

**Meeting of the Board of Trustees
Conant Public Library
Minutes of December 14, 2015**

Open Meeting:

Call to Order at 7:00

Roll Call:

Present: Dwyer, Emsley Mahar, Tatten, Campbell

Absent: Carlin, Cullinane

Recognize Other Attendees:

Tom Rutherford, Sterling Facilities Manager

Public Session:

There were no speakers in Public Session.

Review / Approve Meeting Minutes of November 9, 2015:

Minutes were approved, as written.

Tom Rutherford to Discuss the Library HVAC System

Mr. Rutherford reviewed the status of the current system. There are more service calls for HVAC at the Library than at all other Sterling facilities combined. The Library's system is inflexible and has to be switched from all-heating to all-cooling. The chiller is no longer being supported by the manufacturer and will cost \$80,000 to replace. The current configuration will require an estimated \$225,000 to replace.

Mr. Rutherford recommended that the Library pursue a heat pump alternative that will be very flexible and offer fuel and electricity savings. He will work on a cost estimate.

Reports:

Circulation: Circulation through November is up 4% versus same five-month period in FY15. Circulation of adult books is up and audio visual has a significant increase. Program attendance continues up considerably. Passes are down, may want to review destinations. Despite circulation up, overall visits are down 10% versus FY15.

Finances: No significant issues. The budget process is streamlined this year with new software. Town departments are expected to propose a level-services budget for FY17. The Library will not be participating in the Community Foundation of North Central

Massachusetts matching grant program, as it has been determined that the \$10,000 proposed contribution would be an outright gift to the Foundation.

Facilities: The contract for fuel oil has been awarded, so oil is now on automatic delivery. There are continuing problems with temperature regulation.

The space planner will begin work in January

Services: Programs remain very active.

Children's: Continued high level of energy and participation.

New Business:

Consider FY 2017 Capital Request

The Board voted that an amount not to exceed \$300,000 be submitted to the Capital Committee for FY17 Capital Budget to replace the current HVAC with a heat pump, the exact amount to be determined after further analysis by Mr. Rutherford and review by the Chairman and Director.

Review FY 2017 Budget Draft

The Board voted to submit a budget request totaling \$387,247

Discuss Potential Charter Change / Role of Trustees in Library Administration

Trustee Dwyer will speak with the Town Administrator about the Trustees' concerns that the legal and customary prerogatives of Library Trustees be preserved in the administration of the Library.

Other:

The Board authorized Chair Maher to send a letter to the Sterling Personnel Board in support of a Library employee whose compensation is now being reviewed by that Committee. The letter is to express the support and concern of the Trustees for pay equity for this employee in relation to other Town employees in similar circumstances.

Next Posted Meeting Date

Next posted meeting will be Monday, January 11, at 7:00 PM.

Adjournment: 8:45 PM

Respectfully Submitted
John Dwyer, Secretary