

Meeting of the Board of Trustees
Conant Public Library
December 10, 2012

Meeting called to order at 7:07 p.m.

Present:

Dwyer, Carlin, Brennan, Vermeulen, Johnson, Campbell

Public Forum:

No one present.

Approval of minutes:

November 19, 2012 minutes approved as amended to include Johnson as present.

Consent Agenda

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

Circulation: Detailed circulation figures will not be available for comparison by year until July, 2013 when a full year under the new software is completed. Vermeulen said that the total circulation number percentages should be reviewed month to month to determine that the circulation numbers are remaining the same.

Financial: The \$7,798 amount under capital expense is carried over from last year; the capital expense for 2013 is \$17,000.

Facility: An extensive energy audit has started in all town buildings, including the library. A past audit did not result in many changes because the library was determined to be functioning well as configured. Once this new audit is completed, Trustees would like to know the changes that will be implemented and the savings realized. Oil consumption has decreased a little with the new boiler; an energy efficient boiler, as recommended by the library, was not installed due to involvement of the building needs committee. Overall, the comfort level of the building has improved, with the building temperature running at a lower temperature overall, between 68 and 72 degrees. Campbell would like to bring a draft Gift/Donation Policy to the next meeting, including a statement on the part of the Trustees that donations are received with the intent to supplement and increase library services. This will be an agenda item at the next meeting.

Old Business:

FY 2014 budget review for approval: Added 3.5 hours to Deborah Orr's time, which gives her more time to complete administrative work, and which allows Campbell to concentrate on other responsibilities. Lisa Perry works 6 hours a week, which means that the library is staffed with three people at night, resulting in better coverage for the library. Alexandra Grebinar, who has improved the management of book orders and a number of additional tasks, would also have additional hours. The total increase would be .3625 FTE. Heating increased because of oil prices. Leased equipment costs decreased, because better terms were negotiated on one lease. If fines are eliminated and donations received

instead, the donations will go under the Gift Account. Fines collected on behalf of other libraries will also go into this account. The percentage change (corrected total) is equal to 5.9%, the expense increase is less than 0.5%. The main increase is in wages, with the request for an increase of 3.625% FTE. Need to have three people in the building at all times for safety and to accommodate usage. The materials line item of \$50,000, was the same as the prior year. Page 7, floating footnote, needs to be corrected. Campbell is submitting the budget to the finance committee by January 11, but it is not being discussed until February. She will contact the liaison for the Finance Committee to go over details before the meeting with the whole committee. Campbell believes that the request for staff is reasonable, given the documented increase in services and circulation. A motion for Trustees to approve the budget to be submitted to the finance committee passed unanimously.

Allen Fund: Campbell will bring resolution for next meeting. Campbell will work with Brennan on the investment policy. Campbell recommends using the fund to improve services and will write a proposal with Deborah Orr and Danielle Mattei with estimates of costs. Also, looking to the long-range plan for insight as to how the Allen Fund should be used. Need to provide ideas and solicit opinion through the survey. Dwyer said we need to present general ideas to the finance committee when we meet in February. The overall intent is to invest for a recurring income each year and use the interest to improve and increase library services. One idea Campbell suggested is hiring a space planner to provide more work spaces and comfort to the public. Campbell discussed setting up a foundation; Dwyer will talk with the town treasurer about options with respect to risk and return on this fund.

Review proposal to request donation in lieu of fines: Campbell provided some background information and will provide a proposal at the next meeting. A significant number of libraries felt it created goodwill and caused people to donate more. Some libraries have patrons donate to have a bestseller held for them. The Trustees were opposed to this use of donations. Fines from other libraries do not have to be collected. Campbell said that the best suggestion is to create a bookmark with a library's lending practices regarding fines in the event a patron brings a book from another library back to the Conant Library. If a fine is under \$10, the library does not have to collect it; over \$10, the patron would pay the amount required to bring the fine under \$10. The consensus from the Trustees is to move in this direction. The system can be turned off so fines are not accrued, but still shows overdue books. After 30 days overdue, the patron would receive a postcard from CW/Mars notifying the patron that if the book is not returned, the patron would be required to pay for it. If fines are at \$10, a patron cannot borrow any more books. Campbell will create an agenda of action items for the next meeting. No response from the person who requested holiday openings.

Adjournment: 8:15 p.m.