

**Meeting of the Board of Trustees
Conant Public Library
Minutes of June 11, 2018**

Open Meeting:

Call to order 7:00 pm

Roll Call:

Present: Campbell, Carlin, Glavin, Mahar, Scannell, Petullo

Absent: Thomas

Other Attendees:

None

Public Session:

No Public Session

Review/Approve May 21, 2018 Meeting Minutes

Motion to accept: Scannell. Second: Glavin.

Director's Report

Circulation:

- Total circulation level year-to-date
- Alexandra Grebinar involved in professional continuing education to enhance circulation. A. Grebinar monitoring library collection with data analytics
- Sixty-five percent of town residents have library card

Finance:

- Director Campbell and staff closely monitoring expenses as FY 2017-2018 comes to a close
- Electricity costs incurred by library fluctuating in late winter/early spring 2018 in light of newly installed electricity-fueled HVAC system

Facilities Report:

- New interior cleaning arrangement satisfactory
- Exterior spring clean-up completed along perimeter of building
- Two local high school students volunteered to beautify grounds with flower bed as part of "Build a Better World" project

Services:

- Staff members A. Grebinar, Angela Cote, and Ian Brodrick, initiating, building, and installing replica of 1885 Conant Public Library as a Little Free Library at Lake Waushacum
- The Little Free Library has received 500 "likes" on the Conant Public Library's Facebook within two days of unveiling
- Children's librarian, A. Cote, forging library and local public school connections

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- CWMARS upgraded Evergreen to a web client on May 27, 2018. A. Grebinar prepared for transition in the six months prior to switch and trained library staff on the new software for a seamless transition
- Summer Reading Program, “Libraries Rock,” will begin on Monday, June 25, 2018
- Baker program room to be transformed into “Library World”
- Library to fund family-friendly summer 2018 concert in collaborating with the Sterling Recreation Department
- In May 2018, the library held 20 programs for adults with 190 attendees and 20 children’s programs with 135 attendees
- FY 18 YTD: 389 programs with 3901 attendees

New Business:

Vote to approve Assistant Director, A. Grebinar, as approved signatory on payroll in the absence of the Director

Motion to accept: Carlin. Second: Scannell

Update on HVAC Project:

- New system functioning well and within budget
- Payments to Fraser Engineering at 90% as of May 11, 2018
- Additional 10% of payment to be submitted to Fraser Engineering when all specifics of contract delivered and work done to Library’s satisfaction
- If excess funds available use remainder to improve lighting in former boiler room and current storage room

Next Posted Meeting Date:

Monday, July 9, 2018

Adjournment:

7:55 pm

Motion: Carlin. Second: Glavin

Sara Petullo, Secretary