

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

Open Meeting:

Call to Order at 7:00.

Roll Call:

Present: Campbell, Carlin, Mahar, Petullo, Tatten

Absent: Emsley, Thomas

Recognize Other Attendees:

Matt Downing, representing Sterling-Lancaster Community Television, discusses service offerings to Library:

- Free Library events advertising.
- Free weekly broadcast schedule brochures for distribution to the public.
- Opportunity to join SLCT for cost with either Individual and/or Non-Profit Organizational Memberships.
- Key Membership benefits include:
 1. Access to Professional AV Equipment.
 2. Training on Equipment.
 3. Access to Seminars, Newsletters.
 4. Access to SLCT Membership to help with AV Productions.
- Campbell views Library Membership as opportunity to train staff in AV Production and as a means to further promote Library services.

Public Session:

There was no public session.

**Review/Approve Meeting Minutes of July 10, 2017 and
Executive Session Minutes of June 12, 2017:**

Both postponed until next meeting.

Reports:

Finances

- Finances sound. Finished FY 17 in good shape.
- Shelving purchased in December not placed on warrant until product and installation met Library expectations.

Circulation

- July/August Adult book circulation, Children's books, Pass use and E-Material all show growth.
- Major July/August uptick (67%) in YA and J and JJ (46%) over previous summer.

Services

- During July /Aug Library offered a plethora of Adult programs (27) with 344 participants and Children offerings (33) with 601 participants. "Library becoming the place to go."
- Children's Summer Reading Program "Build A Better World" especially successful in increasing children's book circulation and drawing in the very youngest library patrons.

- Special kudos to the work put in by Angela Cote, Ian Brodrick, and the entire staff in creating an outstanding Summer Reading Program.
- A comprehensive Adult Programming list for September, October, and November provided.
- Library received deep discount for reestablishing link to Lynda.com and will begin promoting the educational on-line video service to new and former users of the program.

Facilities

- HVAC Project update:
 1. Bid pkg. complete. Possible five qualified companies appear interested.
 2. Town Administrator, Don Aube (designer/engineer), Facilities manager, and Library Director will participate in the project.
 3. Most responsible low bidder to be hopefully determined on 9-20-2017.
 4. Work to be done with the intent of having minimal impact on Library patrons.
 5. Contractor hours between 6 and 9:30 A.M. and all day Friday. With a possible closing of the Library for 1½ weeks up from the previously estimated 1 week.
 6. Trustee Tatten makes a motion: To allow the Library to be closed for 1 ½ weeks as part of the HVAC project. Petullo seconds. Passes unanimously.
 7. If equipment, supplies and materials available, Mid-October targeted for completion of the project.
 8. Air exchanger removal will be addressed at a later date.

Old Business

- **FY 2018 Goals Review Highlights:**
 - Need to explore update and improve available patron's space with special focus on "Twens" area stressed. Staff needs to get out to surrounding libraries to review how they address the issue.
 - Concern about snow removal discussed.
 - Creation of a monthly checklist for Library maintenance and personnel responsible, a priority.
 - Explore "team building" programs as a way to support staff efforts discussed.
- Trustee Petullo makes a motion: To approve Library Goals and Objectives. Tatten seconds. Passes unanimously.

Other Business

- Question brought up concerning action on Library Director's contract. Contract in effect.
- Discussion on honoring long time service of former Trustee John Dwyer.

Next Posted Meeting Date

- Tuesday, October 16, 2017 at 7:00 PM.

Adjournment:

Carlin makes motion to adjourn at 8:21 PM. Tatten seconds. Passes unanimously.

Respectfully Submitted
Albert Carlin, Library Trustee