

## Canton Library Board of Trustees Meeting

January 24, 2023 Minutes

Attendees: Jan Chamberlain, Susan Cogliano, George Comeau, Nancy Connery, Emily Prigot, Joan Schottenfeld, Chair, Peg Mead and Director Andrea Capone

Absent: Betty Chelmow and Chris Untersee

Community Guests: Jeanne Hayman Steen, Pauline O'Leary, Melinda Milman

The minutes from the December 20, 2022 meeting were unanimously approved after a motion by Susan Cogliano and a second by Emily Prigot.

### **Flag Policy Review and Discussion**

George Comeau presented an updated Flag Policy Draft that incorporates the recent Supreme Court ruling as well as the city of Boston redraft which similarly tracks with the Supreme Court the Supreme Court ruling.

A motion was made by Emily Prigot and seconded by Joan Schottenfeld to accept the new policy with the amendment **of inserting the words "or below" in the final paragraph of the flag policy.**

The motion passed with 6 "yays" and one abstaining vote.

### **Discussion and Vote to Approve a Proposed Addition to the Patron Conduct and Behavior Policy**

Director Capone proposed an addition to the Patron Conduct and Behavior Policy that would affect the Young Adult Area and mirror the existing policy in the Children's Section of the library. The policy states that "use of the Young Adult Area of the library shall be reserved for use by middle and high school age patrons during after school hours. When school is not in session, adults not accompanied by a young adult may only use the space to access the library collection."

After discussion, a motion to approve was made by George, seconded by Jan and unanimously approved.

### **Director's Evaluation Discussion**

A Director's Performanc Evaluation draft, prepared by Nancy Connery and Emily Prigot, was discussed and voted on. This evaluation will replace the existing one and is more concise and user friendly.

A motion was made by Jan and seconded by George to accept the draft as the Director's Performance Review form. It was unanimously accepted. It will be used in June for Director Capone's annual review.

### **Director's Report**

This month we welcomed **83 new users** to our library, and circulated **13,805** physical items to our patrons. Users checked out **4,811** digital items from our Hoopla and Overdrive collections. In December we hosted **69 programs** and events and welcomed **14,189 visitors** through our doors. **568 patrons** used our library computers to connect to the internet.

**260 people** enjoyed 10 storytimes for ages 0-5 years old. **31 children attended** a Family Bingo program geared towards 7-11 year olds. **200 make and take crafts** were distributed to families. The Children's Library staff have embarked upon a new adventure. Twice per week the library will host a "Walk and Stroll Club" which leaves the library parking lot, walks down to Paul Revere Heritage site, completes a loop around those grounds and returns to the library. This hour-long program has seen great success, despite some rainy days. Groups discuss books and activities, make friendships all while getting in some fresh air.

Our Technical Services Librarian, Amie Grosshans hosted 3 very successful winter crafts for adults with **26 people attending**. Amie and her staff returned **ZERO passport scheduling calls in December!** Thanks to our new online appointment booking system we have recouped almost a week of staff time!

Bonnie Jette, our Circulation Librarian continues to provide the highest level of customer service possible while ordering all of the adult fiction, large print, and DVD materials. Bonnie's team is also responsible for the terrific displays you will see in our main lobby. This month they have put out Hot Reads for Cold Nights as well as New Year- New You selections. Coming soon will be our Black History display.

Matt Amory will launch the Neurodivergent Book Club in March with a launch of the program after the screening of a new documentary film "The House we Lived in" followed by a discussion panel of the filmmakers.

We have transitioned to a new library events calendar, which can be found on our homepage. This program integrates with our room reservations program and allows the public to request study and meeting room space online in real time, allowing folks to see what rooms are available during the times they are requesting.

Rosie and Jarod have launched the new Teen Podcasting program and the Dot Journaling programs. These recurring activities are extremely popular with the public. Rosie, Carolyn and Bonnie will be helping to once again pass out wrapped books for "Blind Date with a Book" program in February. This is a favorite for staff and patrons alike!

The library Chess Club has really taken off. Over 20 players routinely join us for chess at the library. This all ages activity has been so popular that we have recently added an additional

evening each month. The Sharon Public Library will host a chess tournament on February 4<sup>th</sup>, and 9 of our club members have registered to represent Canton. I will be requesting that the Friends of the Library sponsor a tournament here on a Sunday afternoon in the spring, which will also help promote our club.

