

**Meeting of the Board of Trustees
Conant Public Library
Minutes of April 11, 2017**

Open Meeting:

Call to Order at 7:00

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 March 4, 2017

Approved as amended.

Moved: Petullo

Seconded: Tatten

In Favor: Dwyer, Emsley, Petullo, Tatten

Abstained: Carlin

Reports:

Circulation: March FYTD was even, overall, versus same period FY16. Magazine circulation is down 32%, while Adult is up 6% and Young Adult is down 6%. E-Materials are up 5%. Visits are down 1%.

Finances: The budget for maintenance is fully consumed – any additional expenditures will be charged through the budget of the Facility Manager.

No other significant issues through March FYTD or currently projected for FY17.

Facilities: The HVAC bid package will be updated to include an option to bid the thermal units separately and to add heat pump units to act as the sole HVAC system. The details should be ready for presentation at the May Town Meeting.

There was water intrusion at the base of the stone wall in the boiler room, the first water intrusion in two years. This is believed to be the result of frozen ground, snow melt, and heavy rain. Staff and DPW have been working to alleviate any water intrusion into the main part of the Library.

There is a curtain drain on the back of the building but not on the side facing First Church, where this intrusion occurred. There may have been some changes in the landscaping on the hill above the Library that have affected the water flow.

Services: Continued high level of activity, for both Adults and Children. The Library is working with the Sterling Senior Center to develop an eight-week series of programs.

Children's: 14 regular Story Times, with 179 participants. There were numerous other programs in the month, including Kids Cook!, a new program, and the movie Moana.

Other:

Staff Librarian Julia Kelley left the Library for a full-time position in another area library. A replacement should be hired by the middle of April.

Business

Review HVAC Project

The HVAC project is now on as a part of the warrant for the May Town Meeting.

The project will include demolition and removal of all unused portions of the existing HVAC system. The construction can be performed on a staged basis, with much of it being done on Fridays, when the Library is not open to the public. Aim is to have the work done in October or November.

The bid package will require revisions to reflect the decision to eliminate the heating units and go entirely with heat exchange units.

Voted, to amend the motion to allow up to \$5000 for these revisions:

Moved: Carlin

Seconded: Tatten

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

Voted, to incur up to \$5000 for revisions to the bid package to reflect the decision to eliminate the heating units and go entirely with heat exchangers:

Moved: Dwyer

Seconded: Petullo

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

Director's Contract

The Director's current three-year contract will end on June 30 of this year.

The Director presented her proposed three-year contract, for the period of July 1, 2017 through June 30, 2020. She also presented a summary of compensation and years of service for Library Directors in area towns.

Voted: To approve the contract as proposed, subject to review by Town Counsel.

Moved: Dwyer

Seconded: Carlin

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

Adjournment:

Moved: Carlin

Seconded: Dwyer

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

8:35 PM

Respectfully Submitted

John Dwyer, Secretary