

**Meeting of the Board of Trustees
Conant Public Library
MINUTES of May 21, 2018**

Open Meeting:

Call to order 7:00 p.m.

Roll Call:

Present: Campbell, Carlin, Glavin, Mahar, Scannell, Thomas

Absent: Petullo

Other Attendees:

None.

Public Session:

No public session.

Review/Approve April 9, 2018, Meeting Minutes

- Motion to accept: Carlin. Second: Thomas

Reconfiguration of Board

After new trustees Glavin and Scannell were welcomed by the board and Director Campbell, the board was reconfigured, subsequent to the town election on May 14.

- Marion Mahar as Chair of the Board of Library Trustees, 1 year term.
Motion: Carlin. Second: Thomas. In favor: unanimous.
- Sara Petullo as Secretary of the Board of Library Trustees, 1 year term.
Motion: Carlin. Second: Glavin. In favor: unanimous.

Director's Report

Circulation:

- Alex Grebinar attended an online course in April on low cost techniques to develop and enhance circulation with an emphasis on adult and online circulation.
- Total circulation increased 3% YTD.
- J and JJ circulation increased 19% YTD.
- Program attendance increased 3% YTD.
- Library visits decreased by 11% YTD, due in large measure to the availability of online library resources, as well as to larger programs taking place at other venues, including the Senior Center, First Church in Sterling, and the Chocksett Middle School auditorium.
- Trustee Carlin praised the youth services offered by the library, which have robust usage and attendance, and ensure that future generations will utilize and value the library.

Finance:

- Library is financially stable. Accrued and projected expenses are in line for end of fiscal year in June.

- Hydraulic valve on elevator has been repaired and paid through a reserve fund transfer of \$10,730.
- Library's FY19 budget was approved at the Annual Town Meeting on May 7, including change in cleaning from a custodial cleaner to a cleaning company, and replacement of some of the public computers. The wages line was not updated on the warrant, but the town administrator affirmed this would be rectified.
- Funding for the cleaning company will come from the town facilities budget until the end of FY18, then will be part of the library's operating budget.
- Trustee Carlin questioned the 150% budget expenditure on dues. Director Campbell explained that dues included conferences attended by Alex Grebinar re: collection, etc.

Facilities:

- New HVAC system is functioning as anticipated.
- Crabapple trees have been high pruned. DPW has mowed the grass. Annuals will be planted, and two students will plant a small garden as part of a school project. These projects will be completed by or shortly after Memorial Day.

Services:

- In April, the library held 21 adult programs with 209 attendees, and 12 children's programs with 78 attendees
- FY18 YTD 349 programs with 3,576 attendees.
- Another module of Mind in the Making toys has been added from a grant Clinton Savings Bank made to the Friends of the Library. Mind in the Making is extremely popular with children and families, and is in almost constant use.
- Library staff has collaborated with the Recreation Department for summer programs, including a Little Library replica of the building created by Ian Broderick, which will be installed near the lake.

Update on HVAC project:

- Director Campbell reported that the project is in good shape, and is approximately 95% complete.
- Payment for demolition work, which has been completed, will be issued. The system will run for at least a month before issuing final payment.
- Old piping and oil tanks have been removed, and oil was removed by the DPW.

Next Posted Meeting Date:

- Monday, June 11, 2018 at 7 p.m.

Adjournment:

7:50 p.m.

Motion: Carlin. Second: Thomas.

Respectfully submitted,

Lex Thomas