

**Meeting of the Board of Trustees
Conant Public Library
Minutes of December 13, 2016**

Open Meeting:

Call to Order at 7:00

Roll Call:

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

Recognize Other Attendees:

There were no other attendees

Public Session:

There was no public session.

Review / Approve Meeting Minutes of October 18, 2016

Approved as written.

Moved: Emsley

Seconded: Dwyer

In Favor: Carlin, Dwyer, Emsley, Mahar, Tatten

Abstain: Petullo

Reports:

Circulation: November FYTD was even versus same period FY16. Magazine circulation is generally down in libraries. Sterling Adult circulation is up 5% and staff is using analytics to bulk up the offerings of popular titles. Young Adult is down 11%. Conant and CWMARS / Evergreen circulations are reconciled.

Finances: No significant issues through November or currently projected for FY17..

Facilities: Plowing and shoveling in the recent snow storm was sufficient that patrons were not inconvenienced. First plowing was only through the middle rather than including both sides of the driveway.

There was a problem with heat at the end of November. The Director authorized purchase of a replacement part for a circulator pump. If there is an overage at the end of the FY17 in Maintenance, the Director will request a reserve funds transfer.

The Facilities Manager is preparing a capital request for paving of the Library driveway and the adjacent Town parking lot.

Services: 45 programs in November, with 481 attendees.

Children's: Many programs, continued high attendance

Other:

Friends Annual Crafts Fair in November was most successful ever - \$2945 total receipts.

Old Business

Review and Vote on Library CORI Policy

Approved policy as amended from previous meeting.

Moved: Emsley

Seconded: Dwyer

In Favor: Carlin, Dwyer, Emsley, Petullo, Mahar, Tatten

New Business

Review Proposed FY18 Budget Draft

Due to Town Administrator / Finance Committee on January 15.

FTEs are essentially flat, going from 6.0 to 6.05. Propose to put provision for cleaning in the Library Budget, transferring from what had been in Facilities Manager budget. Heating Oil and Electric line items are the question marks, since the proposed HVAC project will decrease the Heating Oil usage while increasing Electric.

The Director's contract is up for renewal in mid-2017, so this may require a marker amount, in the early stage of the budget process.

Approved for submission to the Finance Committee.

Moved: Dwyer

Seconded: Tatten

In Favor: Carlin, Dwyer, Emsley, Petullo, Mahar, Tatten

Discuss HVAC Capital Budget

The Director has received a copy of an early draft of the consultant's report and proposed requirements for the project. No dollar amounts yet in the report. D/E has been paid, jointly by the Library and the Energy Committee.

Chair Mahar and Trustee Carlin will review the package in more detail. Chair Mahar will speak with SMLD Manager Sean Hamilton to ensure that the Energy Committee is aware of the role of the Library Trustees as sponsor of this project.

The remodeling and renovation will probably have to wait until after the HVAC work is completed.

The Trustees directed the Director to obtain the detailed plans from D/E.

Next Posted Meeting Date

Next posted meeting will be Tuesday, January 10, at 7:00 PM.

Adjournment:

Moved: Emsley

Seconded: Carlin

In Favor: Carlin, Dwyer, Emsley, Petullo, Mahar, Tatten

8:35 PM

Respectfully Submitted

John Dwyer, Secretary