

**Meeting of the Board of Trustees  
Conant Public Library  
March 11, 2013**

Meeting called to order at 7:08 p.m.

**Present:** Carlin, Vermeulen, Johnson, Brennan, Corvelo, Campbell

**Public Forum:** No one was present.

**Approval of minutes:** February 11, 2013 minutes were approved.

**Consent Agenda**

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

**Circulation:** Campbell reviewed the circulation numbers from Evergreen. CW MARS believes the numbers are fairly accurate. Campbell does not have confidence in the numbers provided by Evergreen in May and June of 2012. The current circulation figures are similar to 2010 and 2011 and not as high as 2012. There is concern that patrons are frustrated with Evergreen and are not using the library as a result. The next user meeting is March 29.

Campbell has communicated to CW MARS that the Trustees want her to be active to resolve this unacceptable situation. Vermeulen asked Campbell that when she receives communication from CW MARS that is unclear and very technological, to advise them it is unacceptable to communicate in this fashion. Vermeulen believes that the system is too complex and CW MARS needs to hire a consultant. A group of libraries met and a member has contacted someone who is an expert in these types of systems and he has agreed to work as a consultant. The Users are recommending to CW MARS to hire this person.

Equinox, was hired to help with the migration, and has now been hired to do work on software improvement.

The libraries pay CW MARS for the service they provide and they are trying to work with CW MARS to bring about the changes in the system. While the software has not improved, communication is a lot better.

**Financial:** Campbell reviewed the budget meeting with the Finance Committee as outlined in the Director's report. Dwyer moved that the board allocate \$5,000 of the interest income from the Allen Fund to defray a portion of the cost of moving an employee to more than 20 hours for fiscal year 2014. Johnson seconded the motion. Motion passed unanimously. State aid will be used to cover the additional personnel hours needed to cover for staff medical absences for this fiscal year.

**Facility:** There were some complaints that the parking lot was not completely plowed during the last storm.

The library pays for plowing of the circular drive, but the lot is not the library's and is plowed by the town. Campbell feels that overall snow removal during storms is going well.

**Services:** There is a big demand for story hour, but patrons are not able to attend every session. Mattei will now hand out tickets on each day of story hour and patrons will not register in advance.

**New Business:**

**Review of Director's Goals:** Campbell is working with Mattei to provide for adequate staffing for the remainder of year. Since the human resources manager is creating an employee handbook and Evergreen is in flux procedures manual is a goal that will be deferred. Campbell recommended that the deadline to complete the long range plan be extended to October 2014 in order to have enough time to do a good job. The only downside of extending the deadline is that it is a requirement for certain grants; however, the library will not be applying for these grants in the near future. The goal of redoing the HVAC system was pushed back one year. Campbell will finalize the revisions to the director's goals for the next meeting.

Discussed creating an Allen fund committee to brainstorm ideas on how to use and manage the fund. Agreed to schedule a meeting for a Saturday and invite Mattei, Ellen Zanino and Janet Baker. Vermeulen will coordinate.

**Revisit issues of governance:** Campbell reviewed the draft of the Government Study Recommendations Article 38, revised February 6, 2013. The proposed Article 38 is to be voted on at the town meeting in May. Campbell, Dwyer and Corvelo will review the current bylaw and determine who they should speak with. Vermeulen asked that they propose specific language to have the library be exempt from some of the changes being recommended, as agreed to by the Selectmen in a meeting last year. Dwyer said the language added was that this Article applied unless otherwise provided for. The deadline to make any changes is approaching quickly. Campbell will keep everyone informed in email.

**Review of fine policy:** Campbell said that she is learning through additional research that it may not be a good idea to remove fines. The trustees agreed to table this issue.

**Old Business:** None discussed.

Adjournment: 9:05 pm