

**Meeting of the Board of Trustees
Conant Public Library**

July 11, 2011
7:00 P.M.

Minutes

Present: Carlin, Johnson, Dwyer, Campbell, Vermeulen, Corvelo.

Quorum: Meeting called to order at 7:05 with a quorum present.

Public Forum: Erica Brennan is present as member of the public. The board introduced itself. Erica may become a trustee member.

Approval of minutes June 13, 2011: The minutes have been approved as amended.

Consent Agenda

Campbell presented the director's report. The director's report is available at the library.

- Director's Report
 - Circulation
 - Highest circulation ever. In a conservative estimate, the library saves the members of the town over \$1,000,000 by making its books, DVDs, CDs, and other materials available.
 - Inter-library loans cause 11% increase from last year in Sterling books to be requested by other towns. This indicates that we have popular material.
 - Young adult circulation has gone up over 200%.
 - People counter averages at 218 regular-height people every day.
 - Financial
 - Finished year on budget
 - Facility
 - Windows will be replaced and shades for north-facing office windows.
 - Replacing light fixtures in children's area.
 - Cleaning company contract extended. Will be using checklist. 2x floor cleaning per year.
 - Regular meetings with facilities manager are working out.
 - Services
 - Summer reading program is going strong
 - Staff member out for prolonged medical condition; will adjust with extra hours with current staff.

New Business

- Director's Goals
 - The director presented her draft goals for 2012. The draft goals are available at the library.

Old Business

- Allen Estate
 - Campbell will investigate whether the library could set up a separate legal entity for this estate.
- Campbell reported that the town is reviewing flextime policies.
- Trustee Opening

- The motion to make Brennan as the board's nominee trustee to fill a vacancy was approved.

○
Motion to adjourn current session and move into executive session has been approved.

Adjournment at 9:10.