

**Meeting of the Board of Trustees  
Conant Public Library  
Minutes of October 16, 2017**

**Open Meeting:**

Call to Order at 7:00PM.

**Roll Call:**

Present: Campbell, Carlin, Petullo, Emsley, Tatten

Absent: Mahar, Thomas

**Other Attendees:** None

**Public Session:**

There was no public session.

**Review/Approve Meeting Minutes**

- **Executive Session Minutes of June 12, 2017**  
Approval of minutes postponed until November meeting.
- **September 11, 2017**  
Emsley motions to accept, Tatten seconds. Minutes approved.

**Reports:**

- Rather than covering each point, suggested members raise questions they might have.

**Finances**

- No budget challenges at this time.
- Library used waiver for 19% budget spent on materials.
- Continued focus on increased programming as response to Long Range Plan community request.

**Circulation**

- Total circulation increased 11% Y-T-D.
- Strong increase in youth services and E-Materials.
- Program attendance up over 40%, Y-T-D.

**Services**

- In September:
  - 16 adult programs with 142 attendees.
  - 14 children's programs with 110 attendees.
  - 287 Summer Reading participants.
  - 90 programs this fiscal Y-T-D. with 1,197 attendees.
- Telescope Lending Initiative:
  - Circulated 27 times since November 2016, and is always on hold.
- Alex, Angela, Debbie and Heidi involved with various ongoing training.

**Facilities**

- HVAC Project update:
  1. Received requests for bid Pkgs.

2. Five companies attended the required pre-bid conference.
3. Two companies supplied bids:
  - a. Veterans Development Corporation, 120 Longwater Drive, Suite 103, Norwell, MA 02061. Bid amount: \$336,000.
  - b. Fraser Engineering Co. Inc, 65 Court Street, PO Box 9142, Newton, MA 02460, was “the most responsible and responsive, low bid. Bid amount: \$283,130. Fraser could begin and complete project sooner.
4. Fraser Engineering Co. Inc was selected.
5. Contractor will remove everything but equipment in the attic.
6. The town has reviewed the contract terms.
7. Pat Campbell and Alex have checked numerous references with positive responses with plans for additional calls.
8. Town received signed copy of the contract on October 14. The town administrator will review, and the procurement director will sign the contract at which point, the equipment will be ordered.
9. Project remains under trustees’ jurisdiction; Library Director will manage paperwork.
10. Tom Rutherford, Town Facilities Manager, is in contact with Fraser agent managing the project.
11. Don Aube of D/E Corporation will provide oversight, along with town facilities manager.
12. The library is able to change to heat and operate until new system is in place.
13. Estimated project time 60 days. Estimated completion: 12/29/17.
- Oil delivery bid awarded. Library operating on an “on call” rather than automatic delivery. Estimate enough oil to last through HVAC installation.
- Vinyl floors have been cleaned and sealed.

#### **Old Business**

- Parking Evaluation: Discussion tabled with potential for further town-wide consideration.
- Snow Removal:
  - DPW will not provide sidewalk snow shoveling.
  - Suggested to include a line item in the budget.
  - Library Director will investigate a few suggested sources to provide service.

#### **Other Business**

- Continued discussion on honoring former Trustee John Dwyer for long-time service.
  - Director supplied a statue of Abraham Lincoln to present as a gift after repair.
- Library will be closed Saturday, November 11, in observance of Veterans Day.
- Revised Faxing Policy provided, modified to include charge for cover page.

#### **Next Posted Meeting Date**

- Monday, November 13, 2017 at 7:00 PM.

#### **Adjournment:**

- At 7:57 PM, Tatten makes motion to adjourn. Petullo seconds. Passes unanimously.

Respectfully Submitted:  
Raymond Tatten, Library Trustee