

**Meeting of the Board of Trustees  
Conant Public Library  
Minutes of February 12, 2018**

**Open Meeting:**

Call to Order at 7:00.

**Roll Call:**

Present: Campbell, Carlin, Mahar, Petullo, and Tatten.

Absent: Emsley, Thomas.

**Recognize Other Attendees:**

None attending.

**Public Session:**

None.

**Review/Approve Meeting Minutes of November 13, 2017**

Petullo motions to accept. Tatten seconds. Minutes approved.

**Reports:**

**Circulation**

- A 4% rise in circulation attributed to strong Circulation numbers in Young Adult and Children's offerings. Many positive comments from public relative to Children programs.

**Finances**

- Budget on track.
- Finance committee sees no problems with budget request for new computers. Since computers not considered part of Capital Project Budget, they will appear as single year request, on a separate line item.
- After looking at consolidating all of the town's "IT" operations at the Buttrick Building, town officials felt it more cost effective for the Library to function independently. This decision further supports the need for increasing Ian Brodrick's hours because of his "IT" skills.

**Facilities**

- Replacement of leaking gutter over Library entrance awaits installation when weather permits.
- Parts for lift installed.
- Elevator passed inspection but requires repairs. Three service options offered with cheapest option selected at this time.
- A long term, though more expensive, service option may prove more cost effective and merits consideration as part of a future capital plan.

## **Services**

- During January, the Library held 18 Adult programs with 234 participants and 26 Children programs with 200 participants. This brings the total offerings for this fiscal year, to 242 programs with 2577 attendees.
- A comprehensive Upcoming Adult and Children's Programming list for February and March provided.
- Friends of library approved a \$1,400 expenditure for a very successful "Minds in the Making" program funded by Clinton Savings, through grant initiated by Dick Maki.

## **New Business**

### **Multi-Year Capital Plan Projection Discussion Highlights:**

- Long range elevator repairs to include power unit and possible car replacement.
- Update and reconfiguration of lift.
- Extension of curtain drain to prevent ground level water intrusion.
- Angle parking option revisited. Need for retaining wall questioned.
- Potential for Library expansion if proposed town sewage implemented in town center.

### **Library Facebook Statistical Use:**

- Detailed handout of Facebook Statistics for 1/11/18-2/2/18 presented. Facebook topics: actions, page views, previews, likes, reach recommendations, post engagements, videos and page followers reviewed.

## **Old Business**

### **Update on HVAC project:**

- HVAC Project going smoothly and nearing completion.
- HVAC installers professional and attentive to needs of Library.
- Dismantling of existing heating units not to occur until new HVAC system certified in proper working condition.

## **Other Business**

- Tatten raises issue of maximizing library services through investigation of successes in offerings by libraries with demographic similarities.
- Copies of an article from The Harvard Press ... "The New Face of the New Library" distributed to Trustees and information presented in the article reviewed
- Discussion focused on on-going need to evaluate Library services and offerings; as well as, enhance community awareness and participation.

## **Next Posted Meeting Date**

- Tuesday, March 12, 2018 at 7:00 PM.

## **Adjournment:**

Tatten makes motion to adjourn at 8:11 PM. Petullo seconds. Passes unanimously.

Respectfully Submitted  
Albert Carlin, Library Trustee