

Canaan Town Library Trustees Meeting Minutes

October 20, 2014

Present: Denise Reitsma, Cindy Neily, Susan Remacle, Kim McQuaid and Amy Thurber.

- Minutes: October 20, 2014 minutes approved.
- Treasurer's Report:
 - Adding expected large-item purchases to the CIP budgeting process; S. Ward referred Cindy to Mike Samson (at this time, that is where the process starts). Cindy will follow up with Mike and report back to us on the exact parameters for getting a library expense into the CIP.
 - Non-lapsing library budget question; Amy hadn't heard back on this question. Cindy will follow up on this question also when she talks to Mike on the CIP issue.
- Librarian's Report:
 - Amy has located the library's Technology Plan; we are on the cusp of ordering new computer equipment, expected to be in in early January. Once we receive this, Amy will review the plan, and complete an updated one. Estimated completion is for our February meeting.
 - Christmas in Canaan is December 17, 4-8pm. Our Friends group will supply refreshments and a raffle basket.
 - The library will be offering a new lending program called "Caboodles." A Caboodle is a kit containing 5-6 different items including toys, games, an art project, music and a book- all suitable for families. There will be 4 Caboodles, each different, available for patrons to check out for a week at a time. The Friends of the Canaan Town Library have agreed to fund the initial 4 kits which are planned to be launched on Wednesday Nov 26. There are several ideas for future Caboodles as well.
 - The library's 'learn-to' classes are popular; we have a cooking class with mussels coming up and feel this could be something to continue if there is interest, both from potential teachers and students.
- Other Business:
 - We reviewed and discussed the revised proposal by MTDs for the 6 new bookshelves for the library to replace the remaining old ones (upstairs). We accepted MTD's 11/12/14 proposal; Amy will inform MTDs. We expect our new bookshelves to be installed in mid-winter.

- We continued our discussion regarding starting an Annual Fund. At this time, we feel the next step is to set up a joint meeting with our Friends group; we would like to have a fellow Friend/Trustee join us from another group within our state to talk to us about their experiences, issues, benefits from their Annual Fund. Kim will ask fellow Friends if they might know someone who would come speak with us.
- Revised Rules of Conduct policy was voted on and accepted.
- The trustees voted on and accepted two gifts. One was a Windsor chair and the other a \$100 gift towards the purchase of new books.
- Our next meeting is December 15, 2014.

sar: 10.27.14