

**Meeting of the Board of Trustees
Conant Public Library
Minutes of July 9, 2018**

Open Meeting:

Call to order 7:02 pm

Roll Call:

Present: Campbell, Carlin, Glavin, Mahar, Petullo, Scannell
Absent: Thomas

Members of the Public Present: Richard Maki

Review/Approve June 11, 2018 Meeting Minutes:
Motion to accept: Glavin. Second: Carlin.

Director's Report

Circulation:

- Gains in youth services circulation leads to overall circulation FY 2018 higher than FY 2017
- 2018 attendance down slightly from 2017 but almost three-fold higher than program attendance in 2015
- Gains attributed to five-year strategic plan implementation

Finance:

- Library finances stayed within budget goals as FY 2018 came to a close
- Town meeting voted to approve additional IT funding to commence in FY 2019

Facilities Report:

- Recently installed HVAC functioning well
- A number of patrons commented on the comfortable atmosphere within library with new HVAC
- Professional deep cleaning of building scheduled now that HVAC project is finished

Services:

- Summer 2018 is busiest time of the year with the Summer Reading Program, Summer Reading Challenge, and other programs such as Art and Writing Slam and Escape Room, to highlight several key programs

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- In June the Library held 17 programs for adults with 354 attendees and 17 children's programs with an attendance of 206
- Thank you to Friends of the Library for the Art and Writing Slam
- Summer Reading Kickoff featured Balloon Magic with Jungle Jim-212 attended
- Masterpiece Mondays is a new drop-in art program on Mondays during Summer Reading
- The Library has made subscription commitments for another year for local newspapers and select magazines to allow patrons to stay current with events, support civic life, and to enable the Library to be a nexus of life-long learning
- 218 children registered for Summer Reading in June
- Director Campbell notes that other libraries appreciate notices of our programs on circulating list services
- Library sharing news with Sterling Senior Center (SSC) via SSC newsletter

Review Progress of HVAC Project:

- Fraser tying up loose ends on several cassettes: have replaced one door and altered one slide mechanism
- Independent inspecting engineer has signaled his satisfaction with the workmanship
- Still awaiting inspection of electrical work, as-built plans, warranties, and operation manuals
- Withholding \$28,313 from Fraser until completion of project

Letter to SMLD:

- Director Campbell drafted a letter of thanks, on behalf of the trustees, to Sean Hamilton, Manager of the Sterling Municipal Light Department, for his support of and assistance with the HVAC project
- Board chairman, Marion Mahar, ratified the letter on behalf of the trustees

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Next Posted Meeting Date: August 13, 2018

Adjournment: 7:31 pm

Motion: Scannell. Second: Carlin

Sara Petullo, Secretary