

**TOWN OF CANTON, CONNECTICUT
CANTON PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING OF WEDNESDAY, MARCH 12, 2014
MINUTES APPROVED APRIL 9, 2014**

CALL TO ORDER: The meeting was called to order at 7:17 p.m. with Chair Walter Gillette presiding. Trustees present: Marjorie Clarke (left at 8:12 p.m., returned at 8:16 p.m.), Nancy Donoghue (left at 8:12 p.m., returned at 8:16 p.m.), Bonita Hansen (left at 7:55 p.m.), Patricia McGarry, Rowena Okie (left at 8:12 p.m., returned at 8:16 p.m.), David Owen (left at 8:12 p.m., returned at 8:16 p.m.), and Friends President Sue-Ann Uccello. Also present: Library Director Robert Simon, Head of Technical Services Adam Delaura, and Children's Services Assistant Michelle Begley. Trustees absent: Michael Leonard, Richard Matos.

Because Ms. Hansen needed to leave early, the Board voted to take up **OTHER BUSINESS** first.

OTHER BUSINESS: (a) "Libraries Change Lives": The state trustees and the state Friends organizations are planning a library awareness day at the Legislative Office Building in Hartford on April 16, as part of National Library Week. Members of the library community are invited to attend the reception to help staff tables of information and/or to speak with their legislators about the value of libraries. Ms. Hansen encouraged our trustees to attend. Some libraries are hosting "signing parties" at which patrons can sign petitions supporting libraries and library funding at the state level. **(b) National Poetry Month:** Ms. Hansen noted that she and Reference Librarian Beth Van Ness will be celebrating National Poetry Month (April) with special activities. Any trustee who would like to help is welcome.

PUBLIC FORUM: No one from the public was present.

INTRODUCTION OF STAFF MEMBER: MICHELLE BEGLEY: Children's Services Assistant Michelle Begley was introduced to the trustees. Ms. Begley summarized her duties within the library, which include planning and presenting two story hours each week, organizing musical and crafts programs, helping to staff the Children's Room desk, working with children, and more. Ms. Begley has worked for the library since May 2013 – she is a 17-hour-per-week employee. Mr. Simon noted that Ms. Begley is an excellent staff member and a significant contributor to the success of the library.

APPROVAL OF MINUTES: Upon a MOTION by Ms. Clarke and a SECOND by Ms. McGarry, the minutes of the regular meeting of February 12, 2014 were approved unanimously as presented.

LIBRARY DIRECTOR'S REPORT: The Library Director's written report for February 2014 was emailed to the trustees earlier. Tonight, Mr. Simon summarized the library's programs, services, and statistics for last month. After discussion, this report was placed on file for future reference.

COMMUNICATIONS: Ms. Clarke hand-delivered a donation to the library of \$250.00 from Canton's League of Women Voters.

APPROVAL OF FINANCIAL REPORT: The operating budget and Gift Fund reports for February 2014 were reviewed. Upon a MOTION by Ms. Okie and a SECOND by Ms. Clarke, these reports were approved unanimously. Also, the trustees debated whether to establish the office of Treasurer on our board. Although Town Hall handles our money for us, this move was thought to be wise anyway.

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COMMITTEE REPORTS: **(a) Friends of the Canton Public Library:** President Sue-Ann Uccello reported: the annual spring book sale is set for April 12, the annual Crossword Puzzle Tournament is set for April 26, the Friends of Connecticut Libraries' annual "boot camp" will be held at UHart on April 26, and the Friends are looking for volunteers to handle publicity and to work with the trustees on establishing the "Amazon Smile" fundraising program. **(b) Long-Range Plan Committee:** The community survey has been released. It is being distributed first through the school system's database of families. Soon it will be distributed through Town Hall's Q-Notify system and other methods. Mr. Gillette suggested that the trustees meet with and interview key town officials and employees in order to solicit their ideas about the library, too. We need to work on appropriate questions. Ms. Clarke has written a brief summary of accomplishments and "non-accomplishments" resulting from the Long Range Plan 2009-2013. She will show it to the trustees at or before our next meeting.

OLD BUSINESS: **(a) Budget Request: FY 2014-2015:** The Board of Selectmen has reviewed our budget request for FY 2014-15 and passed it on without any cuts or additions to the Board of Finance. (See last month's minutes for the specifics of what we asked for and what was recommended by the CAO to the selectmen.) **(b) LCI System Migration:** On March 26, Katie Bunn and Adam Delaura will go for training on the new ILS's circulation system. After that, they will return to train the rest of our staff. On April 2, Mr. Delaura and hopefully Ann Barrett will go for catalogers' training on the new system. Our new ILS is manufactured by Innovative Interfaces Inc. ("Triple-I") and called "Sierra." Happily, the date of migration has been delayed: for cataloging, the go-live date is now May 26; for circulation and the catalog, the week of June 2. **(c) Fundraising:** Mr. Simon and the Friends just applied for a \$1,000.00 grant from the Simsbury Junior Woman's Club to help pay for the new CASSIE program. Next, we will work on applying for a grant from Target. **(d) Charging for Library Programs:** Mr. Simon noted that town officials continue to ask why the library refuses to charge patrons for attending its programs. He asked the trustees to meet with the selectmen to clarify our position on totally free library services. Trustees will do some advance research: how do neighboring libraries handle this issue, and do any libraries have a written policy speaking to charging patrons for program attendance. **(e) Food for Fines Month:** During March, we are doing "Food for Fines" for the second year. The Food Bank is very grateful.

NEW BUSINESS: **(a) Staff Survey:** Ms. Donoghue noted that the Board's staff survey was released on February 28. To date, 15 of 25 employees have replied, and many answers show serious thought. We will wait another week or so for the final ten answers, then the Long-Range Planning Committee will assess the answers and apply their relevance to the new long-range plan

ADJOURNMENT: Upon a MOTION by Ms. McGarry, the meeting adjourned at 9:15 p.m.

Patricia McGarry, Secretary