

Canton Library Board of Trustees Meeting

April 25, 2022 Minutes

Attendees: Trustees Chris Untersee, Emily Prigot, Susan Cogliano (via Zoom), Joan Schottenfeld, Nancy Connery, Chair Peg Mead, Director Andrea Capone

Absent: George Comeau, Jan Chamberlain, Betty Chelmow

Discussion and vote on public request to fly a commemorative flag at the library

Members of Canton's Diversity, Equity and Inclusion Committee attended the meeting to request the library fly the Progress Flag in June for Pride Month as a symbol of inclusion and that the library is a "safe space for all". CDEI members also requested that a proclamation be read on June 1st when the flag is raised.

After discussion Chris Untersee made a motion that we approve the request to fly the Progress Flag the month of June. The motion was seconded by Joan Schottenfeld and approved with only one dissenting vote cast.

A motion by Emily Prigot, seconded by Chris Untersee to approve March 15th Meeting Minutes with an amendment was unanimously passed.

March 15,2022 Trustees Meeting Minutes were unanimously approved as amended with one minor edit after a motion made by Emily Prigot and seconded by Chris Untersee.

Director's Report

Things at the library are heating up! March and April have been the most active since March of 2019. Foot traffic, study room and meeting room requests, group activities, and library programs are all rebounding. We continue to welcome more and more patrons to the library each day as health conditions in the community improve. Simply put, it is very busy at our library again! Library borrowing trends reflect the dramatic increase in usage we are all seeing at the library each day. **Circulation of physical books and materials increased 24.31%** from February to March, to a total of 18,264. E-Book and E-Audio usage was 4,462 for the month of March. We welcomed **131 new library card holders** in March, **a 29% increase in registrations from February**. Our wonderful librarians have been very hard at work putting together a robust calendar of programs for all ages. The library now offers **6 monthly book clubs for adults**. We hosted a variety of programs for children and teens, with story-time and our homework center running thrice weekly. Over April vacation we hosted an incredible 3 day Tinker Academy program in our MakerSpace, where **20 Canton tweens and teens** learned how to design and

animate their own drawings. We also hosted a virtual program with the New England Aquarium where our patrons got a first hand look into the Great Ocean Tank! **36 families and patrons** were logged in while we dove deep into the sea. These excellent programs were made possible through funds from our wonderful Friends of the Library group, and we are so grateful to have their support.

Budget Report

Director Capone commented that we are in a good position as we near year end. The budget is on track for spending. As requested at the last meeting, a new column has been added to the report that shows the total amount of the budget spent in percentage format.

Personnel Update

Three new library pages have been hired to fill vacancies. These positions are 10 hours per week and help with tasks such as shelving materials, unpacking our transit boxes, and running the daily pick list.

The Select Board and Finance Committee have declined to fill any of the new positions requested by departments for the upcoming fiscal year. At the direction of the chair, Director Capone is working with our Human Resources director to move forward with creating a non-union 19 hour per week position to provide additional services to our Young Adults. The proposed funding for this position for the first year would be through State-Aid funds, with the expectation that in future years the position will be paid for through an increase in our library pages and assistants line.

A motion was made by Joan Schottenfeld that state aid funds be used this year for YA position this year pending resolution with Human Resources and employee union. This was seconded by Emily Prigot and unanimously approved.

Library staff are participating in professional development sessions. They attended the first in a series of trainings on April 8th. Subsequent trainings are listed below and will require a vote from the Board of Library Trustees to close the building to the public on these dates:

Session 2: Clarifying roles, responsibilities and expectations (May 13)

Session 3: Serving internal and external customers (June 17)

Session 4: Developing new skills and new habits (September 9)

A motion was made by Emily Prigot to close the library for staff professional development sessions on 5/13/22, 6/17/22 and 9/9/22. The motion was seconded by Joan Schottenfeld and unanimously approved.

The Young Adult Librarian has returned from her leave of absence and has picked up on her excellent work with our tweens and teens.

Library Services Discussion

Room capacity limits are currently set to half of their previous numbers. This has been a standing item to be re-evaluated monthly. Given current COVID numbers and Director's consultation with Barbara Reardon the board unanimously approved restoring capacity levels to full capacity after a motion made by Nancy Connery and seconded by Joan Schottenfeld.

Director Capone shared that there has been a request to resume library musical programs at the library. As there have been a number of in person events in town in other venues the board proposed resuming these at the library in June.

Friends of the Library Update

The Friends did not meet in April but are set to meet again on May 9th. They are working on Canton Writes.

Strategic Planning Committee

The planning process is well underway. Focus groups are being conducted and the library will be launching our community and teen surveys in May.

Interior Renovation Committee

The Subcommittee will discuss the floor plan layouts that TSKP is working on as a basis for their final designs. Cost estimation is underway and a team from TSKP has met with Director Capone for an in-depth review of and physical inspection of our mechanical systems.

Canton Reads

Throughout the month of April we have been hosting our community wide reading program, where Canton has been connecting 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".

Upcoming Programs and Events:

Please make sure you mark your calendar for April 27th at 7:00 p.m. via Zoom for our Author event with Sy Montgomery. We are grateful for the support of our Friends of the Canton Public Library and their support for these events!

The library will be participating in the Canton Heritage Festival at the Paul Revere Heritage Site on May 14th.

Reorganization of the Board after an Election

Chair Peg Mead asked Susan Cogliano to chair the search committee for board candidates that will be presented at the May meeting. Emily Prigot was asked to work with Susan on this.

The meeting adjourned at 8:33.

Respectfully submitted,

Nancy Connery, Secretary

The next meeting is on Tuesday, May 17th at 7:00.