

Meeting of the Board of Trustees
Conant Public Library
October 21, 2013

Meeting called to order at 7:09 p.m.

Present:

Campbell, Johnson, Dwyer, Brennan, Carlin, Vermeulen, Corvelo

Public Forum:

Donald Jacobs, Human Resources Administrator for the town of Sterling was present and reviewed the FY 2014 Human Resources Objectives that he presented to the personnel board in a memo dated July 25, 2013. He gave a copy of the memo to Campbell and the Trustees.

Approval of minutes: May 6, 2013 minutes were approved as amended and the June 10, 2013 minutes were approved.

Consent Agenda

Director's Report: Campbell presents the Director's Report. This report is available at the library.

Circulation: The circulation figures reflect only what is checked out at the Conant Library. The Visits Per Day Open figure is not as accurate as in previous months, because the counter battery had run out during the month and the counter is only checked once a month. Going forward, the counter battery will automatically be changed every six months.

Financial: Campbell cited Deborah Orr's work on the financial reconciliations. The revenue figures are up to date. No new capital items have been allocated to this fiscal year.

Facility: The interior brick work of the chimney may be deteriorating and the chimney may need a liner. The facilities manager is investigating it further.

Services: Discussed Evergreen and the library's request for a contingency plan if the problems continued. The library has paid for the resource, but the agreement with CW MARS has not been signed. Campbell is waiting for CW MARS to provide contract language that is acceptable and she will follow up with CW MARS.

Danielle Mattei is reconfiguring children's services to adjust to the changing demographics. The library is using revenue from the Friends to bring in outside resources, rather than relying solely on staff.

Old Business:

Allen Fund Investment Options Update: Campbell and Brennan agreed to meet to review the options and report back to the Trustees.

New Business:

CW MARS Member Agreement: Discussed under Services.

Director's Self Evaluation: A motion to accept Campbell's Self Evaluation as written and to furthermore affirm that Campbell met and exceeded the goals as provided by the Trustees passed unanimously.

New goals and the budget process for this coming year, including having the fine money added to the library book budget, will be discussed at the next meeting.

Adjournment: 8:44 p.m.