

**Meeting of the Board of Trustees
Conant Public Library
May 18, 2015**

Open Meeting:

Call to Order at 7:03

Roll Call:

Campbell, Carlin, Dwyer, Emsley, Mahar, Tatten

Recognize Other Attendees:

None in attendance.

Public Session:

Linda Mack-Director of Gift Planning – “Community Foundation of North Central Massachusetts” spoke to the topic of using the Foundation as a vehicle for flexible investment of Library Trust Fund/Charles Allen Fund:

- Represent nonprofits, including libraries e.g., Townsend, Leominster, Fitchburg, Southborough.
- Represent local interests and knowledge of community needs (i.e., Central MA)
- Strict adherence to donor intent
- Low-to-comparable fee structure
- Allow/encourage online donations
- Assist in development of an investment policy statement
- Guaranteed 4.5% annual draw

Welcome to new Trustees

- Alicia Emsley and Ray Tatten

Reorganization of the Board

- Chair: Marian Mahar -unanimously approved.
- Secretary: John Dwyer - unanimously approved.

Review/Approve Meeting Minutes of April 13, 2015:

Minutes unanimously accepted.

Reports:

Circulation.

- Closing gap in circulation from previous year’s numbers.
- Patron “passes/ bags” were not included in count. Checking for other anomalies in reports generated by CWMARS.
- Query made by Campbell as to format for circulation report e.g., show statistical trends for user groups, type of materials circulated.
- Trustees satisfied with current format.
- Tatten suggested adding “new library cards issued” to the report.

Finances:

- “Wage increase” changes made in town budget. Town Department Heads may resubmit budgets in special town meeting, to adjust budget numbers correctly.
- Final year of supplementary funding for budget shortfalls due to previous staff retirement issues.

Facilities:

- The elevator/lift motor issue diagnosed as phase problem, addressed by Light Dept.–no safety issues.
- Library slate roof concerns related to worn nails.
- Work on “capital project” needed to address roof and HVAC concerns.

Services:

- Need to further focus on promoting Lynda.com. Possible class on-site and creation of lists for Library Patrons to try out on web site.
- Positive feedback received on programs offered by the library.

Old Business:

- “Collection Development Policy” approved with revisions.
- Trust Fund/Charles Allen Fund discussion:
 - Trustees favorably impressed with “Community Foundation” presentation’s emphasis on diversity and conservative investment.
 - Tax reporting issues a concern. A part of budget report?
 - Need to explore how many other local libraries have investment accounts and how it has worked out for them.
 - Need to pursue information on “Worcester Community Foundation”.

New Business / Other Business / Unforeseen Issues:

- Continued update on building/facilities issues.
- Continued efforts to maximize return on Library Trust Fund/Charles Allen Fund.

Next Posted Meeting Date:

June 8, 2015, 7:00 PM

Adjournment:

8:56 PM

Respectively submitted,
A. Carlin