

## Canaan Town Library Trustees Meeting Minutes

March 17, 2014

Present: Cindy Neily, Susan Remacle, Kathleen Peters, Kim McQuaid, Amy Thurber

- Minutes: February, 2014 minutes approved.
- Treasurer's Report:
  - Discussed sending librarian to a seminar or conference, and where the funds for that would come from; Amy will get back to us on probable costs, and we will enter into next year's budget proposal. Also, of a piece with this, Amy will look into educational opportunities and their costs for all library staff. This is something that should come out of the official library budget, rather than a gift from the Friends.
  - Lola Baldwin will be added to next month's agenda to come and discuss fundraising and a possible Library Annual Fund.
- Librarian's Report:
  - Library e-newsletter continues to show good 'open-rate'. Amy will adjust e-newsletter 'flash' announcements so they differ from monthly newsletter .
  - Collaborating with Recreation Dept. of Canaan, the library will host the Trivia Night program each Monday evening in April.
  - Discussed distributing Library magnets to other venues in town; Local businesses, Senior Ctr., the Friends of Canaan Village, etc. Amy will contact entities and see if they are receptive to the idea.
  - The Library staff had an in-house seminar, presented by two staff of the State Library, on customer service. All found it to be an interesting meeting, and were able to glean ideas to use in our library to improve efficiency and service.
  - Our Long Range Plan activities continue apace, with much programming, outreach and collection activity.
- Other Business
  - Library Policy Overview: We reviewed the Technology Usage Policy, made a few edits. Amy will finalize the policy and send to Trustees; we will look over, and vote on this policy at April meeting.
  - Trustees voted and approved the addition of Kim McQuaid to the Library Trustees Board to fill the seat of Valerie Fleischer until next election day. Cindy will write letter to selectmen for Town approval.

- Amy will reach out to local schools to see if there is a way we can make more visible to the students the resources available to them at the town library.
- The Long Range plan review was tabled for a future meeting.
- Our next meeting will be April 21, 2014, 7pm at the Library.

sar: 03.21.14.