

**Meeting of the Board of Trustees
Conant Public Library
Minutes of March 11, 2019**

Open Meeting:

Call to order: 7:03 pm

Roll Call:

Present: Glavin, Mahar, Petullo, Scannell, Thomas: also Library Director, Patricia Campbell

Absent: Carlin

Members of the public present: Richard Maki

Review/Approve February 11, 2019 Meeting Minutes

Motion to accept: Glavin. Second: Scannell

Review/Approve February 26, 2019 Meeting Minutes

Chairman Mahar moves to amend February 26, 2019 meeting minutes regarding the motion concerning the merit and longevity plan to be restated as, "The trustees made a motion to support the draft proposal regarding the Sterling employee merit and longevity plan **as presented.**"

Motion to accept: Thomas. Second: Glavin

Director's Report:

Circulation:

- Circulation down 1% most likely due to limited access to collection secondary to sprinkler malfunction
- Alex Grebinar, assistant director, utilizing analytics for circulation planning to appeal to a wide spectrum of readers

Finance:

- The library's repair and maintenance funds are low necessitating a reserve fund transfer to pay for repairs to the elevator, glycol replacement in the sprinkler system, and replacement of a sprinkler valve
- The total for these repairs is \$8,122.40
- The director met with the Sterling Finance Committee on Saturday, March 2 and there were no issues raised with the budget

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Facilities Report:

- The director and facilities manager are working with the elevator maintenance company to adjust the height of the elevator floor when it opens on each floor in the library. Staff have noticed that the elevator is about one inch lower than the floor when the doors open
- Repairs were made to several lighting fixtures while the electrician was already in the library installing additional outlets in some areas being repaired
- Director and staff working with color planner to coordinate painting and carpets improvements to take place before the summer and in the fall
- The planner offered several inexpensive suggestions to create a sense of more space on the first floor

Services:

- In February the library held 14 programs for adults with 183 attendees and 15 children's programs with 156 attendees
- Year-to-Date total of 218 programs and 3,084 attendees
- Program attendance is 6% above last year-to-date
- Children's programs included but were not limited to: 8 regular session Storytimes, 2 Music Circles, Drop-in Valentine's Day Card Making, 3rd and 4th grade book club, February vacation drop-in Lego Day and separate Clay Day, Kids Cook program

Next Posted Meeting Date: March 25, 2019

Adjournment: 7:45 pm

Motion to accept: Petullo. Second: Glavin

Sara Petullo, Secretary