

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

Open Meeting:

Call to Order at 7:03

Roll Call:

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

Recognize Other Attendees:

There were no other attendees

Public Session:

There was no public session.

Review / Approve Meeting Minutes of June 13, 2016:

Deferred until the August meeting

Reports:

Circulation: FY16 circulation was up 1% compared to FY15, but with considerable variance among the components. Adult was about even, Audio Visual and E-Materials up considerably, while Magazines, Young Adult, J and JJ, and Passes were all down versus previous fiscal year.

Real high spots were increases in Lynda and Ancestry.Com. Program attendance is up 183% despite overall visits down 3%.

CWMARS issue remains of smaller libraries sending out hot items and not seeing them back for a considerable period.

Finances: FY16 spending was, in total, right on budget. Over spending in Repairs and Maintenance and in Technology were offset by underspending in Electric and Heating Oil.

Facilities: The Freon invoice for the chiller is being challenged as excessive. The HVAC overall plan is complete and work has begun on specifications.

Services: The library is working on a book lending program to the Senior Center.

Children's: Continued high level of energy and participation. Summer Reading Program is ramping up. Two Family Movie Nights were held.

Other:

The Friends have purchased a pass for the New England Aquarium.

Old Business

Acceptable Behavior Policy

Town Counsel has provided its opinion that the proposed Acceptable Behavior Policy passes legal muster.

New Business

Email

The Town IT resource has provided the Trustees with Town of Sterling Email accounts.

Liability Insurance

The Town's insurance policy provides coverage of \$1 million for each public official and \$3 million total annual aggregate.

Posting and Display Policy

The Trustees reviewed the proposed Posting and Display Policy and offered suggestions, including that the Library will assume no liability, that any items posted or displayed will

not be in violation of law, and that such items must be approved by either the Director or the Assistant Director.

Other

The Trustees will be required to vote each year to authorize the Assistant Director to approve payroll in the absence of the Director.

Trustee Dwyer informed the Board that he will have conflicts with Monday meetings for the foreseeable future.

Next Posted Meeting Date

Next posted meeting will be Monday, August 8, at 7:00 PM.

Adjournment:

8:10 PM

Respectfully Submitted
John Dwyer, Secretary