

Meeting of the Board of Trustees

Conant Public Library

Minutes of October 15, 2018

Open Meeting:

Call to order: 7:01 pm

Roll Call:

Present: Carlin, Glavin, Mahar, Petullo

Absent: Scannell, Thomas

Members of the Public Present: None

Review/Approve September 10, 2018 Meeting Minutes:

Motion to accept: Glavin. Second: Carlin.

Director's Report

Circulation:

- Program attendance up 19% YTD
- Visits to library up 6% YTD
- Young adult (17%) and e-materials (12%) rising significantly

Finance:

- Forms required to qualify for state aid have been submitted
- Anticipating aid between \$9,000 and \$10,000 in two payments used for programming and enhanced services not covered by operating budget
- Upfront costs that have been paid: copier lease agreement, CW/MARS annual member assessment, and annual rental book agreement.

Facilities Report:

- Town personnel, HVAC system designer, Mitsubishi collaborating on ice shield design and cost for protecting two outdoor HVAC units.

- One facet of HVAC project remaining is completing installation of electric baseboards in downstairs bathrooms.
- There remains \$1,286 in the capital funds budget of HVAC upgrade
- Three current impending facilities obligations are: replace fire sprinkler valve, add glycol to fire sprinkler system, and repair elevator seal. Total estimated cost is \$8,122
- Reserve fund transfer seems necessary because remainder of the budget is for fixed maintenance costs: cleaning, extermination, landscape upkeep, emergency alarm monthly cost, and necessary paper products costs

Services:

- In September the library held 13 programs for adults with 108 attendees and 6 children's programs with attendance of 58
- YTD total of 54 programs with attendance of 1,427

Discussion of Magazines: tabled until November 19, 2018 meeting

Tour of Library as part of Long Range Plan:

- Director Campbell discussed prioritizing refurbishing projects in the teen area, children's area, staff spaces, main level, and lower level to meet the needs of the public

Next Posted Meeting Date: November 19, 2018

Adjournment: 8:31 pm

Motion to accept: Carlin. Second: Glavin.

Sara Petullo, Secretary