

**Meeting of the Board of Trustees
Conant Public Library
Minutes of August 8, 2016**

Open Meeting:

Call to Order at 7:01

Roll Call:

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

Recognize Other Attendees:

There were no other attendees.

Public Session:

There was no public session.

Review / Approve Meeting Minutes of June 13, 2016 and July 11, 2016:

Both approved as amended

Reports:

Circulation: July circulation was down 13% compared to previous year, pretty much down across the board. Visits were down 2% versus previous year.

Suggestion to develop graphs to track circulation by major component, to summarize by quarter, going back several years, beginning in September.

Finances: No significant issues in July. Typical first-month-of-the-year spending on CWMARS fees, copy machine lease, McNaughton book, and subscriptions.

Facilities: The vendor has agreed that the previous Freon invoice was excessive. The flag pole had deteriorated and was removed, and a replacement is on order.

HVAC units have been repaired and library remained cool during the heat wave.

Birds entering the building continue to be an issue.

Services: Highlight was presentation by Sterling Olympian Fred Borchelt in the One Book / One Town program.

Children's: Story Hours were cut back with the maternity absence of the Youth Services librarian. The summer reading program and contests are continuing.

Other:

The Friends have purchased a pass for the New England Aquarium and have also contributed \$1000 toward E-books.

Old Business

Posting, Display, and Unsolicited Materials Policy

Approved as amended, to include both the Director and Assistant Director to approve such items.

HVAC Progress Update

The Director met with a member of the Energy Committee, and a formal report is expected.

Designation of Alternate Signatory for Payroll and Time Sheets

The Board voted the Assistant Director to be alternate signatory.

State of the Library Report

The Director reviewed the report, showing major accomplishments and activity levels for FY16 and expectations for FY17.

Other

Pew Research Study

The Director reviewed this 2016 study, which showed continued public support for libraries, in both their traditional book lending roles and in newer, more technologically advanced roles.

Space Utilization Study

The Director brought forth issues and alternatives related to the proposed new program room.

Next Posted Meeting Date

Next posted meeting will be Thursday, September 15, at 7:00 PM.

Adjournment:

8:50 PM

Respectfully Submitted
John Dwyer, Secretary