

**Meeting of the Board of Trustees  
Conant Public Library  
Minutes of March 12, 2018**

**Open Meeting:**

Call to Order at 7:05.

**Roll Call:**

Present: Campbell, Carlin, Mahar, Petullo, and Tatten, Emsley

**Recognize Other Attendees:**

Dick Maki.

**Public Session:**

None.

**Review/Approve Meeting Minutes of February 12, 2018:**

Petullo motions to accept. Tatten seconds. Minutes approved.

**Reports:**

Circulation

- A 3% rise in circulation maintains continuing trend.
- Database usage down for Gale (articles) and Ancestry.com (searches).
- Carlin brings up topic of reinstituting an online language learning resource. Resulting discussion suggests that interest, by public, appears lacking.

Finances

- Budget on track, with repair and maintenance line items nearly all spent.
- Projected capital needs through 2030 submitted to Capital Committee.
- Funds factored in for cleaning facilities, post construction.
- Reserve fund transfer for elevator repair Option #2 (elevator valve replacement) approved by town administrator. More costly, but prudent in the long term.

Facilities

- Debbie Orr doing exemplary job of monitoring current heating system to keep it on-line with minimal expenditures. Gunked-up fuel lines and faulty circulator pump problems addressed.
- New copper gutter and downspout installed over Library entrance to replace weather damaged portion.

Services

- During February, the Library held 19 Adult programs with 175 participants and 17 Children programs with 169 participants. This brings the total offerings for this fiscal year, to 278 programs with 2921 attendees.
- A comprehensive Upcoming Adult and Children's Programming list for March and April provided.

**New Business:**

Discuss joint cleaning needs of Police Department and Library.

- Alternative joint facilities cleaning solutions discussed with Police Dept.
- Will retire current cleaning position and create/post new job description. Senior Center cleaning position job description will serve as model.

Options for Capping abandoned interior chimney.

- Further discussion on capping of chimney on hold, due to issue with Chimney Swifts (a protected species) nesting on site.
- Capping Chimney may prove unnecessary due to construction and sand base.

Review potential “Build a Better World Project” senior project.

- In communication with two High School seniors wanting to create a “story hour reading garden”. Challenges with available exterior space relayed to seniors. Further correspondence continuing.

Concern for Library staff safety, in light of events happening in the News, prompted a review of emergency and safety procedures. Policy in place, to be reviewed and updated after future training.

Public libraries legislative agenda.

- Staff attending “State Legislature Day for Libraries”, view new technology and resource sharing as the critical concerns addressed.
- Handout of FY 2019 MBLC Budget request presented and discussed.
- Tatten requests clarification of Board of Library Commission duties and responsibilities; with clarification by Campbell following.

Review Upcoming Trustee Positions for 2018 election.

- Emsley and Tatten will not seek reelection as Library Trustees.

**Old Business:**

Update on HVAC project.

- Building project going well. Anticipated March 27 system startup with staff training to follow on the 29<sup>th</sup>
- HVAC Project Expenses and Accruals-To-Date (2/28/2018) overview handout presented.

**Other Business:**

None.

**Next Posted Meeting Date:**

- Monday, April 9, 2018 at 7:00 PM.

**Adjournment:**

Emsley makes motion to adjourn at 8:03 PM. Tatten seconds. Passes unanimously.

Respectfully Submitted  
Albert Carlin, Library Trustee