

**Meeting of the Board of Trustees
MINUTES of November 13, 2017 meeting**

Open Meeting:

Call to order 7:00 p.m.

Roll Call:

Present: Campbell, Emsley, Mahar, Petullo, Tatten, Thomas

Absent: Carlin

Other Attendees:

None.

Public Session:

No public session.

Review/Approve Meeting Minutes

- **Executive Session Minutes of June 12, 2017**
Motion to accept: Petullo. Second: Emsley. Minutes approved.
- **October 16, 2017**
Motion to accept: Emsley. Second: Tatten. Minutes approved as amended.

Reports:

- Consent Agenda opened to any questions on reports received.

Circulation:

- Total circulation increased 8% Y-T-D.
- Program attendance increased 14% Y-T-D.
- Trustee Tatten questioned why visits have decreased 14% Y-T-D. Director Campbell suggested that it might be due to increased use of electronic ordering or books and resources, and possibly due to moving the attendance counter to the entrance from outside, which gives a more accurate read of visits from the public.

Finance:

- Budget on target overall.
- Total spending is currently at 34%.

Facilities:

- D. Orr and P. Campbell have met with a contractor to price supplemental shoveling and clearing of snow from the driveway and parking lot following the DPW initial clearing, as needed. The DPW snow budget will fund the plowing work.

Services:

- In October, the library held 17 adult programs with 199 attendees, and 21 children's programs with 106 attendees
- FYTD 128 programs with 1,562 attendees.

Friends of the Library

- Craft Fair is November 18 at First Church in Sterling.
- New president Alisa Iannucci is reviewing the role of the library and executive committee with the members.

Children's Room:

- Services continue to be spectacular

New Business:

- Trustee Thomas raised a concern about compensation for program presenters, which ranges from volunteer to \$80 per session, and suggested that there should be a more consistent framework for presenter fees.
- Director Campbell explained that \$80 meditation session was in fact \$40 per session, as presenter matched each of 8 sessions with a volunteer session.

Old Business:

- HVAC update: project is progressing.
- Don Aube has submitted a letter to P. Campbell and T. Rutherford with some concerns about the submittal from Fraser Engineering that he would like to see resolved.
- Work is now unlikely to begin before mid-December, but there is a possibility that the library will not have to close at all during the project.

Next Posted Meeting Date:

- Monday, December 11, 2017 at 7 p.m.

Adjournment:

7:35 p.m.

Moved: Emsley

Seconded: Tatten

Passes unanimously.

Respectfully submitted,

Lex Thomas, Secretary