

**Meeting of the Board of Trustees  
Conant Public Library  
Minutes of January 10, 2017**

**Open Meeting:**

Call to Order at 7:00

**Roll Call:**

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

**Recognize Other Attendees:**

Sean Hamilton – Sterling Energy Committee  
Chip Hallett

**Public Session:**

There was no public session.

**Review / Approve Meeting Minutes of October 18, 2016**

Approved as written.

Moved: Emsley  
Seconded: Mahar  
In Favor: Carlin, Dwyer, Emsley, Petullo, Tatten

**Reports:**

**Circulation:** December FYTD was even versus same period FY16. Magazine circulation is down 28%, while Adult books were up 4% and Young Adult books were down 9%.

**Finances:** No significant issues through December or currently projected for FY17.

**Facilities:** With the increase of temperatures below freezing, staff have initiated procedures to prevent freezing. The Facilities Manager submitted a capital request to repave the library driveway and the town parking lot adjacent to the library.

**Services:** 44 programs in December, with 377 attendees.

**Children's:** Many programs, continued high attendance.

**Other:**

Installed the new book drop, purchased by the Friends. It has larger capacity and separate bins for books / magazines and DVDs / CDs.

**Old Business****Discuss HVAC Capital Budget**

Guests Hamilton and Hallett discussed the current status of the HVAC project.

Trustees Mahar and Carlin had met with Sean Hamilton of the Energy Committee to discuss the current status of the Library HVAC project.

Library cannot realistically continue with the current system. Chiller is old and no longer supported. Current system requires complete switchover from air conditioning to heat in the fall and back again in the spring.

The economic justification is from maintenance savings, not from electricity or fuel oil savings. We should get a thorough history of maintenance costs, including expenditures of and time of the Facilities Manager.

The proposed system would have a five year warranty, with minimum maintenance.

The job could probably be completed one to two months from the signing of the contract. It will require shutting down areas of the library, a week or so at a time.

Trustees Mahar and Carlin will continue to be the main Trustee intermediaries with the Energy Committee and contractors.

Next steps:

1. Get Facilities Manager information
2. Director to speak with interim Town Administrator
3. Approach new Town Administrator
4. Approach Capital Committee
5. Prepare for May Town Meeting

Move to pursue the HVAC system as proposed:

Moved: Dwyer

Seconded: Emsley

In Favor: Carlin, Dwyer, Emsley, Petullo, Tatten.

## **Review Revised FY18 Budget Draft**

Due to Town Administrator / Finance Committee on January 11.

There is a holding figure for the Director salary, as this will be determined in the new contract beginning July 1, 2017.

Added \$2,880 to the FY budget to accommodate additional cleaning expense.

Wages request is a 2.39 % increase, incorporating Selectmen's instructions and a request to fund two staff members to not take a day off during the week once a month due to their Saturday rotation. This would provide adequate coverage for the increase in programs based on public response to the long-range planning process.

Utilities is the real wild card, depending on timing and success of HVAC proposal. Plan is to return any heating / electricity underspending to the town.

Approved for submission to the Finance Committee.

Moved: Dwyer

Seconded: Carlin

In Favor: Carlin, Dwyer, Emsley, Petullo, Tatten

## **New Business**

### **Trustees Standing for Re-Election**

Terms for Trustees Mahar and Dwyer are complete in May of 2017.

### **Next Posted Meeting Date**

Next posted meeting will be Tuesday, February 14, at 7:00 PM.

## **Adjournment:**

Moved: Carlin

Seconded: Petullo

In Favor: Carlin, Dwyer, Emsley, Petullo, Tatten

8:35 PM

Respectfully Submitted  
John Dwyer, Secretary