

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

CALL TO ORDER: The meeting was called to order at 7:15 p.m. with Chair Walter Gillette presiding. Trustees present: Marjorie Clarke, Bonita Hansen, Michael Leonard, Patricia McGarry (arrived at 7:20), David Owen, and Friends of the Library President Sue-Ann Uccello. Also present: Library Director Robert Simon. Trustees absent: Richard Matos.

PUBLIC FORUM: No one from the public was present.

A MOTION was made by Mr. Gillette to change the order of the agenda to discuss Item 8a (Budget Request FY 2013-2014) first so that Ms. Tomolonius would not have to stay through the whole meeting. After a SECOND by Ms. Clarke, the motion passed unanimously.

OLD BUSINESS: (a) Budget Request FY 2012-2014: Mary Tomolonius, member of the Board of Finance, outlined many ideas and activities to help the trustees succeed in convincing the Board of Selectmen of our need for a teen services librarian. Afterward, the Director gave a summary of the Library's budget request for FY 2013-14. Except for the teen librarian request, it is substantially the same budget as this year's. The Computer Hardware line was discussed: the Board needs clarification on whether 3 new server room switches should be purchased by the town as part of its Verizon technology upgrade coming in February, or if the switches rightly belong in the Library budget. This needs to be clarified so that the same request does not appear in two places in the town budget. The increase in the Publications request is due to databases that have been on trial during the past year but which should now be absorbed into the budget.

APPROVAL OF MINUTES: Upon a MOTION by Ms Hansen and a SECOND by Ms. McGarry, the minutes of the regular meeting of November 14, 2012 were approved unanimously as presented.

LIBRARY DIRECTOR'S REPORT: The Library Director's report for November 2012 was emailed to the trustees earlier. Mr. Simon reviewed the programs, services, statistics, and other library news of the last month. After discussion, the Library Director's report for November was placed on file for future reference.

COMMUNICATIONS: None

APPROVAL OF FINANCIAL REPORT: (a) Operating Budget: The operating budget report for November 2012 was reviewed by the Director. Upon a MOTION by Ms. Clarke and a SECOND by Ms. McGarry, the budget report for November was approved unanimously. **(b) Gift Fund:** Income and expenditures for July 1 through November 30 were reviewed. Mr. Simon has not yet received the new figure for the gift fund balance from the Town Hall. Upon a MOTION by Ms. Clarke and a SECOND by Ms. McGarry, the gift fund report for November was approved unanimously.

COMMITTEE REPORTS: (a) Friends of the Canton Public Library: President Sue-Ann Uccello reported that the Holiday Book Sale is in full swing and that Taste Books are being sold at the main desk of the library as a fundraiser. Kristie Griswold may be the Friend handling publicity for the group. There

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will not be a town-wide solicitation of books for the spring book sale planned for April, but quality books in good condition that are being dropped off at the library by residents will be accepted for that sale. The stone bench in memory of Sue Bahre is still being built. **(b) Long Range Plan Review Committee 2009-2013:** The committee has met and has created a summary showing goals met, goals to revisit, ongoing projects, and goals not done. There is still time for accomplishments before the end of 2013, when the full 5 years of the current long-range plan are up. The report will be reviewed to see if there are goals that might be achieved before then.

OLD BUSINESS: (b) Quorum for Holding Library Board Meetings: This item was tabled until the January meeting. **(c) Notary Service:** The Library Director has renewed his notary license and will continue to provide that service for Canton residents. **(d) One Hundredth Anniversary Celebration – November 2013:** Nita Hansen reported that the committee has met and has begun planning. They would welcome additional members. Their next meeting will be held on December 17 at 3:30 p.m.

NEW BUSINESS: (a) Personnel Changes: Sarah McCusker, who has been the Head of Technical Services for 5 years, is leaving us to take a position at the Windsor Public Library. Sarah has been a strong member of the Library staff and will be missed. A new Children's Services Assistant, Sarah Prattson, has been hired to fill the position formerly held by Betsy Ash before she became a Reference Assistant.

OTHER BUSINESS: None

ADJOURNMENT: Upon a motion by Ms McGarry, the meeting adjourned at 9:17 p.m.

Marjorie Clarke
Secretary