

Meeting of the Board of Trustees
Conant Public Library
September 10, 2012
7:00 p.m.

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

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

Public Forum:

No one was present.

Approval of minutes:

July 9, 2012 minutes were approved.

Consent Agenda:

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

Circulation: Circulation data is provided by C/W MARS. Data through April is accurate, but May-August data is inaccurate because of transition to the new Evergreen software, and the template does not match up with previous years' reported data. Other libraries on the Evergreen system are experiencing problems with their reports as well, which are included in a report entitled Known Issue Update that Campbell showed Trustees. C/W MARS is working on correcting the problems with the new Evergreen software, and in the meantime, Campbell will be attending a user counsel meeting in September with other librarians to discuss all the problems.

Financial: The technology line item is mostly the cost of the CW/MARS membership. The cost of the ice dams and awnings is \$5800 and the capital fund portion of windows was \$7,500. The facilities manager is working to complete all funded 2011-2012 projects. The ice dams and awnings have not been completed yet. Campbell will email Trustees the 2012/2013 list of capital spending projects.

Beginning balances with all June expenditures were updated on the July/August Budget report because some FY 2012 expenses are disbursed after June 30 – those paid with encumbered funds or funds other than operating. The balance of the Gifts Revolving line item on the July/August Budget report has decreased because the Friends of the Library expend many gifts directly and those expenditures are not included in this line item.

Facility: Paul Valentino is the new custodian and he may also take on the responsibility for shoveling in the wintertime.

Services: Patrons are not happy with Evergreen. It is difficult to navigate, the search engine is not effective, and accounts have been linked erroneously.

Videos that are sent out to other libraries are held by the receiving library until all holds are filled at that library. As a result, library staff has been encouraging patrons to put holds on videos they want immediately. The library will start displaying books and videos that are coming soon so that patrons can put a hold on them as soon as the videos/books are received by the library.

One copy of bestselling books is purchased and a second copy is rented. The rented copy cannot circulate to other libraries.

Overdrive is having a difficult time setting up easy access for Sterling patrons to access e-books.

Having story hour over the summer was not well attended and will not be held next summer. There was demand, but a lack of attendance. There is also a shift in the town's young population from infants and toddlers to elementary school and middle school age.

Because of recent school budget cuts and subsequent elementary and middle school library closings, Campbell will keep in touch with the Houghton and Chocksett school principal, Tony Cipro, so the library can anticipate and assist with projects.

Old Business:

Director's Self-Evaluation: Campbell presents the Director's Self-Evaluation. This report is available at the library.

A motion was made and passed unanimously that the Board accepts the Director's Self-Evaluation and determines that the Library Director met and exceeded the Board's expectations for Fiscal Year 2012.

New Business:

Review Director's Goals: Added the goal of working with the Board to see how the Allen Fund can be used and determining a plan of use for the downstairs area of the library. A motion to accept as amended Director's Goals Fiscal Year 2013 passed unanimously. The Long Range Plan will start next spring and the goal is to finish it by October, 2014. Campbell and Mattei will provide a status report at the next meeting. Campbell will work with the Friends of the Library to research the use of mailers to get books to home-bound people. The goal of increasing funds devoted to collection by 10% over previous year is a corresponding increase to the 9% increase in circulation. Historic materials stored at the library include Elizabeth Ann Conant's journals and items related to Mary's lamb. Two valuable farmer's books are on loan to Tower Hill, because they can keep them preserved. Discussed the library's relationship with the senior center. The person who runs the senior center book group contacts the library in advance to order the books needed and then takes care of distributing and collecting books so the seniors are not responsible for returning the books.

Approve stipend for D. Mattei while Acting Director: Campbell met with Jamie Kelly, the town's Human Resource Manager, and determined the difference in compensation for the 6 weeks that Mattei was the Acting Director is \$1,300. The Trustees asked Campbell to pursue this additional compensation for Mattei.

Sterling Town Government Study Update: Campbell, Vermeulen and Dwyer attended the selectmen's meeting to discuss the library's role in the town government study. The report recommended that the Director report daily operations to the town administrator. Campbell and attending Trustees emphasized the importance of the library being autonomous and that it is rare for a library director to report to a town administrator. The selectmen concluded that they are not interested in making changes in reporting with regard to the library because they understand the issues of protecting free speech and there are no problems in operation. The trustees affirmed that the library comes under the personnel by-laws.

Review proposal to eliminate fines: To be reviewed at next Trustee meeting.

Update on Allen Fund: The library has received approximately \$325,000 to date; a total of \$398,000 is expected. There is an additional \$106,000 in trust funds.

Adjournment:

The meeting adjourned at 8:39 p.m.