

Meeting of the Board of Trustees
Conant Public Library
Minutes of August 13, 2018

Open Meeting:

Call to Order 7:00

Roll Call:

Present: Glavin, Mahar, Petullo, Scannell

Absent: Carlin, Thomas

Members of the Public Present: No

Review/Approve July 9, 2018 Meeting Minutes:

Motion to accept: Scannell. Second: Glavin

Director's Report:

Circulation:

- Increase of 8% in circulation and 6% in visits over this time last year
- Overdrive is now preferred method for magazine access for public
- Escape Room, masterfully constructed by Ian Broderick, leads to a large increase in children's program attendance

Finance:

- Friends of Conant Public Library donated a substantial sum to Gift account for the staff to apportion for museum passes, programs, and purchase of e-materials.

Facilities:

- Elevator needs repair during which time it will be inaccessible
- Cost for repair estimated to be \$3,455.00 plus cost of diagnosis
- Carpets and windows have been cleaned professionally
- Staff moved all the furnishing to aid the professional cleaners and expedite process
- Staff member Ian Broderick to be compensated for writing an Operations Manual to guide proper usage and trouble-shooting of new HVAC system
- DPW removed outdated items from the storage room

Services:

- In July the library had
 - 13 programs for adults with 173 attendees
 - 19 children's programs with 594 attendees
 - 334 children from birth to grade 12 registered for Summer Reading Program and logged 3965 hours in July

Conant Public Library Action Plan

- Director Campbell outlined four major goals from the Long-Range Plan and their respective Objectives, Actions, Timeframes, and Responsible Party
- These goals are:
 - #1: The library provides a welcoming, attractive facility offering Sterling residents opportunities for quiet reading or to participate in intellectual and social engagement.
 - #2: The library will maintain a desirable and responsive collection with print, audio/visual, and digital materials by continuously assessing the challenging requirements of the community and responding with approached supported by up-to-date technology, practices, and policies which balances access to traditional resources and current technology.
 - #3: Residents of Sterling are increasingly aware of the range of library services available, are able to easily access those services, and receive sufficient guidance to use them effectively.
 - #4: The library connects the collections to our community through programming, outreach, linkage with other organizations, and ongoing engagement by seeking input from the community.

State of the Library Report

Director Campbell presented a seven page narrative touching upon population growth in town, budgeting, technology, usage, and trends since 2005 and noted that FY 2018 is the third year of the Five-Year Strategic Plan. Subcategories of the FY 2018 State of the Library Report include background, accomplishments in services, financial resources, facility, staff, findings, and trends.

Next Posted Meeting Date: September 10, 2018

Adjournment: 8:10 pm

Motion: Glavin. Second: Scannell

Sara Petullo, Secretary