

Meeting of the Board of Trustees
Conant Public Library
November 19, 2012
7:00 p.m.

Meeting called to order at 7:03 p.m.

Present: Vermeulen, Dwyer, Carlin, Corvelo, Brennan, Johnson, Campbell

Public Forum:

Richard Maki was present.

Approval of minutes:

October 19, 2012 minutes were approved.

Consent Agenda:

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

Circulation: Items we own that are sent to other libraries are no longer being counted in the Evergreen circulation report.

Financial: Campbell will email the Town Investment policy to the trustees. The McNaughton book rental lease rentals and the cost for CW/Mars are paid in a lump sum at the beginning of the fiscal year. Bob Brown will be the library's liaison from the finance committee. Campbell will contact Brown and the chair of the personnel board to advise them that the library is requesting funding for additional staff time. Campbell will check the capital amounts spent in 2012.

Facilities: A new Honeywell controller to be installed shortly will add outside air to the internal air as needed and pre-heats or pre-chills the outside air depending on the temperature setting. Campbell will determine how to access the controller if needed. The Honeywell controller, coupled with the dehumidifiers added to the lower level will keep the humidity and air-flow levels optimum so that books will not become a source of mildew. Campbell will check to confirm that a radon test was conducted.

Old Business:

Review proposal to request donation in lieu of fines: Campbell checked with other libraries regarding their fine policies. Some libraries did better with a donations jar. Patrons are still billed for missing items and fines on overdue items from other libraries still need to be collected on their behalf, although the fines are not forwarded. Campbell will further explore how other libraries work with libraries who still charge fines. Trustees concluded that a clear policy needs to be written before the elimination of fines.

Evergreen Update: The main problem is that there are many different types of libraries under the Evergreen system; the goal is to have the same system for all types. Evergreen has hired a consultant who it hopes will improve their search engine by spring, 2013.

Review Accomplishments Long-Range Plan: Campbell will send report to the Long-Range Plan Committee and put an article in the Meetinghouse News. The goal is to have a new plan in place by mid-October, 2013. Campbell will recruit people to join the committee after the budget process. The committee should include 2 board members and 2 staff members.

FY 2014 Budget Planning: The projected change for the 2014 budget is an increase in the wages line. The finance committee will provide feedback regarding the requested increase. If the increase is not approved, library hours may have to be reduced. The facilities manager is addressing building needs and building maintenance is improving. The next capital plan will include replacement of any worn areas of the carpet in a few years. Discussed funding for staff training and reimbursement for mileage incurred to attend training regarding database research assistance for high school and junior college students. Campbell will do an assessment of what trainings are available and what resources are needed to obtain the training. Campbell's focus for the upcoming budget planning is on funding increased staff time for the next fiscal year.

Allen Fund: The Allen fund is currently earning 1.2% interest. The first step is to review the town's investment policy and quarterly statement on current invested funds. Dwyer agreed to review documents. Campbell will add to the long-range plan survey a question regarding what major improvements the public would like to see made at the library.

Holiday Closings: A motion to close the library at 3:00 p.m. the day before Christmas passed.

Adjournment: 8:42 p.m.