robert Simon. Trustees absent: Bonita Hansen and David Owen.

PUBLIC FORUM: No one from the public was present.

APPROVAL OF MINUTES: Upon a MOTION by Mr. Leonard and a SECOND by Mr. Matos, the minutes of the Regular Meeting of April 11, 2012 were approved unanimously as presented. VOTE: 4 yes, 0 no, 3 abstain.

LIBRARY DIRECTOR'S REPORT: The Library Director's reports for April 2012 and May 2012 were emailed to the trustees earlier. Highlights were reviewed. April Report: The *Tech Topics for Seniors* series continues to be extremely popular. Christopher Hurlburt, magician, conducted a Hunger Games trivia contest for 22 teens, and also a magic show for younger children that drew a crowd of 118. A new monthly *Tween Crafternoon* craft program series was started in March and has been well-received by that age group. In coordination with the schools, all fourth graders visited the library over two days. New patron brochures have been completed. These include 2 very popular ones on downloading e-books to Nooks and Kindles. There is a new brochure about the library's databases and also *Opportunities for Giving* and *Leave a Library Legacy*. These last two have also been distributed to the senior center and the Vincent Funeral Home. The statistics were good, with marked increases in patron visits, website visits, and reference questions received. May Report: Another busy month. Betsy Ash visited the high school and spoke to 154 students about to our "Book Buddies" program for this summer. This will be the fourth year for this popular program which pairs high school "mentors" with younger students, who visit the library to read together and complete crafts. Cataloger Sarah McCusker and Director Robert Simon had training in Hartford in preparation for the library becoming a local passport application acceptance site. Statistics for May were outstanding, with large percentage increases over last May's figures in most categories. After discussion, the Library Director's reports for April and May were placed on file for future reference.

COMMUNICATIONS: None

APPROVAL OF FINANCIAL REPORT: (a) Operating Budget The financial report for April 2012 was reviewed by the Director. Upon a MOTION by Ms. Berger and a SECOND by Ms. McGarry, it was approved unanimously. The financial report for May 2012 was reviewed by the Director. Upon a MOTION by Ms. Berger and a SECOND by Ms. Clarke, it was approved unanimously. **(b) Gift Fund:** Income and expenditures were discussed. The Gift Fund balance was \$52,667.71 on April 30, 2012 and \$51,195.01 on May 31, 2012.

COMMITTEE REPORTS: Friends of the Canton Public Library: President Sue-Ann Uccello announced that the Friends will start collecting books for the 2012 annual book sale on June 20. The Friends have made another generous donation of \$15,000 to the library (for which the Board gave

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many thanks and a round of applause). In addition, the special April 14 book sale raised \$2,000, which will be used to help reupholster the sofa and chairs in the Children's Room. At their annual meeting, the Friends re-elected Ms. Uccello President for another term. Laura Hage will be the new Vice President, Dorothy Clark will be Secretary, and Jane Lamberty will be Treasurer.

OLD BUSINESS: (a) Budget Request, FY 2012-2013: The approved library budget for FY 2012-13, as adopted at Town Meeting on May 14, will be \$545,716 (before full-time pay raises, if any, are added). **(b) Computer Installations and Other Technology Needs:** Three (3) of the 4 newly-purchased computers have been installed. There is still 1 new computer not in yet. The town's technology resources are inadequate to the demand for their services. The library will begin reducing the number of public and staff printers over the next few months. This work started with the Adult Department (only 2 printers are available for the public to choose from from now on) and it seems to be working well. During the month there have been several unanticipated technology problems. One significant example: the Reference Desk computer has lost important files. **(c) Revised Library Board Bylaws:** The Director's proposed revision of the Library Board of Trustees Bylaws was reviewed. Upon a MOTION by Ms. McGarry and a SECOND by Mr. Leonard, the newly-revised Board bylaws were approved unanimously as presented.

NEW BUSINESS: (a) Amendment to Circulation Policy: Removing Borrowing Limit on DVDs: Because the library now has a very large collection of DVDs, the Director proposed eliminating the quantity limitation on borrowing DVDs (5 per card). Upon a MOTION by Ms. Berger and a SECOND by Mr. Leonard, this amendment to the Circulation Policy was approved unanimously. **(b) New ILS System for Library Connection Libraries:** A new and much better "ILS" (Integrated Library System) will replace Library Connection's current system within the next year. Our own Sarah McCusker served on the committee that evaluated possible new systems and recommended 3, 1 of which will be chosen soon. Just about any new system will be a great improvement over the present one! **(c) Association of Connecticut Library Boards:** Trustee Nita Hansen is now a member of the ACLB board, which met at our library earlier this month. She asked Mr. Simon to encourage trustees to attend ACLB meetings this fall on libraries and finances, how libraries should handle gifts, and the yearly Leadership Conference.

OTHER BUSINESS: (a) Two Trustees' terms are ending this month. The Board was delighted that Ms. McGarry has decided to remain a Board member for another 4-year term. Sadly, Ms. Berger will be leaving us on June 30. Chairman Richard Matos presented her with a bouquet of flowers and thanked her for her long and dedicated service to the library. We will miss her.

ADJOURNMENT: Upon a motion by Ms. McGarry, the meeting adjourned at 8:50 p.m.

Marjorie Clarke
Secretary