

Meeting of the Library Board of Trustees
Conant Public Library
Minutes of June 10, 2019

Open Meeting: Call to
order: 7:00 pm

Roll Call:

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

Absent: None

Members of the public present: Karen Leclerc; Sterling-Lancaster Community Television
filming meeting

Review/Approve May 20, 2019 Meeting Minutes: Motion
to accept: Scannell. Second: Glavin Unanimous

Director's Report:

Circulation

- * Adult fiction and nonfiction holding steady despite renovation
- * Young adult (YA) continues slight rise
- * Juvenile down slightly affected by disruption
- * Audiovisual down while E-materials are up 21% over this time last year
- * Area library directors have communicated with local cultural institutions to reinstate library passes that will allow families to have free access to these educational and cultural opportunities even if the passes require a higher purchase price by the libraries and their Friends' Associations

Finance

- * Library funds have been used on the outdoor HVAC protection from ice/housing unit and for the purchase of an additional HVAC cassette near the children's librarian's desk.
- * Library director and Debbie Orr working with accountant and claims adjustor to monitor and clarify the total reimbursement and the distribution between the library and facilities budget regarding the sprinkler repair and subsequent renovation
- * Electricity costs are higher than budgeted secondary to blowers, dehumidifiers, repair equipment, etc. used by various repair crews. The remaining funds should be adequate to see

the materials line remains fully funded. If necessary another reserve transfer request is possible.

Facilities Report

- * The insurance claim work was completed on June 10, 2019
- * The children's room is freshly painted and new carpet has been installed
- * All bulbs in the Young Adult area have been replaced: this is more economical than replacing them piecemeal as they reach the end of their capacity

Services

- * In May the library held 14 programs for adults with 211 in attendance
- * In May the library had 24 children's programs with 202 in attendance
- * Year-to-Date total of 322 programs with attendance of 4,157
- * Program attendance has risen 7% above prior Year-to-Date

Community

- * The library will be partnering with the Sterling Senior Center and the Sterling Recreational Department to contribute to the Sterling Master Plan in order to foster a dementia and age friendly community

Open Position on the Board:

Mrs. Karen Leclerc is a member of the community, active user of the library, and former town employee.

"The Trustees move to recommend the appointment of Karen Leclerc to the open position on the Library Board of Trustees."

Motion to accept: Glavin. Second: Petullo Unanimous

"The Trustees move to approve Assistant Director, Alexandra Grebinar, as signatory on payroll in the absence of the Library Director." Motion to accept: Glavin. Second: Scannell Unanimous

Director's Report on FY 2019 Goals and Board Evaluation

"The Trustees move to recognize that Library Director, Pat Campbell, always meets and exceeds performance expectations and is highly effective."

Motion to accept: Petullo. Second: Carlin
Unanimous

Update on Paving Library Driveway and Town Center Proposed Plan

- * Trustee Al Carlin spoke with select board
- * There is \$12,000 capital allotment for parking reconfiguration
- * Trustee's renovation subcommittee to discuss options and cooperation with downtown renovation planning committee

Next Posted Meeting Date: July 8, 2019

Adjournment: 7:44 pm

Motion to accept: Carlin. Second: Glavin

Unanimous

Sara Petullo, Secretary