

**Meeting of the Board of Trustees  
Conant Public Library  
June 13, 2011  
7:00 P.M.**

**Minutes**

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

**Quorum:** A quorum being present, the meeting commenced at 7:08 p.m.

**Public Forum:** None present.

**Reconfiguration of Board.** John Dwyer was unanimously re-elected as Chairman. Jaap Vermeulen was unanimously re-elected as Secretary.

**Approval of Minutes.** Minutes of the May 9, 2011 meeting were unanimously approved as amended.

**Consent Agenda**

- **Director's Report**
  - Circulation – Up 4.5%. Foot traffic up 13% over last May.
  - Financial - Report of wages surplus due to staff turnover, requesting transfer from wages to operating expenses.
  - Facility – Discussion concerning replacement of certain windows in the front of the building. Components of the sprinkler system failed testing. Worked with the fire department and the deficiency remedied. Looking at lights for Children's Room. Discussion concerning cleaning company contract renewal.
  - Services – Friends' book sale went well. Approved renewal of passes plus added Fruitlands and two Acton Discovery Museum. Looking at Southwick and Providence Zoo. Also looking at art museums.

**New Business**

- Ms. Campbell reviewed with the board the Director's Self Evaluation. All goals met despite staffing departures.
- Discussed and approved Director's Self Evaluation. Mr. Carlin made a motion that "the Director has met and exceeded the expectations of the Library Trustees in meeting the Director's goals set for FY2011." Motion was seconded by Mr. Johnson and the motion carried.
- Allen Estate. Discussion concerning the Estate of Charles Allen. No stipulation for its use. Some of the funds have been received, uncertain of the total amount

as it has not been received at this time. Funds will be used for programming, not for capital items.

### **Old Business**

- Mr. Dwyer delivered a brief review of three women who have expressed interest in the open Trustee position. He will complete his discussion with them and invite them to attend a meeting.

**Adjournment** – 8:53 p.m.