

Meeting of the Library Board of Trustees
Conant Public Library
Minutes of May 20, 2019

Open Meeting:

Call to order: 7:00 pm

Roll Call:

Present: Carlin, Glavin, Mahar, Petullo, Scannell; also present Library Director, Pat Campbell.

Absent: Thomas

Members of the public present: Richard Maki: Sterling-Lancaster Community Television filming the meeting

Review/Approve April 8, 2019 Meeting Minutes

Motion to accept: Scannell. Second: Carlin

Unanimous vote

Review/Approve April 8, 2019 Executive Session Minutes:

Motion to accept: Scannell. Second: Petullo

Unanimous vote

Reconfigure the Board

Trustee Alexandra Thomas submitted her resignation effective May 31, 2019

Motion to re-elect Marion Mahar as chairman

Motion to accept: Scannell. Second: Glavin

Unanimous vote

Motion to re-elect Sara Petullo as secretary

Motion to accept: Carlin. Second: Scannell

Unanimous vote

Director's Report

Circulation:

* Adult fiction and non-fiction up slightly despite renovation

Circulation (con't):

- *E-materials up 20%
- *Downloadable audio increasingly popular

Finance:

- *Library submitted two reserve fund transfer requests. The first for \$9,122 to cover unanticipated repairs and electricity increases owing to the sprinkler pipe repairs and \$2,177 to cover the 1% increase in wages that was not added to the FY 2019 budget article. The finance committee approved both requests.
- *Director Campbell working to document staff longevity, evaluations, and goals in light of passage at town meeting of the new town personnel merit and longevity plan.

Facilities Report:

- * ServiceMaster cleaned the entire lower level, reattached wall shelving and replaced books which had been stored
- * Staff moved shelving and reinstated the previously stored books into the catalog
- * The children's room has been cleaned and new carpeting has been installed
- * A craft table and 11 chairs have been ordered. They were funded by memorial donations
- * The main floor has been cleaned
- * ServiceMaster will soon empty the outdoor storage unit and put up remaining shelving when the carpet is installed

Services:

- * In April the library held 17 programs for adults with 185 attendees and 12 children's programs with 120 in attendance
- * Year-to-date attendance of 3,744
- * Program attendance continues 5% above prior year-to-date

Next Posted Meeting Date: June 10, 2019

Adjournment: 7:47 pm

Motion to accept: Glavin. Second: Carlin

Unanimous

Sara Petullo, Secretary