

**Meeting of the Board of Trustees
Conant Public Library
August 10, 2015**

Open Meeting:

Call to Order at 7:00

Roll Call:

Present: Carlin, Dwyer, Mahar, Tatten, Campbell
Absent: Cullinane, Emsley

Recognize Other Attendees:

Richard Maki

Public Session:

There were no speakers in Public Session.

Review / Approve Meeting Minutes of June 8, 2015:

Minutes were approved, as written.

Reports:

Circulation: July circulation down 5% versus previous year. With changes in Evergreen system, it is more challenging to assemble meaningful statistics. Generally, data base usage is declining, while Lynda usage is increasing. Many magazines are available online.

Finances: No significant issues. Major start-of-year expenditures for book rentals, children's books order, and annual systems charge. Expected replacement of bleeder valves will be paid out of the operating budget for Repairs and Maintenance.

Facilities: The chimney swifts have departed. Director continues to work with Facilities Manager on power / transformer issues.

Services: Assistant Director and Head of Youth Services Danielle Mattei has left Conant after 15 years of service with the library. Alexandra Grebinar has been appointed as Assistant Director, Angela Cote has been promoted to Library Associate II, and there is an opening for Library Associate I.

Children's: Summer reading program completed.

Old Business:

Fax Policy

The Board voted a formal policy for the provision of faxing services to patrons. The adopted policy is included among the formal policies of the library.

New Business:

Directors Goals

The Director provided the Board with a draft of her performance versus FY 2015 goals. The board should review this for further discussion in the September meeting.

Assign Authority to Sign Payroll

The Board voted to assign authority to Assistant Director Alexandra Grebinar to approve payroll in the absence of the Director.

Discuss December Closing

The Board voted to close the Library on Saturday, December 26.

Unforeseen Issues / Other Business

The Director reported that Ellen Zanino will be stepping down, after several years of distinguished service, as president of the Friends.

Next Posted Meeting Date

September 14, 2015, 7:00 PM

Adjournment:

8:30 PM

Respectfully Submitted

John Dwyer, Secretary