The library boilers have been successfully repaired. **48 lights** throughout the building were attended to, with either bulbs or ballasts changed. Materials for this order alone cost over **\$5,000.00** and the cost for the labor will be over **\$1,000.00**.

Library staff have signed a new AFSCME Contract with the town. The library sections of the contract include healthy wage and cost of living increases for the staff. Language was agreed to allowing staff lunch and meal periods to follow the contract. Staff are entitled to one “mid morning” 15 minute break, one “1 hour meal break”, and one “mid afternoon” 15 minute break. In the past, staff took 1.5 hours continuously per shift, which made scheduling coverage for programs and public service desks challenging.

The Part Time YA Associate position was approved by the union. Funding for this position is included again in our FY24 budget.

### **Financial Report:**

Director Capone has been approached by Town Administrator Charlie Doody and asked to present an additional budget request for FY24 that eliminates our maintenance line, which would be taken over by the town to fund the creation of a new department. Each department head is being asked to provide an alternated budget for this scenario. In both our regular budget request and in this alternate budget, library custodians remain in the building and report to the library director. Director Capone advised that Our FY23 budget, as well as both FY24 budgets will be forwarded by separate email.

The Trustees had some questions and concerns about this centralization proposal; specifically if there would be any issues with the MBLC and also because the library, which is a separate entity, would be relinquishing the control we now have over the building maintenance. It was acknowledged that the flip side of this would be that Director Capone would not have to spend as many hours on repair issues.

A motion was made by Joan, seconded by Emily and unanimously approved to approve the move to centralize maintenance under the Town umbrella with the contingencies that there are no issues with MBLC and we have a memorandum of understanding with the town on how this centralization would be administered. .

### **Friends of the Library Report:**

The Friends of the library met on January 16th. The Comedy Night fundraiser scheduled for Feb. 4th has sold 85 tickets and is sold out! Way to go Friends!!

### **Canton Reads Report:**

Programs are being finalized for our Canton Reads events which will focus on the book "Reading Lolita in Tehran". Our next steps will be to launch our publicity campaign with both the schools and general public.

### **Interior Revitalization Committee:**

The IRC has decided to meet every other Wednesday at 5:00PM via Zoom. Vin Shea has been recruited to help with our fundraising campaign planning and will seek a budget from the Trustees for marketing and promotional materials when appropriate. Proposed source of these funds: Vicky Chaisson fund.

### **Upcoming Programs and Events:**

January 25<sup>th</sup>, 7:00 PM via Zoom: The Ransomware Hunting Team. *Join Pulitzer Prize finalist Renee Dudley and local Pulitzer Prize winner Daniel Golden as they discuss their latest book, [The Ransomware Hunting Team](#).*

Feb. 4<sup>th</sup>, 11:00AM-1:00PM, Adult Craft: Valentine Wreaths. Come and make a lovely Valentine's Day Wreath with Amie. This free program is sponsored by the Friends of the Canton Public Library. Registration is required:  
<https://canton.assabetinteractive.com/calendar/adult-craft-valentine-wreaths/>

February 4<sup>th</sup>, 7:00 PM Friends of the Library Stand Up Comedy fundraising event. 21+ Event, cash bar, and 50/50 raffle.

February 11<sup>th</sup>, 2:30-3:30 via Zoom: Black History Month Talk with Dr. Rebecca Hall, Author of WAKE

About the Author: Rebecca Hall, JD PhD is an independent scholar, activist, and educator. Her paternal grandparents were born enslaved. She writes and publishes on the history of race, gender, law, and resistance as well as articles on climate justice and intersectional feminist theory. Her most recent book, Wake: The Hidden History of Women-Led Slave Revolts (Simon & Schuster, 2021) has won multiple awards, and was a finalist for the N.A.A.C.P. Image Awards and the Pen America Open Book Award.

The meeting adjourned at 8:13 PM.

Respectfully submitted,

Nancy Connery

The next Trustees Meeting will be held on Tuesday, February 21, 2023 at 7:00 PM

