

Meeting of the Board of Trustees
Conant Public Library
February 23, 2015

Open Meeting:

Call to order at 7:05 pm.

Roll Call:

Carlin, Mahar, Brennan, Dwyer, Corvelo, and Campbell were present.

Recognize Other Attendees:

Richard Maki

Public Session:

There was no public session.

Review/Approve Meeting Minutes of January 12, 2015:

The minutes of January 12, 2015 were approved.

Reports:

Circulation: Circulation is down 4% overall, but the rate of decline is slowing from previous months. Campbell will work on quantifying the other services the library provides that are currently not included on the Circulation report.

Finance: The cost of heating oil has decreased, which may result in the library coming under budget for this line item. The technology line item is over budget, but Campbell will transfer some of the expenses from this line item to state aid.

Facilities: The work planned to replace windows so they are more energy efficient while maintaining the historic character of the building will be done in the spring. Campbell reviewed the additional painting to be done that needs to work with the overall plan for the library.

Campbell is also working with the facilities manager to determine why the sump pump project in the boiler room was shelved. The project was approved by the Trustees and the town. Dwyer suggested sending a letter from the Trustees, but Campbell would first like to meet with the facilities manager and the town administrator. She will also consult with the Board of Library Commissioners to determine the procedure for releasing funds.

Since the oil company missed an oil delivery due to an error on their part, the company paid for the cost of a heating contractor to make an emergency after hours delivery.

Campbell discussed concerns with snow plowing occurring while the library is open. The Trustees asked that she add to the agenda next month snow removal and who has the responsibility for instituting parking restrictions.

Campbell reviewed the space planning proposal which she has given to the interim town administrator. The Trustees asked that she add to the agenda next month the space planning proposal.

Services: Campbell met with the new director of CW MARS and is advocating that CW MARS undertake an assessment as to whether Evergreen meets the needs of the libraries it serves.

Campbell said that the library is doing a lot of advertising of its programs in the press, with flyers sent home in school backpacks, and in the First Church bulletins. Over 60 people attend the Supernatural Evening event.

Old Business:

Campbell reviewed the occupancy limits of the library. She is currently limiting the occupancy of the program room to 20 people.

New Business:

Policies-review and update: A motion to accept the policies as updated passed. Campbell recommended that the Trustees review the policies more closely on a policy-by-policy basis and suggested that the Trustees start with collection development in April. Campbell also said that she is working on a procedures manual and will add it to the calendar for the summer.

Recommend a candidate for appointment to vacant seat until election: A motion to recommend Alicia Emsley to be appointed at the joint meeting of Trustees and Selectmen to fill the vacant position until the next election passed.

Compensation of three employees for extra work during blizzard: A motion to authorize state expenditure of \$47.61 to compensate three employees for one hour on February 15, 2015 during the storm passed.

Unforeseen Issues:

Brennan was voted as chair to replace Vermeulen and Dwyer was voted as Secretary to replace Brennan.

Next Posted Meeting Date:

March 9, 2015 at 7 p.m.

Adjournment:

8:28 p.m.