

**Meeting of the Board of Trustees
Conant Public Library
Minutes of October 18, 2016**

Open Meeting:

Call to Order at 7:00PM

Roll Call:

Present: Dwyer, Emsley, Petullo, Tatten, Campbell

Recognize Other Attendees:

There were no other attendees

Public Session:

There was no public session.

Review / Approve Meeting Minutes of September 15, 2016:

Approved

Reports:

Circulation:

- Alex Grebinar, Assistant Director and Head of Circulation is now handling circulation reports - Ian is helping with transition
- As of September, FY17 overall YTD circulation is down 5%
- Positive growth of 4% for Adult Fiction and Nonfiction,
- 9% increase for Passes and 8% for E-Material.
- Magazines down 35%
- Young Adult, Audio Visual and J and JJ were all down YOY

Additional comments:

- E-Circulation has tripled since 2013
- Young Adults are not coming to the library and not taking out as many books
- Possible reasons include:
 - No current “blockbusters”
 - Children are busier with varied activities
 - Involved with electronic devices
 - Libraries are focusing on “Tweens” who may be reading more with “E-Circulation
- Re-evaluating Lynda.com with use dramatically lower. Although the cost of Lynda has been reduced to \$2,000 annually, the library is considering dropping the program due to increasing disinterest, (-78% YOY).
- Ancestry.Com. Program is becoming more popular with a dramatic increase of 14%
- Overall visits increased 3%, as did Program Attendance with a 9% improvement.
- Most dramatic change YOY was Mango (Languages) with an increase of 185%.

Finances:

- Expenditures remain within expected parameters. Fines revenue is down.
- Staff is preparing for the FY 2018 Budget Process.
- Reports supplied with additional comments:
- Updated previous pages due to discovered formula errors

Facilities:

- Seasonal conversion from AC to heat was reported completed in September.
- The application submitted by the Head of the Light Department for a grant to cover one-half the cost of HVAC was denied. The LD Director is reapplying
- Detailed HVAC Progress Report provided. Highlights include:
 - Director is gathering information with plans to bring the HVAC proposal to the Capital Committee in December or January for town warrant for May
 - Next step will be to prepare bid package
 - Installation target remains mid to late fall 2017.
 - Requirement includes separate quote for demolition and removal
 - The current resource for guidance and advice on those aspects of the project is Town Facilities Manager
- Modification to the Long Range Plan include improved storage of materials for Children’s Services with expanded shelving for increased collections.
- The overall renovation/update of the facility remains on hold due to the HVAC project.
- Facilities Cleaning: “On-going challenge.”
 - Library has engaged spring and fall supplemental cleaning.
 - Monitoring performance with alternatives for the future discussed

Services:

- Program Highlights:
 - (14) adult programs with (237) attendees
 - “Gravestone Girls” was “big hit” with (58) attendees, result of Cultural Council grant
 - (32) adult programs this fiscal YTD with (320) attendees
 - Senior Center collaboration with Adult Summer Reading Program- initiative developing a relationship with Senior Center in creating future programs
 - (16) Youth Services programs with (139) attendees
 - Since July, (24) youth programs with (533) attendees
 - Julia Kelley began an evening knitting program.
- Outreach:
 - Ongoing with schools.
 - Alex and Angela Cote have strengthened library relationship with schools with increased communication and collaboration
 - Alex visited new principals and presented at Middle School Teachers’ Meeting
 - Library information posted in middle school electronic newsletter.
 - Angela to connect with schools for material, (i.e. reading lists, etc.)

- Heidi continues admirable work maintaining library Facebook page
- Director to increase visibility of “Scanning Capability” available to patrons

Staff:

- Director is pleased with the enthusiasm and initiative of the entire staff in creating and implementing programs. Increased emphasis on programs has been handled well with the current level of FTE and PTE.
- Staff training is ongoing and managed by Alex Grebinar
- Alex is especially proficient in selecting appropriate material and her approach is considered a model for CW MARS practices in purchasing, using analytics to insure timely acquisition of materials most requested by Sterling patrons.
- Continued evaluation of staff use while retaining and adding programs

Youth Services: Children’s Room:

- Apple decoration for display as well as a new library card “gold apple” incentive.
- Regular Story Time resumed with (12) sessions and (192) participants
- Music Circle Program resumed with (21) participants in one session
- (18) children attended Special Story Time for those entering preschool
- (22) participants at Drop in Craft
- (4) participants for Jungle Book Movie Night

Friends:

- The Friends primary fund raiser of the year is the Annual Craft Fair - Saturday, November 19th from 9AM to 3PM at the First Church of Sterling.
- The Friends to fund a new book drop - twice the size with separate compartments for books and media. Approximate cost is \$7,500.

Other Business:

- Director provided additional reports and hand out information, including:
 - “2016 AT A Glance”
 - FY 2016 Accomplishments
 - Calendars for multitude of Upcoming Children’s and Adult Programming
 - “Open Meeting Law Guide”
 - Print out from the State Ethics Commission Official Website regarding - Conflict of Interest Law for the Public Sector
 - Conant Public Library Employee Emergency Procedures
 - Long Range Plan Activities with Four Goals
 - Director’s report with extended details on progress regarding specified Four Goals
- Library has been assigned a new IT representative
- Approved recurring meeting date for second Tuesday each month
- State Ethics Commission explanation

- Emergency Response for Library Staff discussion
- “Director’s Goals” continued discussion
- Voted unanimously - “The consensus of the Board is the Director has met and exceeded the goals for 2016.”

Next Posted Meeting Date

Next posted meeting will be Tuesday, November 15, at 7:00 PM.

Adjournment:

Meeting adjourned at 9:00 PM

Respectfully Submitted

Raymond Tatten: Library Trustee