

Meeting of the Board of Trustees
Conant Public Library
January 12, 2015

Open Meeting:

Call to order at 7:06 pm.

Roll Call:

Carlin, Mahar, Brennan, Dwyer, Vermeulen, and Campbell were present.

Recognize Other Attendees:

Richard Maki

Public Session:

There was no public session.

Review/Approve Meeting Minutes of October 20, 2014 and December 8, 2014:

The minutes of October 20, 2014 and December 8, 2014 were approved.

Reports:

Circulation: The people count per day on the Circulation report is for the month of December. Campbell said that the rise in young adult numbers could be due to Library programming and good titles.

Finance: The repair and maintenance budget has been exhausted and one reserve transfer has already occurred. This budget is now being funded by the facility manager's budget. Revenue of \$6, net of attorney's fees, has been added from the June Williams fund to the Trust Fund principal revenue amount on the December budget report.

Facilities: Campbell reviewed the Facilities Report section of the Director's Report.

Services: Campbell reviewed examples of programs for adults offered by the Library. Overall, the programs have been well received and patrons seem to want more programs. There has been an average of six people in the book club. Campbell praised Angela Cote who has created some of the programming, especially for children, and also for promoting the programming. There is a limit of 20 people per program, based on the space of the program room. Campbell is not aware of an occupancy limit in the Library, and she has applied for the annual occupancy permit. She will check to see if there is an overall occupancy limit for the Library. Campbell is working with Nicole Boardman to deliver books to homebound seniors.

Old Business:

Review and approve FY 16 Budget: The Trustees reviewed the proposed budget. Campbell believes the Library is sufficiently staffed. Any changes to the heating system will come out of the Capital Fund.

Money from fines goes into the General Fund and Campbell would like to make a transfer of this money from the General Fund to the Library budget at town meeting. In doing so, the fine money would show as additional money that has been raised rather than appearing as if the Library is asking for additional funds when it is added back into the Library budget. Campbell will speak with the Library's liaison to the Finance Committee to see if the Finance Committee would agree to this transfer.

A motion to accept the budget with potential adjustments to the wage line, as determined by the Personnel Board, passed.

New Business:

Vote on compensation adjustment – Interim Director Appointment: A motion to accept the Library Director's recommendation for compensation adjustment of \$1,715 for Danielle Mattei's role as Interim Director from October 1, 2014 through November 30, 2014 passed. The additional compensation will be taken from the supplementary funds of Gift Revolving, State Aid and Trust Fund interest.

Discuss Employee Recognition Awards Program: There is a meeting of the Compensation Committee on January 22, 2015 at 7 pm and Campbell would like the Board to read the information and have a Board member attend the meeting. Dwyer said he would check his schedule to see if he could attend the meeting.

Presentation on Endowments: Mahar presented research regarding endowments. Vermeulen said that the Trustees waited for the five year plan to be completed to determine a plan for the Trust Fund principal. The Library may need to fund some of the changes recommended by the space planner. The Treasurer has offered to have the current investment company make a presentation and Campbell will see if this presentation can be scheduled at the next meeting.

Unforeseen Issues:

Vermeulen resigned as chair, because he is moving from Sterling. Campbell will try to bring in another person to complete Vermeulen term and the Trustees will need to determine who will be the next Chairman at the next meeting.

Next Posted Meeting Date:

February 9, 2015 at 7 p.m.

Adjournment:

9:13 p.m.