

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

CALL TO ORDER: The meeting was called to order at 7:23 p.m. with Chairman Walter Gillette presiding. Trustees present: Nancy Donoghue, Michael Leonard, Rowena Okie, David Owen, and Friends President Sue-Ann Uccello. Also present: Library Director Robert Simon and Head of Technical Services Adam Delaura. Trustees absent: Marjorie Clarke, Bonita Hansen, Richard Matos, and Patricia McGarry.

PUBLIC FORUM: No one from the public was present.

INTRODUCTION OF STAFF MEMBER: No staff member attended tonight's meeting.

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

LIBRARY DIRECTOR'S REPORT: The Library Director's written report for April 2014 was distributed to the trustees. 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 April 2014 were reviewed. Discussion ensued regarding the Gift Account: what money streams fund it and approximately how much is spent from it every year? Upon a MOTION by Mr. Leonard and a SECOND by Ms. Donoghue, these reports were approved unanimously.

COMMITTEE REPORTS: **(a) Friends of the Canton Public Library:** President Sue-Ann Uccello reported that this year's annual crossword puzzle tournament, the tenth, attracted 23 contestants. Also, the Friends ran a successful Mothers Day sale of cookbooks and aprons. The Friends continue to work at setting up the *Amazon Smile* program to accept public donations to the library. **(b) Long-Range Plan Committee:** The distribution of our community survey is now complete. We have received about 300 replies from the approximately 2,000 to 2,500 email addresses reached using four separate databases. The committee now needs to compile the information acquired and interpret it all. Ms. Donoghue stated that 18 staff members (out of 25) replied to the staff survey. Ms. Okie noted that their answers were thoughtful, that many good ideas were expressed, and that the staff seemed happy to share their thoughts. Some of their ideas will be incorporated into the new long-range plan, while others may be able to be implemented in the near future.

OLD BUSINESS: **(a) Budget Request FY 2014-15:** The Board of Finance made no changes to our FY 2014-15 budget request. It remains at the same levels approved by the Chief Operating Officer and the Board of Selectmen. Our budget was presented as part of the overall town spending plan for FY 2015 at a town meeting on May 12, but low attendance and a petition resulted in an adjourned meeting. Instead, the budget vote will be decided at a town referendum on May 20. **(b) LCI ILS Migration:** Mr.

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Simon thanked the board for approving the ten closed mornings during April and May. These allowed the staff to be trained on the new ILS without interruption. All ten mornings were needed – in fact an eleventh training session is scheduled, although the library will be open during that one. The staff has approached the new system seriously and all have worked hard to master it, with varying degrees of success. The learning process continues, however. The new system goes live on June 3. **(c)**

Fundraising: The library has applied for a Target department store grant (\$2,000.00) to fund monthly family story times during FY 2014-15. The application was submitted on April 30. The issue of charging for patron attendance at library programs and/or renting our program room to for-profit organizations was discussed. A proposal for private fundraising, to be written by the Library Board, will be discussed at our September trustees meeting. **(d) Revised Job Description: Adult Services Librarian:** Mr. Simon and Ms. Van Ness are working on this. A draft should be ready for Board review in June.

NEW BUSINESS: (a) Writers Program: Mr. Owen presented an idea for a three-part program on writing. The workshops would feature speakers talking on how to produce mysteries, nature writing, and memoirs. Discussion ensued. The consensus was for Mr. Owen to continue speaking with the authors and moving the idea ahead.

OTHER BUSINESS: None

ADJOURNMENT: Upon a MOTION by Ms. Okie, the meeting adjourned at 9:07 p.m.

Robert Simon
Secretary Pro Tem