

**Meeting of the Board of Trustees  
Conant Public Library  
Minutes of November 15, 2016**

**Open Meeting:**

Call to Order at 7:00

**Roll Call:**

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

**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 amended

Moved: Dwyer  
Seconded: Tatten  
In Favor: Emsley, Mahar, Tatten  
Abstain: Carlin

**Reports:**

**Circulation:** October FYTD was down 2% 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. Lynda will be discontinued in mid-December because of its expense versus recent usage.

**Finances:** No significant issues through October or currently projected for FY17. Major purchases in October for DVDs and shelving. State Aid should not typically be used in operations, should be for programs or extras including shelving and focused staffing. Computers are on a five-year replacement plan and the staff is currently conducting a broader technical plan.

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**Facilities:** Restored the exhaust fan for the first-floor bathroom, thus will not require additional work previously anticipated. Sterling DPW has designated a person to plow the library area, this should improve communication over the winter.

The new drop-off box should be installed in a few weeks, and it requires a new electrical junction box and the movement of one of the bollards.

The Board should meet with the energy consultant in December in anticipation of review of proposed project by the Capital Committee.

The Director will review carpet and other items to see what might be upgraded or replaced in conjunction with the larger renovation project.

A sink for the Children's Room would assist in programs. Have to decide whether a new Program Room is really necessary, considering the option of Senior Center and other alternative venues.

**Services:** Programs remain very popular, and one October highlight was the concert by North Sea Gas. Backyard Astronomy program, in conjunction with the new telescope, will be presented November 29.

**Children's:** Many seasonally-themed programs. Several visits by attendees of Village Green Preschool.

### **Other:**

Friends' primary fundraiser – Annual Craft Fair at First Church – will be November 19. They are providing increasing levels of funding, based on these fundraisers and contributions.

### **Old Business**

#### **Proposed CORI Policy**

Remaining issues –

- Will employees of contractors & tradesmen doing work in the library be required to have a CORI?
- For prospective employees, have to establish decision criteria and appeal process.
- Should check with other libraries for their policies.
- Director will bring back proposed revisions at December meeting.

## **Employee Emergency Procedures**

Have to add provision for bomb threat.

## **Next Posted Meeting Date**

Next posted meeting will be Tuesday, December 13, at 7:00 PM.

## **Adjournment:**

Moved: Emsley

Seconded: Carlin

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

8:17 PM

Respectfully Submitted

John Dwyer, Secretary