

**Meeting of the Board of Trustees  
Conant Public Library  
Minutes of November 9, 2015**

**Open Meeting:**

Call to Order at 7:00

**Roll Call:**

Present: Carlin, Cullinane, Dwyer, Emsley Mahar, Tatten, Campbell  
Absent: None

**Recognize Other Attendees:**

None Present

**Public Session:**

There were no speakers in Public Session.

**Review / Approve Meeting Minutes of October 20, 2015:**

Minutes were approved, as written.

**Reports:**

**Circulation:** Four months circulation, through October, was up 4 % compared to equivalent period in FY15. Electronic Materials and Audio Visual were particularly strong and magazines weak. Program attendance continues up considerably. Passes are down, may want to review destinations. Staff is setting up on-line reservation of passes. Despite circulation up, overall visits are down 11% versus FY15.

**Finances:** No significant issues. Cumulative expenditures include major start-of-year expenditures for book rentals, children's books order, and annual systems charge. State aid will be down in FY16 versus FY15. FY17 Budget is due December 18.

**Facilities:** Replacement parts have been found for chiller. HVAC repair and maintenance has cost library operating account and facilities manager's account more than \$20,000 over the last three years. Year-to-date, the costs are \$8,352 and there are more repairs pending. Board consensus is to pursue more general HVAC solution through Facilities Manager and Capital Committee in FY17 Budget.

Replacement windows have been installed. A new projector has been installed in the ceiling of the Baker Programs Room and cabling will be installed to allow copier to scan.

The Director will pursue options on snow plowing and shoveling.

**Services:** Sterling appears to reflect national trends with less physical attendance, overall, but more use of online resources.

**Children's:** Much energy put into new and improved programs has resulted in increased participation. Changes include more takeaways, more interaction, and shorter programs.

### **Old Business:**

#### **Review and Approve Director's 2016 Directors Goals**

The Board reviewed and generally approved the Director's Goals as written but suggested an additional goal related to work flow optimization opportunities with the newly reorganized staff. The Director will bring the completed Goals to the December meeting of the Board.

### **New Business:**

#### **Community Foundation of North Central Massachusetts Matching Grant Program**

Linda Mack of the Foundation of North Central Massachusetts reviewed the matching program designated for local public libraries. Six libraries have already sent letters of intent, for a potential five matching grants, with the grants to be provided in order of funds received.

The Board voted that the Conant Public Library proceed with a \$10,000 transfer from funds held for the Library by the Town of Sterling to the Community Foundation of North Central Massachusetts as part of the Foundation's matching grants program.

#### **Draft Program / Display Policy**

The Director reviewed the policies of similar libraries in the region. The consensus of the libraries is that it is not the role of libraries to be involved directly in social issues but to do so indirectly, in a balanced manner, through its collection and in discussions relating to its collection. The major goals are to protect free speech within the collection and to allow patrons unfettered access to information.

The Director will draft a formal policy on Programs and Displays.

**Review Trustees Terms Expiring in 2016**

Terms for Trustees Carlin and Cullinane expire in May, 2016.

**Next Posted Meeting Date**

Next posted meeting will be Monday, December 14, at 7:00 PM.

**Adjournment:**

8:45 PM

Respectfully Submitted

John Dwyer, Secretary