

**TOWN OF CANTON, CONNECTICUT
CANTON PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING OF WEDNESDAY, JUNE 12, 2013
MINUTES APPROVED SEPTEMBER 11, 2013**

CALL TO ORDER: The meeting was called to order at 7:15 p.m. with Chair Walter Gillette presiding. Trustees present: Marjorie Clarke, Nancy Donoghue, Bonita Hansen, Michael Leonard, Richard Matos, Patricia McGarry and David Owen. Trustees absent: Friends President Sue-Ann Uccello. Also present: Library Director Robert Simon and Head of Technical Services Adam Delaura.

PUBLIC FORUM: No one from the public was present.

APPROVAL OF MINUTES: Upon a MOTION by Ms. McGarry and a SECOND by Ms. Clarke, the minutes of the regular meeting of May 8, 2013, were approved unanimously as presented.

LIBRARY DIRECTOR'S REPORT: The Library Director's Report for May 2013 was emailed to the trustees earlier. Tonight Mr. Simon reviewed the library's programs, services, statistics, and other news from last month. On May 18, the dedication for the new granite bench under the front porch canopy of the library was held. This handsome bench was donated by the Friends in memory of Susan Bahre. The dedication was followed by a reception attended by about 100 people. Plans for hiring the new teen services librarian are moving ahead. There was also discussion about the new policy of requiring a library card to use library computers and what effect it might have on statistics, as well as discussion of the new practice of requiring proper identification from patrons who don't have their library cards at the point of check-out. The Library Director's Report for May 2013 was placed on file for future reference.

COMMUNICATIONS: There were no communications this month

APPROVAL OF FINANCIAL REPORTS: The operating budget and gift fund reports for May 2013 were reviewed by the Director. Upon a MOTION by Ms. McGarry and a SECOND by Mr. Leonard, they were approved unanimously.

COMMITTEE REPORTS: **(a) Friends of the Canton Public Library:** President Sue-Ann Uccello was not present, but Director Simon reminded the Board that the Friends have generously decided to pay to reupholster the loveseats and lounge chairs in the Children's Room and, in addition, to buy an additional new chair. **(b) Long Range Plan Review Committee:** The committee met briefly this month and decided that, due to time constraints, it will not meet again until the 100th Anniversary Committee has completed its work. **(c) 100th Anniversary Committee:** The Yale Spizzwinks will be the entertainers for the day of the anniversary (November 9). Program plans have changed and now tentatively include: a talk about Canton/Collinsville by Tom Condon, an editorial page editor, columnist, and editorial writer at *The Hartford Courant*; *How to Write a Mystery* program featuring author Cornelia Read; and a storytelling event using the resources of Connecticut College. More progress has been made on the 100th Anniversary booklet, according to Director Simon, and he has been finding interesting material to fill in some of the gaps in the rough draft.

OLD BUSINESS: **(a) Budget FY 2013-14:** The Director distributed copies of the library's approved operating budget for FY 2013-14. **(b) Teen Services Librarian:** The job description has been written by

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the CAO and the Library Director. The CAO does not want the position to require an MLS, but rather a bachelor's degree in Library Science. Regardless, people with MLS degrees will apply. The Director hopes he will soon be able to begin advertising interviewing candidates. Selectmen approval of the job description must take place first. **(c) Staff Changes:** The library has a new Children's Services Assistant (Michelle Begley replacing Sarah Prattson), is advertising for two new pages to replace two high school students who will be leaving us over the summer, and also is advertising for new summer aides. **(d) New Long-Range (3-Year) Plan:** After discussion, and upon a MOTION by Ms. Hansen and a SECOND by Ms McGarry, Mr. Gillette appointed a subcommittee to discuss methods for developing a new three-year plan for the library. **(e) Statistics:** Discussion was held about how the library might begin to track statistics that better reflect modern trends in library use (to supplement our traditional statistics). Are the right things being measured? What should be added? Mr. Simon and Mr. Delaura, in consultation with fellow librarians throughout Connecticut and around the nation, are working on this idea.

NEW BUSINESS: (a) Start of Policy Review: To begin the policy review called for in the current long-range plan, copies of three of the library's policies (the *Mission Statement*, the *Computer and Internet Use Policy*, and the *Library Card Policy*) were distributed. These will be reviewed by each trustee over the summer for discussion at the September meeting. Changes may be made at that time.

ADJOURNMENT: Upon a motion by Ms. McGarry, the meeting adjourned at 8:50 p.m.

Marjorie Clarke
Secretary