

Canton Library Board of Trustees Meeting  
Minutes February 15, 2022

Attendees: Trustees Peg Mead, Chris Untersee, George Comeau, Emily Prigot, Joan Schottenfeld, Jan Chamberlain, Susan Cogliano, Nancy Connery and Director Andrea Capone  
Absent: Betty Chelmow

**Minutes from 1/18/2022 Meeting**

A motion was made by George Comeau, seconded by Chris Untersee and unanimously approved to accept the minutes of 1/18/2022.

**Vote on Security Camera Policy**

A revised Security Camera Policy, which had been reviewed by the Trustees prior to the meeting was unanimously approved after a motion was made to approve by George Comeau and seconded by Emily Prigot.

**Personnel Update**

The Select Board approved the appointment of both the open part time Circulation position and the Reference Librarian position at their meeting on February 15th. Ashley Perry, who is currently filling in for the YA Librarian will be filling the Reference position. Will Wheatley will be coming on board in the part time circulation position. The permanent YA Librarian will need to let us know by March 4th if she intends to return to work on April 4th after her 6 months leave of absence.

Outgoing Reference Librarian, Patricia Ryburn will retire on March 19th after 26 years of service. Patty has decided that she does not want a celebration. Any trustee who wishes to send Patty a card or note can leave one at the library for her before March 19th. Work continues on a framed picture of the library personalized with years of service to library staff who are retiring.

**Library Services Discussion**

**Room capacity limits** are currently set to half of their previous numbers. Given that the BOH today updated their mask mandate and are now not mandating they be worn in town buildings, there was discussion as to whether the room capacity limits should return to pre-COVID limits. All felt they were not comfortable now reverting to the limits as the guiding principle has been safety first.

This will be re-evaluated at our April meeting.

**Unattended youth policy is currently:** “Children aged 14 and under must be accompanied by a responsible caregiver while at the library, unless registered for and attending a scheduled library program or event.” This temporary age limit was voted into place on 5/17/21 by the Board

of Library Trustees, and was to be in place until more young children are able to be vaccinated for the Covid-19 virus.

*Emily Prigot made a motion that we revert back to our previous policy that states “children age 11 and under must be accompanied by a responsible caregiver aged 16 or over while at the library, unless registered for and attending a scheduled library program or event”*

*Chris Untersee seconded the motion which was then unanimously passed.*

Room Rentals -Currently, due to COVID concerns, the library is not charging for room rentals and only Canton groups, town affiliated groups/committees, or Canton non-profit organizations may reserve meeting rooms. There are now many requests from for-profit organizations as well as Canton condo associations to book our spaces for a fee again.

*George Comeau made a motion to remove the room rental restrictions but keep in place the 50% capacity limits.*

*Joan Schottenfeld seconded the motion which was then unanimously passed.*

## **Director's Report**

February is Black History Month. Please stop by the library to check out our wonderful displays of books and materials by Black authors and celebrating Black History. There are materials for all ages, including a fantastic display in our Young Adult section.

In person programming resumed on February 1st, and has been increasing in popularity. We welcome back our patrons to the library with a number of options for education and enrichment, and are happy to announce the launch of a new book club: “The Fiction Book Club”. We encourage those looking to dive into a great story to join the new club, or to check out one of the 5 other book clubs offered each month through the library. These clubs are an excellent way to keep that New Year’s resolution of “reading more” in the new year. Some book clubs have elected to continue meeting virtually for the time being, while others are meeting in the library again. Check our website for the most accurate information on meeting times and locations.

Library borrowing trends are holding steady with 13,658 physical materials checked out in January. E-Books and E-Audio books are also exceedingly popular and 4,587 have been checked out over the past month. We welcomed 53 new library card holders in January, which is traditionally a slower month for library card registrations.

Our homebound delivery program is a wonderful service for Canton residents that are unable to come to the library themselves. Participants in this free service are able to select the specific books they would like delivered, or our librarians will select books based on their preferences. Twice a month a volunteer will visit the resident to drop off new materials and collect the books

and items they are finished with. One new resident started the homebound delivery program this month. Anyone wishing to learn more about this service for themselves, or for a loved one, should call the library to get set up.

Our children's library staff have been hard at work planning exciting events and activities for children and their caregivers. This February vacation week we will be hosting an in person craft Tuesday through Saturday at 2:30PM. No registration is required. Check out our story times which are running in person three times each week. Some of the toys and puzzles in the children's library have returned and are a big hit with our youngsters. The Homework Center continues to serve tweens and teens with meetings three times each week.

During the recent snowy weather a leak in the roof above the periodical reading room developed. Unfortunately, there was damage to our paint and plaster which will need to be repaired. Roofers were hired to address the issue, and we are hopeful that the fixes they made will tide us over until the library roof is replaced at a future date.

### **Budget Report**

Andrea reported that we are on track for spending. The Director has met with the Town Administrator and Finance Director to explain our FY23 budget requests, including one for a new Young Adult Librarian 25 hour position to help meet the ever growing volume of young people. Andrea will meet with the Finance Committee on February 16th at 7:00PM to discuss FY23 budget requests.

### **Friends of the Library Update**

The Friends have been actively fundraising for "Love your Library" month! This February show some love for your library by stopping by one of three make your own button fundraising programs, or enter to win a 50/50 raffle! Tickets can be purchased at the Circulation Desk or in the Children's Library. Funds raised by the Friends directly support our wonderful library programming and events.

### **Strategic Planning Committee**

The planning process is underway. The Trustees, Friends, and other key stakeholder groups will be asked to participate in the process.

### **Interior Renovation Committee**

The Director will meet with TSKP to review progress on February 14th.

### **Canton Reads**

Throughout the month of April we look forward to our community wide reading program, where Canton will connect through conversations and activities centered around a common book.

“How To Be A Good Creature”, by Sy Montgomery is a collection of short essays about the animals that have enriched the author’s life, and that have taught her valuable lessons on how to be a “good creature” herself. She writes: “All you have to do is recognize them as teachers and be ready to hear their truths”.

Check out your copy from the library today!

### **Upcoming Programs and Events**

Friends of the Canton Public Library Fundraiser: Make Your Own Buttons: **Feb. 17th at 3:00PM and Feb. 23rd at 7:00PM**

Support the Friends and leave with a custom made button! This fundraising event is \$5.00 per person and entry may be paid at the event.

CDEI Black History Month program is scheduled for **Monday, February 28 at 6:00PM** to be held in the library community room.

Film Screening: Borderland: The Life and Times of Blanche Ames Ames: **Wednesday, March 2nd at 7:00PM**

Blanche Ames Ames (1878-1969) was an artist, an activist, a builder, an inventor, a birth control maverick, and a leader of the woman suffrage movement in Massachusetts. She was a woman of privilege who was not afraid to shock polite society. Her name doesn’t appear in most American history books. This, too, is part of her story.

The meeting was adjourned at 7:45.

Respectfully submitted,

Nancy Connery, Secretary

The next meeting will be held in person at the library on Tuesday, March 15th at 7:00