

**Meeting of the Board of Trustees
Conant Public Library
MINUTES of April 9, 2018 meeting**

Open Meeting:

Call to order 7:02 p.m.

Roll Call:

Present: Campbell, Carlin, Emsley, Mahar, Petullo, Tatten, Thomas

Other Attendees:

None.

Public Session:

No public session.

Review/Approve Meeting Minutes

- **March 12, 2018**

Amend Emsley was present, Thomas was absent for March 12 meeting.

Motion to accept: Emsley. Second: Tatten. Minutes approved as amended.

Director's Report

Finance:

- Library is financially stable. Accrued and projected expenses are in line for end of fiscal year in June.
- Finance Committee has approved transfer of \$10,730 to replace hydraulic valve in the elevator and coordinate with re-inspection.

Facilities:

- New HVAC system became operational in the last week of March and is functioning as anticipated.
- Old system was utilized during the changeover and has now been retired from service. Boiler and fuel were carefully monitored to keep building heated without having to replace parts.
- Cleaning service has been retained to provide 12 hours of cleaning/week by 2 people. This is on the warrant for the Annual Town Meeting on May 7.

Services:

- In March, the library held 14 adult programs with 165 attendees, and 25 children's programs with 203 attendees
- FY18 YTD 317 programs with 3,289 attendees.
- Partnering with Sterling Senior Center is a success and increased collaboration is planned in future. Space and available parking better suit larger programs. Joint promotion of programs increases attendance.

Circulation:

- Total circulation increased 2% Y-T-D.
- Program attendance remained the same Y-T-D.
- Library visits decreased by 11% Y-T-D.

Friends of Conant Public Library:

- Friends will fund a program area for the library to utilize as they see fit. This will make it easier to plan and enact use of funds.
- Friends are funding an entire year of passes.
- Friends intend to fund e-books and e-materials for Sterling.
- Friends will work with library staff to establish a “tween center.” Director Campbell will contact space planner. Project is expected to begin in the fall.

New Business:

- Director Campbell presented a revised program policy.
- Only staff may carry out children’s programs, with the exception of presenters solicited by the library to present children’s programs.
- Presenters may not provide solicitations for future business.
- Authors and musicians are exempt and will be permitted to sell books and CDs, as these are consistent with the library’s role of supporting the arts.
- Trustee Emsley suggested adding a statement to the policy to the effect that no items will be sold without prior approval from the library director/staff.
- Motion to accept: Emsley. Second: Tatten. Approved as amended.

Closing Statements:

Chairman Mahar thanked trustees Emsley and Tatten, whose terms on the Board of Library Trustees will expire before the next meeting.

Next Posted Meeting Date:

- Monday, May 14, 2018 at 7 p.m.

Adjournment:

7:45 p.m.

Motion to accept: Carlin. Second: Emsley.

Respectfully submitted,

Lex Thomas, Secretary