

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

CALL TO ORDER: The meeting was called to order at 7:21 p.m. with Chairman Walter Gillette presiding. Trustees present: Marjorie Clarke, Nancy Donoghue, Bonita Hansen, Michael Leonard, Richard Matos, Rowena Okie, David Owen, and Friends President Sue-Ann Uccello. Trustees absent: Patricia McGarry. Also present: Library Director Robert Simon and Head of Children's Services Heather Baker.

PUBLIC FORUM: No one from the public was present.

APPROVAL OF MINUTES: Upon a MOTION by Ms. Hansen and a SECOND by Ms. Donoghue, the minutes of the regular meeting of Monday, November 10, 2014 were approved unanimously as presented.

LIBRARY DIRECTOR'S REPORT: The Library Director's written report for November 2014 was emailed to the trustees earlier. This evening, Mr. Simon reviewed the programs, services, and statistics of the prior month. He noted that the Friends of the Library celebrated their 50th anniversary on November 8 and that, in total, they have donated a quarter of a million dollars to the library since 1964. Teen Services Librarian Allyssa Bruce is having the significant positive impact in the Teen Zone that we had hoped for. Children's story times and other programs continue to be great successes. There continue to be challenges with the new ILS from LCI, and monthly statistics continue to reflect changing usage patterns. Some statistics we would like to see up are either down or holding steady, yet website hits, website pages visited, interlibrary loans in and out, and circulation of electronic materials are significantly up. 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 the two Gift Fund reports (income and expenditures) for November were reviewed. Upon a MOTION by Mr. Owen and a SECOND by Mr. Leonard, these reports were approved unanimously as presented. The Gift Fund balance to November 30 was noted.

COMMITTEE REPORTS: **(a) Friends of the Canton Public Library:** Ms. Uccello noted that the group is selling *Taste* coupon books again this year (\$25 each, with \$10 coming back to the Friends treasury), and they are running their annual holiday book sale inside the library throughout December and into January. The Friends contributed a Christmas tree to the Canton Historical Society's Festival of Trees again this year, and they have a new publicity chairman. The group continues to try to clarify their Internal Revenue Service gift-acceptance status. **(b) Long Range Plan Committee:** Further activity is tabled until a new library director is on staff.

OLD BUSINESS: **(a) Budget Proposal for FY 2015-16:** The library's budget request for next fiscal year is due at Town Hall on December 12. Tonight, Mr. Simon reviewed his request with the trustees, account by account. There were increases in a few areas, but most were offset by the continuing reduction in hours for the Head of Technical Services. Since July 2014, the position has been

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restructured by Town Hall as 30 hours/week at the library and 10 hours/week as town technical support, and this will continue to be case during FY 2015-16.) Overall, the operating budget increase is about one and a half percent. There were also special requests submitted in November to increase the Teen Services Librarian from 16 to 25 hours/week and to add another 160 hours of Children's Room summer aide assistance. Upon a MOTION by Ms. Clarke and a SECOND by Mr. Matos, the Library Board unanimously endorsed the submission of the budget request reviewed tonight. The CAO's review will take place on Tuesday, January 6 from 12:30 to 2:00 p.m. (it is likely that Ms. Baker will attend if the new library director is not on board by then), and the Board of Selectmen's review will take place on Tuesday, February 10 at 6:00 in the Community Center. Trustees are urged to attend the selectmen's review. **(b) New Library Director – Hiring Process Update:** Ms. Donoghue and Ms. Clarke are the Board's representatives in this process. The screening and interviewing panel includes them plus two selectmen and two outside library directors. A progress update was presented. Interviews are set to take place next Tuesday, December 16. Ms. Donoghue noted that the committee members are working together harmoniously. She also reported that she has emailed the staff to update them on the director recruitment process and on the long range plan outlook. **(c) New Head of Technical Services – Hiring Process Update:** Mr. Gillette reported that 3 applicants will be interviewed soon. The interview committee will consist of himself, Mr. Matos, Mr. Skinner, and one outside library director.

NEW BUSINESS: None

OTHER BUSINESS: **(a) Reception for Elizabeth Van Ness:** Mr. Simon reminded the trustees that the reception to honor Adult Services Librarian Beth Van Ness for her 30 years of service to the library will be held this Friday, December 12, at 2:30. Please attend. **(b) Staff Holiday Gift:** The trustees made plans for their annual holiday gift of candy to the staff. **(c) Library Director's Retirement:** Mr. Gillette asked for a vote from the Board to recognize Mr. Simon's retirement on January 2 and to thank him for his 6 years and 8 months' service to the Canton Public Library. MOTION by Ms. Donoghue, SECOND by Mr. Owen, passed unanimously. Mr. Simon thanked the trustees for all the encouragement and support he has received from them during his years in Canton.

ADJOURNMENT: Upon a MOTION by Ms. Hansen, the meeting adjourned at 9:04 p.m.

Robert Simon
Secretary Pro Tem