

Canton Library Board of Trustees Meeting

May 16, 2023 Minutes

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

Community Guests: Matt Tate and Mindy Millman

The meeting was called to order by Chair Mead at 7:01 PM

The minutes from the April 18th, 2023 meeting were unanimously approved after a motion by Betty Chelmow and a second by Emily Prigot.

Board Reorganization after Election

The officers slate presented by the nominating committee was voted on and the officers for the May 2023 to May 2024 are:

Chair: George Comeau

Vice Chair: Joan Schottenfeld

Secretary: Nancy Connery

The board wholeheartedly thanked Peg for her leadership the last two years.

There was agreement that it would be important to have one of the trustees appointed to the Master Planning Committee. A motion was made by Betty, seconded by Emily and unanimously approved to appoint Peg. A letter will be drafted by George to the committee to request Peg represent the library trustees.

Director's Report

In April the library successfully ran our annual Canton Reads program! This year our selection, *Reading Lolita in Tehran* by Azar Nafisi helped our community connect around themes of censorship, literature, and freedom.

Highlights of the program: **164 checkouts** of Canton's copies of the book, plus circulations from other OCLN libraries. During the month the Citizen Newspaper featured a local town "celebrity" reading the book. Featuring Fire Chief Wendell Robery and Police Chief Helena Rafferty. We had **8 great** events at the library with **248 in attendance!**

This month we welcomed **111 new users** to our library, and circulated **15,438** physical items to our patrons. Users checked out **5,304** digital items from our Hoopla and Overdrive collections. In April we hosted **98 programs** and events and welcomed **14,737 visitors** through our doors. **479 patrons** used our library computers to connect to the internet.

370 people enjoyed **12** story times for ages 0-5 years old. **80 people** grooved out to the Toe Jam Puppet Band during April vacation week. **160 make and take crafts** were distributed to families and **75 baby animals** were found in the JR Room scavenger hunt. Due to popular demand, we have added an additional Lego program for families on Saturday mornings. Frankensteam attracted **59** middle graders and our **Stuffed Animal Sleepover** was a blast! See pictures attached for the fuzzy highlights!

Our talented Reference Librarian, Ashley has collaborated with Jennie Caplin (CDEI) to start a **Spin a Yarn Fiber Crafts Circle** for adults in our Makerspace. The first meeting was held on May 11th, and is anticipated to run monthly. Our **Seed Lending Library** continues to be popular and has needed replenishing several times.

Circulation Supervisor, Bonnie has completed a herculean task of weeding the Mystery collection. In addition to displaying materials with more easels facing forward in the stacks, she has also managed to remove all items from the bottom shelf! Way to go Bonnie!

The library will host our first scholastic chess tournament on 5/21. 66 children have registered for the program and we are thrilled to support this popular activity in our community.

Three new digital monitors have arrived at the library. They will be located in the main lobby, outside of the Community Room, and inside the JR Room. These displays will support electronic messages highlighting upcoming programs, displaying the daily schedule, and providing general announcements throughout the building. We are excited to move forward on this project!

The library has finished interviewing candidates for the position of circulation assistant that was vacated by William Whearty. The search team would like to put forth **Sheela Rege** for consideration by the Trustees. Sheela is a retired attorney from Westwood who has terrific sense of humor and aced her interview. Her resume is attached.

The permanent part time Young Adult Associate position has been posted and we will begin interviewing for that position in the next few weeks. We eagerly anticipate the additional assistance in the afterschool hours and are so thrilled that we will be able to add an additional staff member to the library team!

Our new library roof and HVAC was successfully funded by Town Meeting for 4.2 Million dollars. The process of hiring a Owner's Project Manager is underway and is being handled by the BRC. George noted that Jr McCord and Bob MCarthy should be credited for their support in making this happen.

Recruiting is underway to fill a part time circulation position. A motion was made by Peg, seconded by Joan to and unanimously approved to advise the BOS and that a potential candidate has been identified.

Summer Reading Update:

This year the theme for Summer Reading is: *Find Your Voice!* We have had several planning meetings to coordinate with Canton Public Schools. Our goal is to support the summer reading priorities for the schools and help inspire a love of reading for pleasure in our youth. Marketing and promotion of the library Summer Reading Program will be a joint with the schools. New this year, children that complete half of the summer reading challenge (roughly 6 hours of reading) will earn a lawn sign for their homes!

Canton Connectors' Discussion

A proposal for support of a new Canton Connectors Resource guide was submitted to the Library. This would be an online, searchable database that would fall under the auspices of the library. The proposal was put together by a group of Canton Citizens to create a guide that would serve the community, including newcomers and current citizens, who are seeking access to information about how “Canton works” and showing them how to connect with others in the community.

The Connectors are proposing a co-sponsorship with the Library as their missions are very much aligned. There will be a shared responsibility for the information collection and data input. Additionally, there is a \$1,000 “budget ask” to the library for no more than \$1,000 to support the marketing of this Canton Connectors’ Resource Guide.

After a discussion a motion was made by Susan and seconded by Joan for approval of \$1000 to support the promotion of the Resource Guide. It was unanimously passed.

Financial Report:

At the request of the Trustees Andrea has added a percentage column to the budget report which all found very helpful as you can tell at a glance how much is still available. This month, as we near the end of the fiscal year, we are on target as we have 10.17% of the FY23 budget monies available.

Friends of the Library Report:

Jan provided an update from the Friends 5/15 meeting. Canton Writes awards ceremony will be held on 6/5 and 6/6. Mike Sundin volunteered to run a book sale the night of the Summer Reading kick off on June 16th. Bill Quinn and Jan Hagan will chair the Sip and Shop Fundraiser in November. John John will perform at the Open Book Coffee House on Saturday, June 17th at 7:30. The Friends Annual Meeting, Election and Social will be held on Monday, 6/12 at 7:00.

Interior Revitalization Committee:

Work continues on fundraising plans for the project.

Other Business

Chair Comeau proposed that a period of time be carved out at Trustee Meetings for “Public Comment”. Community members would be able to request time to speak about an agenda item at the beginning of the meetings.

George provided an update about the status of the two book challenges the library had received. He reported that we can close the loop on these as appeals were not made in response to the Library’s procedural findings that the request did not meet criteria for removal. George thanked Andrea and her staff for a process that was “ clean, legal and above board” and was in compliance with the library’s “Request for Removal” policy and procedure. George suggested that since both the book challenges were for the same book that we might consider amending our policy to include language around one book challenge per book to be responded to in a time period to be determined. This will be discussed further at a future meeting.

Director evaluations will be sent to the Trustees and a self eval to Andrea in June.

Upcoming Programs and Events:

Canton Garden Club Plant Sale May 20th 9:00 AM -1:00 PM

Canton Library at Paul Revere Heritage Day! May 20th

Spin-a- Yarn Fiber Craft Circle: May 25th from 6:00 PM-8:00 PM. Drop in craft program for sewers, knitter, quilters, needle-felters etc. Bring in a project you are working on and sit in with other crafters.

Adult Craft: Reusable Tumblers June 3rd, 11:00 AM – 1:00 PM. Free program open to adults. Registration is limited and is required.

The next Board of Trustees Meeting will be held on Tuesday, July 18th at 7:00 PM.

The meeting adjourned at 8:15 PM.

Respectfully submitted,

Nancy Connery, Secretary