

**Meeting of the Board of Trustees  
Conant Public Library  
Minutes of April 11, 2016**

**Open Meeting:**

Call to Order at 7:01

**Roll Call:**

Present: Carlin, Cullinane, Dwyer, Emsley, Mahar, Tatten, Campbell

**Recognize Other Attendees:**

Colin Smith, Eagle Scout Candidate  
Christine Smith  
Ellen Zanino, Friends of the Conant Library

**Public Session:**

There was no public session.

**Review / Approve Meeting Minutes of March 14, 2016:**

Minutes were approved, as amended.

**Reports:**

**Circulation:** Circulation through February was up 4% versus same nine-month period in FY15. Most of the increase comes from Audio Visual and E-Materials; Adult and Juvenile are about even; Young Adult, Magazines, and Passes are down considerably. There seems to be a lull in Young Adult best sellers. Magazine selection is being reviewed for next order. Lynda and Ancestry.com usage are both up substantially. Program attendance is up 142% but overall visits are down 4%. Libraries generally appear to be seeing lower overall visits.

**Finances:** No significant to-date or prospective issues of spending versus FY16 budget. The Library has installed a new cash register and reviewed security procedures. The Facilities Manager will be funding future expenditures from his budget for the remainder of FY16. Gifts are up with families specifying gifts as memorials.

**Facilities:** The Facilities Manager has contacted Complete HVAC to repair the chiller and power it up prior to the switch over to AC. D/E Corporation has been provided with building plans as a first step to assess energy needs, in conjunction with the study promoted by the Sterling Energy Committee.

**Services:** Participation in Adult Programs is increasing, with Meditation especially popular. Staff has proposed revisions to CWMARS policies related to items in the collection with extremely high popularity.

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

## **Old Business:**

### **Eagle Scout Project**

Eagle Scout candidate Colin Smith presented his revised plan, which would include one tree and three shrubs down near where the park benches are situated in front of the Library along with a new mail box on a granite post, and laying down mulch for the plantings. The Board voted to approve the proposed project as revised.

### **Subpoena Policy**

The Director reviewed with the Town Administrator the issue of who in the Library should receive subpoenas on behalf of the Library. The practice will be that the Director will receive the subpoena and communicate this with the Town Administrator, to be forwarded to Town Legal Counsel.

## **New Business:**

### **Reschedule May 9 Meeting due to Town Elections**

The Board voted to reschedule the May meeting to Monday, May 23.

### **Changes to Library Circulation Policy**

Changes were made regarding a family member's ability to pick up an item on the holds shelf for a spouse or family member and parents checking out items on their children's cards.

### **Review Changes Acceptable Behavior Policy**

The changes will be brought back for review by the Board at a subsequent meeting. The Director will forward the proposed revisions to Town Counsel for their review.

### **Review Space Planner's Initial Suggestions on Layout Changes in the Library**

Major proposed changes include – on the ground floor - the creation of a program room, holding 30 attendees, and a small quiet room. On the main, first floor, proposed changes include decreasing the space allotted to PC carrels and increasing the space for more general seating.

Questions raised included whether there will be enough PC capacity left, whether there is too much sitting area, and what is the best use of the current Magazine area.

Upcoming tasks will include reviewing the proposed changes with the Fire Chief and Building Inspector for compliance with Building Codes.

### **Next Posted Meeting Date**

Next posted meeting will be Monday, May 23, at 7:00 PM.

### **Adjournment:**

8:42 PM

Respectfully Submitted  
John Dwyer, Secretary