

**Meeting of the Board of Trustees
Conant Public Library
Minutes of February 8, 2016**

Open Meeting:

Call to Order at 7:00

Roll Call:

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

Recognize Other Attendees:

No other attendees were present

Public Session:

With no other attendees, there was no public session.

Review / Approve Meeting Minutes of January 11, 2016:

Minutes were approved, as amended.

Reports:

Circulation: Circulation through January was up 2% versus same seven-month period in FY15. Most of the increase comes from Audio Visual and E-Materials, as other categories – Magazines, Young Adult, and Passes are down considerably. Magazine selection is being reviewed for next order. Lynda usage is up substantially. Program attendance is up 83% but overall visits are down 8%.

Finances: The wage equity issue has been resolved and the FY17 budget will reflect the new rate. Some issues of reconciliations between Library and Town Accountant. No significant issues in cumulative and expected spending versus budget.

Facilities: HVAC issues continue. The Facilities Manager and the Energy Committee have been reviewing the Library's HVAC needs, at the request of the Capital Committee.

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

Services: Programs remain very active, and a number of new ones have been introduced. Increased promotion and tie-ins for programs and for new items in the collection.

The Director and the Assistant Director have been researching holds policies, length of items circulation, and purchasing thresholds to arrive at a revised policy proposal for the Consortium's Collection Policies. This is to alleviate the problems smaller libraries have been encountering with their high-demand items.

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

Old Business:

Capital Project

Concept of a heat pump with off-peak capacity may make sense, and it may be possible to develop a cost that can be funded in stages. Suggestion to check out a comparable heat pump, in place at an existing facility, to confirm efficiency, reliability, aesthetics. This is probably not a May Town Meeting project. Trustee Al Carlin has volunteered to act as the Board's liaison on this project.

New Business:

Approve Annual Report

Trustees should review the draft annual report for discussion and approval at the March Trustees meeting.

Other Business:

Eagle Scout Project

The Trustees expressed concerns over location and other issues of the proposed seating area and do not support it in its proposed configuration.

Next Posted Meeting Date

Next posted meeting will be Monday, March 14, at 7:00 PM.

Adjournment:

8:08 PM

Respectfully Submitted
John Dwyer, Secretary