

**TOWN OF CANTON, CONNECTICUT
CANTON PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING OF WEDNESDAY, FEBRUARY 13, 2013
DRAFT MINUTES**

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

PUBLIC FORUM: No one from the public was present.

APPROVAL OF MINUTES: Upon a MOTION by Ms McGarry and a SECOND by Mr. Leonard, the minutes of the regular meeting of January 9, 2013 were approved unanimously as presented.

LIBRARY DIRECTOR'S REPORT: The Library Director's report for January 2013 was emailed to the trustees earlier. Tonight, Mr. Simon reviewed the programs, services, statistics, and other library news for last month. Of special note: (1) Proctoring professional and academic examinations for Canton residents is becoming a standard service of our reference staff and it is much appreciated by the patrons; (2) The new baby story time is experiencing attendance problems due to its timing, which conflicts with naps; (3) We will now have an annual pre-school art show in February to complement the public school art show we host every March; (4) We are soliciting prices to replace or reupholster the loveseats and chairs in the Children's Room, a gift from the Friends of the Library; (5) In January we received the highest number of interlibrary loan requests for a single month in library history -- 655. The Library Director's report for January 2013 will be placed on file for future reference.

COMMUNICATIONS: None

APPROVAL OF FINANCIAL REPORTS: **(a) Operating Budget:** The operating budget report for January 2013 was reviewed by the Director. We are running a bit conservatively in the use of part-time staff salaries, which is good because we had a shortfall problem last fiscal year. Also, our expenses for the year in the Computer Software account total 136% of the funding spent. Mr. Simon will look into this error. **(b) Gift Fund:** Income and expenditures for July 1 through January 31 were reviewed. **(c) Gift Fund Balance Discrepancy:** Ms. Clarke and Ms. McGarry spoke with the Finance Officer of the town to find out why our balance does not agree with Town Hall's. The answer seems to be two-fold. First, we started our calculations a few years back with an unaudited figure, and unaudited figures are always unofficial and subject to change. Second, we believe that some expenses which were ordered in one fiscal year but paid for in the next fiscal year were logged back into the first year, meaning the figure we were originally given was thrown off. **(d) Basic State Aid Grant:** The state is cutting back on all funding to libraries, and this is the first evidence. Our grant for this year totals \$1,214, whereas last year's total was \$1,232. More worrisome, we will also see a drop in our Connecticut Reimbursement grant, which is much larger. Upon a MOTION by Ms. McGarry and a SECOND by Mr. Leonard, the financial report was approved unanimously.

COMMITTEE REPORTS: **(a) Friends of the Canton Public Library:** President Sue-Ann Uccello reported. A few more Taste Books sold recently. The group will hold its spring book sale on April 13, and book donations are being accepted. The dedication of a new bench in memory of the late Susan

**TOWN OF CANTON, CONNECTICUT
CANTON PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING OF WEDNESDAY, FEBRUARY 13, 2013
DRAFT MINUTES – PAGE 2**

Bahre will be held in April. Laura Hage and Diane Sheldon are co-chairs of the membership committee this year and are sending out an excellent appeal letter. Reupholstering or replacing the sofas and chairs in the Children's Room is a new Friends project. **(b) Long Range Plan Review Committee 2009-2013:** The committee did not meet this month. **(c) 100th Anniversary Committee:** The celebration of our 100th anniversary will run from November 2013 to November 2014. It will be billed as the start of *Our Second Century of Service to the Canton Community*. A number of special events are being considered, as well as the history book

OLD BUSINESS: (a) Budget Request FY 2013-2014: Following the Board of Selectmen's review of our FY 2013-14 budget request last week, we are hopeful that our request (the fourth) for a part-time Teen Services Librarian will finally be approved, starting July 1, 2013. Two of five selectmen are ready to vote in favor, and we need only 3 yes votes. We are grateful to the many trustees, Friends, and citizens who wrote, emailed, and spoke at the budget review meeting in support our request. Once the budget passes from the selectmen to the Board of Finance, no new funds can be added. We are awaiting the outcome. **(b) Volunteer for Library Board Membership:** To satisfy the state's minority representation rules regarding local board and commission membership, Trustee Richard Matos changed his party affiliation from Democratic to Unaffiliated. (He remains a member of this Board, however.) Now, Canton resident and former library employee Nancy Donoghue (a Democrat) can be appointed as a library trustee. **(c) New Head of Technical Services: Update:** Out of a field of 22 applicants, six candidates were interviewed. Our new Head of Technical Services will be Adam Delaura, currently an employee of the Bristol Public Library. Mr. Delaura has experience with cataloging and collection development and is on par with Sarah McCusker on his outstanding technology skills. We are happy to have Mr. Delaura joining our staff. He will start in the second half of March.

NEW BUSINESS: (a) Fees for Services: Despite requests from the First Selectman and the CAO, the trustees remain firm on their position that we will not charge patrons for attendance at library programs. However, the Board did discuss the concept of using our new computer lab to present educational courses similar to those offered by adult education or the Parks and Recreation Department. We might consider charging a fee for attending those. Mr. Gillette will send a letter to the CAO stating our willingness to consider this.

OTHER BUSINESS: (a) Food for Fines Month, February 2013: This is going very well. The Canton Food Bank is amazed by the volume of food donations coming in through the library, and they are very grateful! **(b) Yarn:** Is any of the Yarn Bombing Project yarn is still up? If so, we need to get it down!

ADJOURNMENT: Upon a motion by Mr. Owen, the meeting adjourned at 8:52 p.m.

Robert Simon
Secretary Pro Tem