

**Meeting of the Board of Trustees
Conant Public Library
Minutes of February 14, 2017**

Open Meeting:

Call to Order at 7:00

Roll Call:

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

Recognize Other Attendees:

None

Public Session:

There was no public session.

Review / Approve Meeting Minutes of January 10, 2016

Approved as amended.

Moved: Carlin

Seconded: Dwyer

In Favor: Carlin, Dwyer, Petullo, Tatten

Reports:

Circulation: January FYTD was even versus same period FY16. Magazine circulation is down 27%, while Adult books are up 6% and Young Adult is down 8%. E-Materials is up 9%.

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

The FY18 Budget has been submitted to the Finance Committee for its review. The Director will meet with the Fin Com on February 23 to answer questions from the Committee.

Facilities: Staff rearranged work spaces for better efficiency. Director and Staff are working with Town departments to ensure proper snow removal.

Services: Continued high level of activity, for both Adults and Children. One Book / One Sterling selection is The Art Forger by B.A. Shapiro. Working with Senior Center to develop appropriate programs and make use of its facilities.

Children's: 17 regular Story Times, with 178 participants. Other programs, including a Family Movie Night.

Other:

The Director and Staff are working on potential renovation requirements, including shelving, changes to the Children's Room, and an enhanced Program Room.

Friends have provided a pass for the Isabella Stewart Gardner Museum.

Old Business

Discuss HVAC Capital Budget

The Director provided a time line and summary of various activities and decisions related to the HVAC project.

The project may not be ready for presentation to Town Meeting in May 2017. It may make more sense to be presented in May 2018 as a joint project including the Butterick Building.

Staff is confirming that proposed units are positioned as expected and properly designated between floor and ceiling units.

Sense of the Trustees that the demolition and removal of the existing boiler and fuel tank should be a part of the project, and that the thermal units should likewise be part of the bid.

The Library's energy usage is actually quite efficient – the main financial justification is from maintenance savings.

Paving Driveway / Closing Egress onto Main Street

Sense of the Board to favor the proposition, which has the intention of improving safety of improving safety at that intersection.

Discuss Plan for Pull-In Parking at Front of Library

Sense of the Board to ask for a more formal analysis, either from Town or from outside sources.

Vote to Approve Expenditure of \$383.96 toward D/E Billing

Approved

Moved: Dwyer

Seconded: Carlin

In Favor: Carlin, Dwyer, Petullo, Tatten

Adjournment:

Moved: Dwyer

Seconded: Carlin

In Favor: Carlin, Dwyer, Petullo, Tatten

8:35 PM

Respectfully Submitted

John Dwyer, Secretary