

## Canaan Town Library Trustees Meeting Minutes

January 20, 2014

Present: Denise Reitsma, Cindy Neily, Susan Remacle, Kathleen Peters, Amy Thurber, Bob Reagan

- Minutes: December 16, 2013 minutes approved.
- Treasurer's Report:
  - We are going to 'square-up' with the town, we remained within our budget for fiscal-year 2013.
  - We are going to ask that each month's fiscal figures be emailed to each trustee directly from the town office.
- Librarian's Report:
  - Annual Library Report was sent to both the Town of Canaan and the Town of Orange.
  - The number of library patron cards has increased since last year. We now have 2,768 active library cards (2606 last year).
  - Programming at the library is going strong; We have numerous busy programs, with Pass-the-Book starting up again (starting 02/12), and a Children's story-time on Saturday continuing.
  - Registration for the Spelling Bee begins February 01; the Bee is March 10.
- Other Business
  - Library Policy Overview: We began our review of library policies. We reviewed and approved our Unattended Children Policy. We will continue our review next meeting.
  - We discussed the receipting of gifts, and possible changes to our receipting system in future.
  - Amy will bring in the library staff's goals enunciated last year; and we will compare and contrast with what has been accomplished. Quickly noted; we have been making good strides in outreach & communication strategies, and programming.
  - Library staff reviews: They should be done annually. When is the best time for this to be done? I will find last year's and bring to next meeting.
  - During our March meeting, we will refresh ourselves with the Long Range plan.
  - Our next meeting will be February 17, 2014, 7pm at the Library.

sar: 01.24.14.