

**Meeting of the Board of Trustees
Conant Public Library
Minutes of March 14, 2016**

Open Meeting:

Call to Order at 7:00

Roll Call:

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

Recognize Other Attendees:

Sean Hamilton, Sterling Municipal Light Department, Sterling Energy Committee
Chip Hallet, Sterling Energy Committee
Colin Smith, Eagle Scout Candidate

Public Session:

There was no public session.

Review / Approve Meeting Minutes of February 17, 2016:

Minutes were approved, as written

Reports:

Circulation: Circulation through February was up 2% versus same eight-month period in FY15. Most of the increase comes from Audio Visual and E-Materials; Adult and Juvenile are about even; Young Adult, Magazines, and Passes are down considerably. Magazine selection is being reviewed for next order. Lynda usage is up substantially. Program attendance is up 107% but overall visits are down 6%.

Finances: No significant to-date or prospective issues of spending versus FY16 budget. Director presented FY17 budget to Finance Committee.

Facilities: HVAC issues continue, as noted in the Capital Project section under Old Business below.

The space planner has begun work, but has not yet prepared a report.

Services: Participation in Adult Programs is increasing. Three staff members attended Library Legislative Day at State House to advocate restoring funds for library-related budget line items.

Children's: Continued high level of energy and participation.

Old Business:

Capital Project

Mr. Hamilton and Mr. Hallet discussed the work of the town's Energy Committee in advising town departments on how best to improve the energy efficiency of the buildings they are responsible for. Mr. Hallet reported on a preliminary review he made of the Library's HVAC system.

Mr. Hamilton proposed that the Library help fund a more detailed engineering study by D/E Corporation of Leominster, that would provide specifications for a potential capital project that would upgrade the Library's HVAC system. The remaining portion of the expense for this study would be paid by the grant previously received by the Town to upgrade the energy systems of its buildings.

The Board of Trustees voted to expend \$3,307.50 as its share of this engineering study, to be managed by the Energy Committee.

Eagle Scout Project

Mr. Smith described his revisions to the Library landscaping project that would now upgrade the existing seating area in front of the Library.

The Board of Trustees voted to support this project, contingent upon more detailed plans to be provided to the Board.

New Business:

Revised Circulation Policies

The Director will clarify the policy, particularly as it applies to individuals picking up materials for others, including children, and present the revised, proposed policy to the Trustees for subsequent review.

**Other Business:
Subpoena Policy**

The Director will contact other libraries to determine their policies on what employees may legitimately receive subpoenas.

Next Posted Meeting Date

Next posted meeting will be Monday, April 11, at 7:00 PM.

Adjournment:

8:42 PM

Respectfully Submitted
John Dwyer, Secretary