

**Meeting of the Board of Trustees
Conant Public Library
Minutes of May 15, 2017**

Open Meeting:

Call to order 7 p.m.

Roll Call:

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

Recognize Other Attendees:

Richard Maki

Public Session:

No public session.

Reconfiguration of Board:

The Board reconfigured, subsequent to the town election on May 8. Mahar was elected as Chair, Thomas was elected as Secretary

Voted: Marion Mahar as Chair of the Board of Library Trustees, 1 year term.

Moved: Carlin

Seconded: Emsley

In favor: unanimous

Voted: Lex Thomas as Secretary of the Board of Library Trustees, 1 year term.

Moved: Emsley

Seconded: Carlin

In favor: unanimous

Review/Approve Meeting Minutes of April 11, 2017

Minutes not available.

Reports:

Circulation: April FYTD was fairly even, overall, versus same period FY16, with the exception of a large decline in magazine circulation, down 30%, while Adult was up 5% and Young Adult was down 6%. E-Materials were up 5%. Passes were up 17%.

Discussion: Carlin suggested using magazine space for other purposes. Petullo suggested possibility of town subscriptions. Campbell recommended placing stickers on magazines to indicate use. Carlin suggested offering an online option for magazines, but Campbell didn't believe this would work, as most don't enjoy reading magazines online.

Action: Campbell and staff will post magazine availability.

Finance: No significant issues through April FYTD or currently projected for FY17. Total spending is currently at 78%.

Facilities: Both the HVAC and paving projects passed at the Annual Town Meeting on May 1. HVAC bids will be handled through the town administrator. Work will be done between September and November, and library director and staff are beginning to plan, as much as possible, for handling the disruption. HVAC will be main focus until completion. Mr. Glavin has offered to assist by reviewing weekly checklists as to what is being done.

Paving to redo driveway and parking lot is facing issues involving ADA upgrades. Plan to redo driveway between the library and First Church, owner of the majority of the driveway. Discussions will take place between facilities manager and church representative. Plan to add parking spaces going down to the town sidewalk, but no cost information is available at this time. Van parking is not created to ADA code, and there may be a need for a retaining wall. This could add 8 or more spaces of angled parking.

Discussion: Carlin suggested the need for a discussion about angled parking. Campbell stated that egress at this point is dangerous in winter, and that egress through the parking lot would be safer and add 6 parking spaces by eliminating grassy areas with dead trees.

Action: Campbell will have Tom contact Carlin.

Services: In April, 18 adult programs with 108 attendees; 12 children's programs with 94 attendees. FYTD 329 programs with 3,482 attendees. Appropriate furniture will be installed for 'tweens as well as targeting a collection for them, so they don't feel they're in with children. Staff are gearing up for summer programs, including a summer music program in conjunction with Sterling Recreation. Contributions are being gathered for Summer Reading Program.

Children's: 4 regular storytimes, with 56 participants. Kids Cook had 7 participants. There were numerous other programs in the month, including Drop-In LEGO, Drop-In Crafts, and a Recycled Materials Maker Day with 24 participants..

Other:

Kristen Sullivan, who has been volunteering in Children's Services, joined library staff in April.

Carlin recommended drafting an acknowledgement to John Dwyer.

Business:

Discussion: Action plan FY18. Tatten wanted to see trustee involvement in Objective 1. Need to solicit ideas from trustees. Suggestion to invite a space planner to a meeting of trustees.

Campbell stated that keeping the library clean and attractive is important, and that there is difficulty in making sure that's done.

Action: Campbell will get most current plan to trustees.

Adjournment:

Moved: Emsley

Seconded: Tatten

In favor: unanimous

8:15 PM

Respectfully submitted,

Lex Thomas, Secretary