

**Meeting of the Board of Trustees  
Conant Public Library  
Minutes of June 12, 2017**

**Open Meeting:**

Call to order 7 p.m.

**Roll Call:**

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

**Recognize Other Attendees:**

None.

**Public Session:**

No public session.

**Review/Approve Meeting Minutes of April 11, 2017**

Approved as amended.

Moved: Carlin

Seconded: Petullo

In favor: all

**Review/Approve Meeting Minutes of May 15, 2017**

Approved as amended.

Moved: Carlin

Seconded: Petullo

In favor: all

**Reports:**

**Letter to request designation as Special Municipal Employees:**

- Trustee Thomas has requested that library trustees agree to request Special Municipal Employee designation, in order to allow her to serve as a library trustee and perform her duties as editor of Sterling Meetinghouse News without concerns about conflict of interest. Trustee Thomas spoke to attorney Amy Nee at the state ethics department, and this was her recommendation.
- Trustees Carlin, Emsley and Tatten have expressed concerns that this may have broader repercussions on trustee status.
- ACTION: Director will seek clarification from town counsel and report at July meeting.

**Signatory authorization:**

Moved: Emsley

Seconded: Carlin

In favor: all

**July meeting:**

- Will take place on July 10.
- There will be no meeting in August.

**Circulation:**

- Circulation is up overall, with books for adults and e-Materials each up 6%.
- Database and magazine use continues to decline.
- Users will be asked to return magazines to a specially designated box for shelving and data collection purposes.

**Finance:**

- Budget on target overall.
- Total spending is currently at 89%.

**Facilities:**

- Trustee Carlin has spoken with facilities manager. Plan for pull-in parking in front of library has been developed. Paver is working on a price. First Church representative agreeable to collaborating on paving side driveway.
- No retaining wall is needed.
- Bid package and plans are complete.
- Possibility of utilizing Monty Tech students for removal of ventilation equipment in the attic.
- Start date TBD.
- An industrial dehumidifier may be necessary.
- Town Administrator is responsible for collecting and assessing incoming bids.

**Services:**

- In May, library held 19 adult programs with 239 attendees, and 23 children's programs with 159 attendees.
- FYTD 371 programs with 3,880 attendees.
- Former trustee Sue Valentine and her daughter Serena Berube have offered a Kiwanis grant that will be used to provide a bag for each Summer Reading Program participant and an end-of-summer pizza party.
- The Friends are sponsoring summer reading kick-off with magician Scott Jameson and will donate gift certificate raffle prizes.

**Children's Room:**

- Staff has made up-grades to the Early Literacy area.
- Two sensory panels added, made possible by donations in memory of Stephanie Smith.
- 18 regular storytimes were held in May, with 229 participants.
- Kids Cook had 5 participants.
- Star Wars all-day craft had 11 participants.
- Picture Book Club had 7 participants.
- 4 Middle School Book Club members went on their first quest.

**Other:**

- Ellen Zanino has left as president of The Friends. Alisa Iannucci is now president.
- Due to upcoming HVAC project, the Friends tea will take place at a later date TBA, rather than in September.
- Director has attended a training program on dealing with an active shooter or violent intruder. She will write an evaluation and develop a plan for each room, in consultation with Sterling Police Chief Gary Chamberland.
- Trustee Carlin suggested there should be an annual review of protocols and procedures for the safety of staff and public.
- Director reported that bomb threat procedure is posted beside every telephone.
- CORI check has been completed for all staff members.
- Conflict of interest certification is up to date for all staff.

**Business:**

- FY2018 goals will be discussed at July meeting.

**Next Posted Meeting Date:**

- Monday, July 10, 2017 at 7 p.m.

**Adjournment:**

8:15 p.m.

Respectfully submitted,

Lex Thomas, Secretary