

**TOWN OF CANTON, CONNECTICUT
CANTON PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING OF WEDNESDAY, NOVEMBER 14, 2012
MINUTES APPROVED DECEMBER 12, 2012**

CALL TO ORDER: The meeting was called to order at 7:20 p.m. with Vice Chair Walter Gillette presiding. Trustees present: Marjorie Clarke, Bonita Hansen, Michael Leonard, Patricia McGarry, and David Owen. Also present: Library Director Robert Simon. Trustees absent: Richard Matos and Friends President Sue-Ann Uccello.

PUBLIC FORUM: No one from the public was present.

APPROVAL OF MINUTES: Upon a MOTION by Ms Hansen and a SECOND by Ms. McGarry, the minutes of the regular meeting of September 12, 2012 were approved unanimously as presented. VOTE: 4 yes, 0 no, 2 abstain (Ms. Clarke and Mr. Owen).

LIBRARY DIRECTOR'S REPORTS: The Library Director's written reports for September and October 2012 were emailed to the trustees earlier. Mr. Simon reviewed the programs, services, statistics, and other news covering the past two months. The autumn semester of story time started late due to a death in the family of the Head of Children's Services. The library is seeking a successor to Betsy Ash, who has left the Children's Room and now works in Reference. Beth Griffin has been contracted to handle Ms. Ash's usual story time schedule until her successor is hired. Circulation moved in a positive direction in September as compared with last year. A measure of the respect held for Sarah McCusker's technology skills is that she was one of 3 experts invited to speak at LCI's Reference Roundtable in September. Our own Heather Baker will serve as co-chair of the first Nutmeg Book Award Committee designated for grades 2 through 4. Although ours is a relatively small library, members of our staff are very well respected by their peers. The "Movie Night Out" scheduled for October in cooperation with the Cherry Brook School PTO was cancelled. We have bought software to allow patrons to reserve museum passes online through our website (TixKeeper) and print-management software to stop the large number of printing errors by patrons (Paper Cut). The Friends had their major book sale in September, they paid for the library table at Sam Collins Day, and they are reviving "Coffee And" on a monthly basis. Year-to-date circulation reported in October continues to reflect a slight increase over 2011. Other highlights were discussed, as well. After discussion, the Library Director's reports for September and October 2012 were placed on file for future reference.

COMMUNICATIONS: None

APPROVAL OF FINANCIAL REPORT: (a) Operating Budget: The operating budget reports for September and October 2012 were reviewed by the Director. Upon a MOTION by Ms. McGarry and a SECOND by Mr. Gillett, the budget reports for September and October were approved unanimously. **Gift Fund:** Income and expenditures for July 1 through October 31 were reviewed. The Gift Fund balance was \$58,297.24 on October 31. Mr. Simon has requested a figure for the gift fund balance from the Town Hall to make sure it balances with the amount he reports monthly to the Library Board.

COMMITTEE REPORTS: (a) Friends of the Canton Public Library: President Sue-Ann Uccello was not present, so there was no report at this meeting. **(b) Long Range Plan 2009-2013 Review Committee:**

**TOWN OF CANTON, CONNECTICUT
CANTON PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING OF WEDNESDAY, NOVEMBER 14, 2012
APPROVED MINUTES – PAGE 2**

This committee will assess progress made on the current long range plan, which expires on June 30, 2013. The committee has not yet met.

OLD BUSINESS: (a) Quorum for Holding Library Board Meetings Because of difficulties in filling 2 board vacancies, the difficulty of meeting quorum for meetings with 2 vacant seats, and the fact that among Town boards only the Board of Education is as large as the Library Board, the trustees, upon a MOTION by Mr. Owen and a SECOND by Ms. Hansen, voted unanimously to write to the selectmen and request that the Library Board be changed from a 9-member board to a 7-member board -- *provided* this change will not cause any currently-serving trustee to resign due to state-mandated minority representation. Mr. Simon will speak with the Town Clerk. **(b) Notary Service:** The Director's notary license will soon need to be renewed. The trustees supported the continuance of this excellent service to the public at the library but only if Town Hall supports it, which has not always been the case in the past. Mr. Simon will speak with the CAO. **(c) Print Management Software:** The library has purchased "Paper Cut", a print management program that has successfully solved costly problems with the public's use of the 2 public printers. Many printing errors were wasting paper and driving the cost of maintenance on the public copier/printer very high. Paper Cut may have solved this issue: it establishes a "pay before you print" system from the public computers. It has yet to be installed in the Children's Room. **(d) Schedule of Meetings: Calendar Year 2013:** Upon a MOTION by Ms. McGarry and a SECOND by Mr. Gillette, the Board voted unanimously to adopt the proposed schedule of meeting dates for 2013. **(e) Budget Request FY 2013-14:** Special requests discussed were server switches and the teen librarian. We will invite Mary Tomolonious to our December or January meeting to talk with us about advocacy. **(f) One Hundredth Anniversary Celebration – November 2013:** Nita Hansen will co-chair the plans for this with Carol Shimelman from the Friends of the Library. Other volunteers to join the committee are being recruited. Former trustee Kathleen Woolam is writing a history of the library.

NEW BUSINESS: (a) Election of New Library Board Chair: Upon a MOTION by Ms. Hansen and a SECOND by Mr. Leonard, the trustees unanimously elected Walter Gillette to serve as Chair of the Library Board. He will replace Richard Matos, who will remain on the Board but is unable to continue as Chair due to work commitments. Upon a MOTION by Ms. Hansen and a SECOND by Mr. Gillette, the trustees unanimously elected David Owen as Vice-Chair of the Library Board. He will replace Mr. Gillette.

OTHER BUSINESS: None

ADJOURNMENT: Upon a motion by Ms McGarry, the meeting adjourned at 8:42 p.m.

Marjorie Clarke
Secretary