

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

CALL TO ORDER: The meeting was called to order at 7:16 p.m. with Chairman Walter Gillette presiding. Trustees present: Marjorie Clarke, Nancy Donoghue, Michael Leonard, Richard Matos, Patricia McGarry, Rowena Okie, David Owen, and Friends President Sue-Ann Uccello. Also present: Library Director Robert Simon, Head of Technical Services Adam Delaura, and Reference Librarian Elizabeth Van Ness (until 7:35 p.m.). Trustees absent: Bonita Hansen

PUBLIC FORUM: No one from the public was present.

INTRODUCTION OF STAFF MEMBER: ELIZABETH VAN NESS: Reference Librarian Elizabeth Van Ness was introduced to the trustees. Ms. Van Ness started working for the library part-time in 1984 and went full-time in 1986. She summarized her wide-ranging duties within the library: reference, reader's advisory guidance, interlibrary loan, overseeing use of the adult public computers, helping to plan and produce adult programs, supervising the homebound delivery service, coordinating art exhibits and collectibles displays, trouble-shooting problems on the public computers and the copier, and more. Ms. Van Ness noted that her job actually should be called "Adult Services Librarian" because she does so much more than simply reference. Mr. Simon agreed. The trustees asked Mr. Simon and Ms. Van Ness to work on an update to her job description, which is quite old, and to rename her position "Adult Services Librarian." A draft new job description will be provided for Board review in May.

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

LIBRARY DIRECTOR'S REPORT: The Library Director's written report for March 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: There were no communications.

APPROVAL OF FINANCIAL REPORT: The operating budget and Gift Fund reports for March 2014 were reviewed. Upon a MOTION by Mr. Matos and a SECOND by Ms. McGarry, these reports were approved unanimously.

COMMITTEE REPORTS: (a) Friends of the Canton Public Library: President Sue-Ann Uccello reported that she had canvassed other libraries via the Friends of Connecticut Libraries listserv to see if any other libraries had an "all public programs are free" policy. None did, but she received much advice from other towns regarding mission statements, vision statements, and other documents that could express the concept of the totally free public library. Mr. Delaura helped the Friends establish an email address: friendsofcantonlibrary@gmail.com. Ms. Uccello is checking it frequently, although no emails have been received yet. The annual spring book sale is set for this Saturday, April 12, and the annual Crossword Puzzle Tournament is set for Saturday, April 26. Last, the Friends voted to assist the Library Board with private fundraising by offering their bank account as the receptacle for receiving donations raised through the *Amazon Smile* program. The Friends Treasurer, Ms. Uccello, and Mr. Matos will meet

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in the near future to set things up. **(b) Long-Range Plan Committee:** Ms. Donoghue noted that 18 replies were received to the staff survey. Many were thought-filled and positive and, after review by the committee, some staff ideas will be incorporated into the new long-range plan. Mr. Gillette noted that the community survey will now be distributed through Town Hall's Q-Notify system. A 6% reply rate was received to date by sending the survey out through the school system's database of school families. The survey will also be available in paper form at the library. Ms. Clarke wrote a very thorough summary of accomplishments realized at the end of our 2009-2013 long-range plan, including a list of items to be reincorporated into the new plan. Her summary, once finished, will be posted on the library website.

OLD BUSINESS: (a) Budget Request FY 2014-2015: The Board of Finance has made no changes to our FY 2014-15 budget request to date. However, a public hearing on the total budget will be held tomorrow, April 10, at 4:30 p.m. to solicit public comment. After that, all department budgets could be subject to adjustment. Ms. Simon noted that our increases were very small and a decrease to our request is unlikely. **(b) LCI ILS Migration:** The migration date has been delayed to June 2 or 3 due to complications, thereby giving us more time to practice on the new procedures. Adam Delaura and Katie Bunn attended LCI's circulation training on March 26 and have now started teaching our staff. Mr. Delaura and his assistant, Ann Barrett, attended the training for catalogers on April 2. Some of the complications involved in this complex project were discussed. **(c) Fundraising:** Mr. Simon and Ms. Baker are applying for a \$2,000 Target department store grant to fund monthly family story times here during FY 2015-16. The application is due on April 30. Some patrons have given money for us to purchase items off the wishlist, even though they did not want to order the items online themselves. A for-profit organization that assists aspiring authors has asked to rent the Library Program Room for a six or eight week help series. Our current room use policy does not speak to this issue. Mr. Simon stated that this could be an additional stream of income for the town's general fund – did anyone object to the concept? No one did. Mr. Simon will now speak to Mr. Skinner about the idea. **(d) Charging for Library Programs:** Mr. Simon has spoken with many other library directors and, while none has a written policy forbidding fees for patron attendance at library programs, all say their libraries do forbid such fees by consensus. **(e) Food for Fines Month:** During March, we collected 738 food items for the Canton Food Bank during our second annual "Food for Fines Month." The Food Bank is very grateful.

NEW BUSINESS: (a) Library Board Treasurer: Discussion tabled

ADJOURNMENT: Upon a MOTION by Ms. McGarry, the meeting adjourned at 9:13 p.m.

Patricia McGarry
Secretary