

**Meeting of the Board of Trustees
Conant Public Library
Minutes of September 15, 2016**

Open Meeting:

Call to Order at 7:09

Roll Call:

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

Absent: Mahar

Recognize Other Attendees:

None.

Public Session:

There was no public session.

Review / Approve Meeting Minutes of August 8, 2016

Minutes were approved, as amended.

Reports:

Circulation:

- Circulation numbers trending downward with magazines at low point. Adult fiction/nonfiction remains popular.
- Consensus of library staff that circulation numbers are as accurate as possible considering discrepancies in CWMARS reporting process.
- High participation in summer reading program.

Finances:

- Finances sound. Spending being carried out conservatively.
- Cap. /Finance Committee to be approached with possibility of any surplus in Capital Balance being applied to HVAC Project.

Facilities:

- New flagpole installed. Stellar follow through by Debbie Orr on the project.
- HVAC engineering plans reviewed:
 - Minimal impact on library patrons emphasized.
 - Placement of primary thermal units with heat storage capacity discussed.
 - Issue with cathedral ceiling will require additional heating.
 - Bathroom exhaust fans likely to be included as part of HVAC plans.
 - Library Director will provide bulleted summary of concerns/issues to date.
- Railing in YA room repaired.
- Sprinkler heads sent out to be tested due to manufacturer's recall.
- Internal alarm system now made with cellular connection.
- Miscellaneous electrical issues attended to.
- New Book Drop needed. Inadequate size and rust issues necessitate replacement.

Services:

- A successful Summer Reading Program for Adults has become an August tradition and remains very popular with patrons and local businesses.
- A comprehensive Adult Programming list for September, October, and November presented.
- Angela Cote returned from maternity leave and seamlessly continued her excellent efforts to provide varied and well-attended Youth services programs.

Business:

- Trustees unanimously passed motion: To change the Library Trustee Meeting Date to the 3rd Tuesday of the month through the end of this year.
- Parts of FY 2016 Challenges and Opportunities Summary reviewed:
 - Successful and productive reconfiguration of library staff. Redundancy built in with cross staffing.
 - Staff work ethic commendable. All committed to Library mission.
- Director's Goal 3-Objective 1 Action discussed:
 - Staff development of survey action updated. Survey though completed will be tabled for now, due to difficulty in delivering the survey. Library making excellent efforts to communicate to public via multiple media options obviate need for survey.
- Additional Goals: Facilities Cleaning:
 - Ongoing issues with facilities cleaning reviewed. Concerns being closely monitored. Alternative cleaning plans for the future may be pursued.
- Remaining Director's Goals to be reviewed at next meeting.
- Draft of Emergency Plan for Library introduced. Plan will be sent to trustees for review and approval.
- Use of town email account for Trustees revisited. Trustees to inform Director of personal/town email choice.

Next Posted Meeting Date

- Tuesday, October 18, 2016 at 7:00 PM.

Adjournment:

8:45 PM

Respectfully Submitted
Albert Carlin, Library Trustee