

**Meeting of the Board of Trustees**  
**Conant Public Library**  
**Minutes of November 19, 2018**

**Open Meeting:** 7:00 pm

**Roll Call:**

Present: Mahar, Petullo, Scannell, Thomas

Absent: Carlin, Glavin

Members of the Public Present: None

**Review/Approve October 15, 2018 Meeting Minutes:**

Motion to accept: Petullo. Second:

**Director's Report:**

**Circulation:**

- Downloadable formats are growing
- Funds from the Friends of the Library are assisting in the purchase of electronic materials

**Finance:**

- The library has been approved to receive state aid this fiscal year
- The reserve funds transfer request is on hold until all the bills are received
- The director has received the FY 20 budget and capital request forms from the town administrator and finance committee

**Facilities Report:**

- A plan for the protection from the elements of the outdoor HVAC units is near completion
- Electric bills continue to be lower than this time last year
- Water in the boiler room has been traced to its source and repaired
- This winter the library will have the same satisfactory snow removal arrangement as last year

“Trustees vote to accept building plan to safeguard HVAC units from ice and to use the design created by Sterling Building Commissioner, Sarah Culgin”

Motion to accept: Scannell. Second: Thomas.

**Services:**

- In October the library held 19 programs for adults with 257 attendees and 20 children’s programs with 173 attendees
- YTD total of 93 programs and 1,857 attendees
- Program attendance is 19% above last year YTD

**Board Member Discusses Periodicals:**

- Sara Petullo discussed options for making the public aware of online magazine options

**Vote to Amend Library Hours on December 24, 2018:**

“Trustees vote to set library hours on December 24, 2018 as 9:00 am to noon”

Motion to accept: Petullo. Second: Thomas.

**Review and approve director’s FY 2019 goals:**

- Trustees will review Goals #1-5 from the library’s current Long-Range Plan and bring to December 10, 2018 Meeting of the Board of Trustees points of interest, clarification, and discussion.

**Next Posted Meeting Date:** December 10, 2018

Adjournment: 8:10 pm

Motion to accept: Scannell. Second: Petullo.

Sara Petullo, Secretary