

**Meeting of the Board of Trustees
Conant Public Library
Minutes of December 10, 2018**

Open Meeting:

Call to order: 7:00 pm

Roll Call:

Present: Carlin, Glavin, Mahar, Petullo, Thomas

Absent: Scannell

Members of the Public Present: None

Review/Approve October 15, 2018 Meeting Minutes:

Chairman Mahar posits that the October 15, 2018 meeting minutes will be reviewed/approved at the January 14, 2019 meeting

Review/Approve November 19, 2018 Meeting Minutes:

Motion to accept: Thomas. Second: Petullo.

Director's Report:

Circulation:

- Patterns of circulation are consistent
- Expansion of non-fiction planned

Finance:

- Preparation continues apace for FY 2020 budget
- Data going back three years is used to determine patterns of expenditures as well as to project specific cost increases

Facilities Report:

- Director and trustees discuss desired qualities of anticipated outdoor HVAC equipment covers
- The second sprinkler valve is leaking and will be replaced in next fiscal year in light of three unanticipated repair expenses totaling over \$8,000 not covered by the library's or facilities FY 2019 budget

Facilities Report continued:

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- The DPW installed signs directing traffic flow access to the library

Services:

- In November the library held 11 programs for adults with 157 attendees and 23 children's programs with attendance of 137
- YTD total of 127 programs with attendance of 2,151
- Program attendance is 12% above last year YTD

Other:

- The Board of Selectmen will be conducting an all boards meeting on January 23, 2019
- The library will present its FY 2019 goals
- The library director will be working with the director of the Sterling Senior Center on a plan for making Sterling a dementia friendly community
- The Massachusetts Board of Library Trustees has accepted the library's FY 2020 Action Plan for implementing the goals and objectives of the 2015-2020 Long Range Strategic Plan

Form Committee for Renovation of the Library Interior:

Postponing the formation of this committee until January 14, 2019 trustees meeting

Adjournment: 8:30 pm

Motion: Glavin. Second: Carlin.

Next Posted Meeting Date: December 17, 2018

Sara Petullo, Secretary