

**Meeting of the Board of Trustees
Conant Public Library
Minutes of March 21, 2017**

Open Meeting:

Call to Order at 7:00

Roll Call:

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

Recognize Other Attendees:

Michael Glavin

Public Session:

Mr. Glavin expressed an interest in becoming a member of the Trustees and also his interest, more generally, in the mission of the Library. He offered to review the HVAC bid package, from his background in mechanical engineering.

Review / Approve Meeting Minutes of February 14, 2017

Approved as amended.

Moved: Emsley

Seconded: Tatten

In Favor: Dwyer, Emsley, Petullo, Tatten

Reports:

Circulation: February FYTD was 1% higher, overall, versus same period FY16. Magazine circulation is down 29%, while Adult was up 6% and Young Adult is down 5%. E-Materials is up 7%.

Finances: Most questions from Finance Committee on FY18 Operating and Capital Budgets related to the potential HVAC capital request.

No significant issues through February FYTD or currently projected for FY17.

Repairs and Maintenance is high versus budget, but any overage over FY18 budget is expected to be absorbed by the Maintenance Manager budget.

The Library is drawing down the Gift Funds and the Director expects additional State Aid before the end of F17.

Facilities: On Friday, March 3, water was found draining from what appears to be a pipe associated with the sprinkler line. The issue has been reviewed by O'Connell Fire Protection, no cause determined, but problem has not reappeared.

Services: Continued high level of activity, for both Adults and Children.

Children's: 11 regular Story Times, with 106 participants. 178 participants. There were numerous other programs in the month, including Music Circles, "Coding with Minecraft", Drop-In Crafts, and a Stuffed Animal Sleepover.

Other:

Staff Librarian Julia Kelley will be leaving the Library, for a full-time position in a larger area library. She has been very active in the Children Programing.

Old Business

Discuss and Vote on Library HVAC Capital Budget

The HVAC project has been brought back as a potential project to be presented at the May Town Meeting, because the draft bid is so close to completion. The previous intention was that the Library and the Butterick Building projects would be brought to the same meeting, but the Butterick project is not as far along.

Questions remain on the safety of the proposed thermal storage units, particularly when these units are in close proximity to children.

The new Town Administrator has been briefed on the project. He is aware that this is the Trustees project but will handle the mechanics of the bid.

There will be two bids required – one with, and one without, the thermal units.

Voted: That the Director and other appropriate Town employees finalize the bid and see that it is posted in a timely manner, in accordance with all applicable regulations.

Moved: Emsley

Seconded: Tatten

In Favor: Dwyer, Emsley, Petullo, Tatten

Review 2016 Library Annual Report for Approval

Moved: Emsley

Seconded: Petullo

In Favor: Dwyer, Emsley, Petullo, Tatten

Adjournment:

Moved: Dwyer

Seconded: Emsley

In Favor: Dwyer, Emsley, Petullo, Tatten

8:35 PM

Respectfully Submitted

John Dwyer, Secretary