

**TOWN OF CANTON, CONNECTICUT
CANTON PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING OF WEDNESDAY, SEPTEMBER 12, 2012
DRAFT MINUTES**

CALL TO ORDER: The meeting was called to order at 7:21 p.m. with Chair Richard Matos presiding. Trustees present: Walter Gillette, Bonita Hansen (left at 8:21 p.m.), Michael Leonard, Patricia McGarry, and Friends President Sue-Ann Uccello. Also present: Library Director Robert Simon. Trustees absent: Marjorie Clarke and David Owen.

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 June 13, 2012 were approved unanimously as presented. VOTE: 4 yes, 0 no, 1 abstain (Ms. Hansen).

LIBRARY DIRECTOR'S REPORTS: The Library Director's reports for June and July 2012 were emailed to the trustees earlier, and the report for August was distributed tonight. Mr. Simon reviewed the programs, services, statistics, and other news covering the past 3 very busy months. The summer reading programs (children's, teen, and adult) and all related events were extremely successful. There have been a number of staff changes: Nancy Donoghue and Jane Hoben retired in August after many years of faithful service, and Elizabeth Nardi and Elizabeth Ash have been selected to replace them as Library Aides II at the Reference Desk, starting in mid-September. The Friends of the Library donated another \$15,000.00 for FY 2013. Other highlights were discussed, as well. The statistics were favorable, with increases particularly noted in circulation fiscal-year-to-date, reference questions received, and public computer uses recorded. After discussion, the Library Director's reports for June, July, and August 2012 were placed on file for future reference.

COMMUNICATIONS: None

APPROVAL OF FINANCIAL REPORT: (a) Operating Budget: The operating budget reports for June, July, and August 2012 were reviewed by the Director. On June 30, we had overspent our operating budget by \$5,471.41, chiefly through the salaries and wages accounts. Some of these overages were puzzling because they were in accounts for salaried employees, over which we have no control. Part-time staff wages went over, too: we have control here and this was an accident. July 1 was the start of FY 2013, in which our operating budget will be \$545,716 (excluding full-time staff increases yet to come). By August 31, we had spent \$73,004.89 and had encumbrances of \$75,576.67. Upon a MOTION by Ms. McGarry and a SECOND by Mr. Matos, the budget report for June was approved unanimously. Upon a MOTION by Mr. Gillette and a SECOND by Ms. McGarry, the budget report for July was approved unanimously. Upon a MOTION by Mr. Matos and a SECOND by Mr. Leonard, the budget report for August was approved unanimously. **(b) Gift Fund:** Income and expenditures for June 1 through August 31 were reviewed. The Gift Fund balance was \$60,553.72 on August 31, 2012. The balance was helped greatly by another generous \$15,000.00 gift from the Friends of the Library.

COMMITTEE REPORTS: Friends of the Canton Public Library: President Sue-Ann Uccello reported on the Friends' successful annual book sale on September 8 and 9. Also, the group plans to donate and install a red granite bench in front of the library in memory of the late Susan Bahre, who was

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an active Friends member. Other items were noted as well. The Friends continue to offer us wonderful support.

OLD BUSINESS: None

NEW BUSINESS: **(a) Staff Changes:** Long-time reference assistants Nancy Donoghue and Jane Hoben retired in August, and circulation assistant Elizabeth Nardi resigned as of the end of June. All 3 were valued employees and will be missed. An advertisement to replace Ms. Nardi elicited over 30 applications, and 3 candidates were interviewed. Our newest circulation assistant is Andrea Torrillo, who is working out well. The job advertisement to replace Ms. Donoghue and Ms. Hoben elicited 40 applications, and 6 candidates were interviewed. Our new reference assistants will be Elizabeth Ash and Elizabeth Nardi, both in-house candidates. They start the week of September 17. **(b) Friends of the Library Annual Book Sale and Sam Collins Day:** As noted above, the Friends' annual book sale on September 8 and 9, which was the first ever to be held upstairs in the Community Center meeting rooms on the main level, was very successful. Proceeds will come in around \$8,000.00, which added to the \$2,000.00 raised at the April book sale equals about \$10,000.00. This is the amount raised by the Friends at their one book sale in 2011, so the sale lost no ground. The library and Friends group will share a table at Sam Collins Day on September 15. **(c) Long Range Plan 2009-2013:** Mr. Matos appointed a committee consisting of himself, Ms. Clarke, and Mr. Simon to assess progress made on the current long range plan, which expires on June 30, 2013. A new plan will be needed thereafter.

OTHER BUSINESS: **(a)** Ms. Hansen urged all trustees to attend ACLB's 2012 Trustee Leadership Conference on October 25 at the University of Hartford. The topic promises to be pertinent. Speak with her if you would like to attend. **(b)** Mr. Simon noted the Friends have revived their *Coffee And ...* program on a once-per-month basis. It will take place on the first Monday morning of each month. (In previous years, it was weekly, but more volunteers would be needed to return to a weekly schedule.) This program of coffee and refreshments was very popular with library patrons before it stopped about 2 years ago. **(c)** Probably in November or February, we will offer a *Food for Fines* program. Patrons can have their overdue fines cancelled if they donate items at the library for the Canton Food Bank. This has been tried in many area libraries, with great success. CAO Skinner has approved our doing it for 1 calendar month. This program does not apply to payments for lost and damaged items. **(d)** Our library joined the Overdrive Advantage program offered by Library Connection, at a level of \$2,000.00 for this fiscal year, because downloadable books are so popular here and we need to offer a larger selection. **(e)** Mr. Simon and CAO Skinner have begun to meet privately for an hour every-other-week in order to discuss library issues and problems and generally to improve Library/Town Hall communication. This has proven to be a successful effort in other towns, and is proving worthwhile here, too.

ADJOURNMENT: Upon a motion by Mr. Gillette, the meeting adjourned at 8:51 p.m.

Robert Simon
Secretary Pro Tem