

**Meeting of the Board of Trustees
Conant Public Library
Minutes of August 12, 2019**

Open Meeting:

Call to Order at 7:00.

Roll Call:

Present: Campbell, Carlin, Glavin, Leclerc, Mahar, and Scannell.

Absent: Petullo

Recognize Other Attendees:

Mr. Maki in attendance.

Public Session:

None.

Review/Approve Meeting Minutes of June 26, 2017

Carlin moves to accept. Minutes unanimously approved.

Review/Approve Meeting Minutes of July 8, 2017

Scannell moves to accept. Minutes unanimously approved.

Reports:

Circulation

- Very successful month for Library with numbers in every major circulation category going up

Finances

- Library FY 2019 budget finished on target with inclusion of reserve fund transfer for:
 1. Electric costs (no prior experience for base line budget, due to new HVAC operation)
 2. Unexpected repairs to elevator and sprinkler system
- Full book budget spent, including network assessment spent on E-materials for shared circulation to the region
- The Overdrive Advantage Materials Budget, which is for circulation to Sterling residents, funded by the Friends of the Library
- Longevity/merit increases as yet not implemented and therefore not reflected in wages total budgeted

Facilities

- Repairs completed on sprinkler heads and required escutcheons added
- New dehumidifier for back hallway/storage areas installed to help address issue with moisture in non-air-conditioned areas.
- Water spots on the main floor as result of condensation caused by shrinking HVAC pipe insulation was addressed by the installer at no charge
- Positive interaction with new facilities manager begun
- Need to paint exterior metal staircase by the exit from staff work room area

Services

- Year-to-Date Program total of 33 programs with 988 participants
- Attendance up 29%. A steady pattern of increases continues each year since FY 2015
- Outstanding effort by staff to meet increased programming goals and Library needs with only .57 increase in FTEs, even with the increased need for technology support and Saturday staffing

Community

- Library partnered with Sterling Senior Center on a well attended “Medical Cannabis Uses” program.
- Library will affiliate with “The Age and Dementia Friendly Community Program” to assist in the setting of goals and establishment of an action plan.

Review Renovation Sub-Committee Report and Vote on any Recommendations for Funding

- Input from the strategic goals committee (used in formulating the FY2015-2020 Long Range Plan), dictates that the Library “provides a welcoming, attractive facility”. The establishment of a Library Trustee renovation subcommittee addresses the first goal of the Long Range Plan
- Glavin provides an in-depth Renovation Subcommittee Report summary with handouts detailing process, progress, costs and recommendations of sub-committee
- Anticipated cost of \$ 97,838.92 for painting, flooring, furnishings, and shelving removal/return
- An additional not to exceed \$30,000 cost for additional required furniture, i.e. desks/workstations and related shelving needs further deliberation
- Campbell presents a visual display of recommended furnishings for review of the Trustees
- Glavin makes motion to move forward with approval of the sum of \$97,838.92 for established renovation costs as presented.
- Scannell, seconds motion.
- Trustees unanimously vote to accept the motion.
- Phasing and time lines for project next on the subcommittee agenda

Discuss Library participation in the Sterling Master Plan and Town Center projects.

- The need to keep a line of communication open with committee, as future issues/projects impact Library is addressed by Scannell volunteering as the Library Trustee representative on the Sterling Master Plan Committee.
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Next Posted Meeting Date

- Monday, September 9, 2019 at 7:00 P.M.

Adjournment:

Glavin makes motion to adjourn at 8:11 PM. Carlin seconds. Passes unanimously.

Respectfully Submitted

Albert Carlin, Library Trustee