

Meeting of the Board of Trustees
Conant Public Library
December 9, 2013

Meeting called to order at 7:06 p.m.

Present:

Campbell, Corvelo, Dwyer, Brennan, Carlin, Vermeulen

Public Forum:

No one from the public was present.

Approval of minutes: The November 18, 2013 minutes were approved as amended.

Consent Agenda

Director's Report: Campbell presents the Director's Report. This report is available at the Library.

Circulation: Campbell has ongoing concerns about the accuracy of the figures from the CW MARS system, but will continue to report the figures as provided.

Financial: Reviewed definition of a zero base budget. Campbell will ask how the town refers to this type of budget to ensure that the Library is using the same language. Campbell indicated that the Library can borrow funds if needed from the Gifts Revolving, State Aid and Trust Fund Interest accounts. Campbell and Deborah Orr are working with the town treasurer to determine an accurate accounting of the trust fund interest.

Facility: It was noted that the heating system has improved and the facilities manager is doing a good job.

Services: Campbell noted that outside resources have been used for some of the Children's Services programming, which has given Danielle Mattei more time to become involved with other aspects of the Library.

Old Business:

Approval of Director's Goals: A motion to approve the Library Director's goals as written passed.

New Business:

FY 2015 Budget: Discussed upcoming Director's Contract and personnel hours and wages and reviewed the General Fund Expenditures. It was noted that the Library has become overall more efficient in its use of resources. Campbell will submit draft budget figures to the finance committee by January 6, 2014 and the figures will be reviewed and finalized by the Trustees at the next Trustee meeting scheduled for January 13, 2014.

Other Business:

The Trustees discussed the town government study warrant language as it pertains to the Library and possible options to present at town meeting. Dwyer will follow up with the Selectmen regarding amending the Town Government warrant language as it pertains to the Library.

It was agreed that the Library close at 3:00 p.m. on Christmas Eve and to make this a policy change moving forward.

Adjournment: 8:49 p.m.