

**TOWN OF CANTON, CONNECTICUT  
CANTON PUBLIC LIBRARY  
LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING OF TUESDAY, OCTOBER 14, 2014  
DRAFT MINUTES**

**CALL TO ORDER:** The meeting was called to order at 7:22 p.m. with Chairman Walter Gillette presiding. Trustees present: Marjorie Clarke, Nancy Donoghue, Richard Matos, Rowena Okie, David Owen, and Friends President Sue-Ann Uccello. Also present: Library Director Robert Simon. Trustees absent: Bonita Hansen, Michael Leonard, and Patricia McGarry.

**PUBLIC FORUM:** No one from the public was present.

**APPROVAL OF MINUTES:** Upon a MOTION by Mr. Owen and a SECOND by Ms. Okie, the minutes of the regular meeting of September 9, 2014 were approved unanimously as presented.

**LIBRARY DIRECTOR'S REPORT:** The Library Director's written report for September 2014 was not completed until this morning, so Mr. Simon took some time to review our programs, services, and statistics for last month. Of particular importance, he noted that the new ILS still has some bugs and everyone still is getting used to it. But one point all agree on is the ability of staff and patrons to request items, even very new items, and to have them delivered here with amazing speed. When our staff and patrons place holds on items, their requests are filled following a policy of "copy available soonest" in any of the 30 libraries. This results in requested items reaching our patrons much faster than under the old system, when new items were not exchanged among the libraries. This speed has, in turn, caused our patrons to make many more requests. Conversely, the same is happening in other LCI libraries, and our staff is sending out huge numbers of our items to other libraries for use by their patrons. Great resource sharing is underway within the LCI family. Note the giant increase in items borrowed for our patrons, as well as the number of our items sent out to other LCI libraries. After discussion, the library director's 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 September were reviewed. Upon a MOTION by Mr. Owen and a SECOND by Ms. Okie, these reports were approved unanimously as presented.

**COMMITTEE REPORTS:** (a) **Friends of the Canton Public Library:** (1) Income from the Friends' September book sale totaled around \$7,500.00 – about the same as last year's September sale. Good, considering the challenges we faced this year, such as fewer book donations. Happily, items not sold were taken away by Mr. Matos's wife and a library patron, who delivered them to Goodwill in Avon. (2) The Friends will celebrate their fiftieth anniversary on November 8 with a member luncheon. Mr. Simon asked the trustees if they wanted to send something to the luncheon to congratulate the Friends and to thank them for their hard work and many donations. The trustees seemed interested. (3) Ms. Uccello reported that a lawyer is helping the Friends solve a problem they have with IRS: even though our group is an incorporated 501(c)3 organization qualified to receive tax-deductible donations, IRS' Publication 78 does not list them as such. This may be causing some potential donors to withhold donations. A solution is being sought. (4) The Friends and the library were exhibitors at Sam Collins Day but, because

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DRAFT MINUTES – PAGE 2**

of problems recruiting members to staff the table (Collins Day is the weekend after our major September book sale), the future of our attendance is not certain. **(b) Long-Range Plan Committee:** The committee's work is on hold, pending arrival of a new director.

**OLD BUSINESS: (a) Revised Job Description for "Adult Services Librarian":** Mr. Skinner is bringing this job description to a meeting of the Board of Selectmen, along with a memo from Mr. Simon explaining the need. Perhaps our members should attend to offer our views and to answer questions?

**NEW BUSINESS: (a) Process for Hiring New Library Director:** Mr. Gillette, Ms. Donoghue, and Ms. Clarke discussed the process for recruiting, interviewing, and hiring a new library director (as it is understood at this point). Mr. Gillette summarized his conversations with Mr. Skinner on the process. Discussion ensued. **(b) Revised Library Director Job Description:** Mr. Simon stated that his job description, which never was officially adopted, was adequate but could be improved, so he revised it to more closely reflect what the director does. Also, he was trying to condense it to two pages. He gave copies of his current and revised descriptions to Mr. Skinner for review and shared both of these documents with the library trustees. After considerable discussion, the trustees decided to retain the current job description without changes. Because it was never officially adopted, upon a MOTION by Ms. Donoghue and a SECOND by Mr. Matos, the trustees voted unanimously to endorse the existing library director job description, the one dated *Draft January 16, 2008*. The Board prefers that this be the description used during the upcoming recruitment. Mr. Simon will notify Mr. Skinner of the Board's decisions. **(c) Process for Hiring New Head of Technical Services:** Mr. Simon announced that Adam Delaura left us on October 10 to accept a similar position at the Mansfield Library. The trustees are concerned about replacing Mr. Delaura. Will the new hire be expected to work 30 hours for the library and 10 hours for Town Hall as technical support, like Mr. Delaura was? Per Mr. Skinner, yes. First, there was concern that this will greatly limit the pool of qualified candidates. Second, if the new hire performs well in library duties but not well in technology duties, can s/he lose his/her job? Mr. Gillette was asked to speak with Mr. Skinner about these issues. **(d) Revised Head of Technical Services Job Description:** Mr. Delaura and Mr. Simon revised the Head of Technical Services job description to spell out the greater emphasis on its role as technology support person for the library. They passed the revision on to Mr. Skinner. The trustees asked for a copy, as well. **(e) Schedule of Regular Meeting Dates for Calendar Year 2015:** A schedule of regular meeting dates for Calendar Year 2015 was presented. Upon a MOTION by Ms. Clarke and a SECOND by Ms. Donoghue, it was adopted unanimously. The Board will go back to meeting on the second Wednesday evening of the month, starting in January.

**OTHER BUSINESS:** Ms. Uccello raised the idea of a "murder mystery dinner" as a fundraising event. Many libraries have tried this, with some success.

**ADJOURNMENT:** Upon a MOTION by Ms. Clarke, the meeting adjourned at 9:16 p.m.

Robert Simon  
Secretary Pro Tem