

Meeting of the Board of Trustees  
Conant Public Library  
September 8, 2014

**Open Meeting:**

Call to order at 7:03 pm.

**Roll Call:**

Vermeulen, Dwyer, Brennan, Corvelo, Mahar, Campbell were present.

**Recognize Other Attendees:**

None present.

**Review/Approve Meeting Minutes of August 11, 2014:**

The August 11, 2014 minutes were approved as amended.

**Reports:**

**Circulation:** Campbell noted more use of e-Books and Netflix which has led to a decline in the circulation of adult books and non-fiction in particular. Neighboring libraries are seeing the same trend and library circulation is down nationwide.

Vermeulen asked for the count of books per checkout to see why the number of people coming into the library has increased, but circulation numbers have declined. Campbell said that the library would track over-the-desk circulation and compare it to the circulation figures from CW MARS.

Campbell would like patrons to be required to return books that have holds on them after three weeks. She will speak with CW MARS about the Library developing its own circulation policy. Campbell is working on lowering video fines.

**Finance:** Campbell said that she needs to see if the new, uniform accounting practices being established for town departments meet the needs of the Library.

**Building:** Campbell requested a reserve fund transfer to repair the septic system and a second transfer to fix the lift. The lift has a problem with its bearings and has been closed as of today. Campbell will post signs advising patrons to press the call button if they need assistance into the Library.

**Services:** Staff member Ian Brodrick was asked to come into the meeting to explain why the login connection does not always work. He said that he has recently upgraded the login system, but that he will further trim the database of users and upgrade the RAM on the computers, which will improve login connectivity and speed.

The town administrator would like the Library website under the same umbrella as the town's website. Currently, the town website provides a link to the Library website.

**Director's FY 2014 Goals:** Reviewed goals and noted the following:

- Campbell will send out thank you letters to committee members who worked on the Long-Range Plan.
- The town treasurer has offered to have the investment company who currently oversees the Allen fund to make a presentation to the Trustees about how to increase the level of return. Vermeulen asked that a presentation be scheduled.
- Tickets of problems with CW MARS have almost all been resolved satisfactorily.
- Campbell has started a Library handbook, which has helped with the training of the newest employees.

The Trustees asked that Campbell add all her accomplishments to the goals and confirm that the town accepts the Trustees' format for performance review.

**Public Session:**

No one was present from the public. Vermeulen said that this agenda item will be moved to follow Recognizing Other Attendees agenda item.

**New Business:**

- **Review Draft of Library Mission Statement:** The Trustees suggested several changes which Campbell will incorporate into another draft to be discussed at the meeting on September 22, 2014.
- **Review Draft of Long-Range-Plan Goals:** The Trustees suggested several changes which Campbell will incorporate into another draft to be discussed at the meeting on September 22, 2014.

**Unforeseen Issues:**

None

**Announcement/Correspondence:**

None

**Next Posted Meeting Date: October 20, 2014 at 7 p.m.:**

The Trustees and Campbell agreed to meet on Monday, September 22, 2014 to review the final draft of the Long-Range Plan.

Adjournment: 9:11 p.m.