

**Meeting of the Library Board of Trustees  
Conant Public Library  
Minutes of September 9, 2019**

**Open Meeting:**

Call to order: 7:00 pm

**Roll Call:**

Present: Carlin, Glavin, Leclerc, Mahar, Petullo, Scannell: also present Library Director, Patricia Campbell

Absent: None

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

**Review/Approve August 12, 2019 Meeting Minutes:**

Motion to accept: Scannell. Second: Glavin

Unanimous

**Director's Report**

**Circulation:**

- \* Adult fiction and nonfiction up 14% year-to-date
- \* J and JJ category up 27% year-to-date secondary to another successful Summer Reading Program

**Finances:**

- \* There are no anticipated budget issues on the horizon
- \* December/January timetable for FY budget 2020 will begin in November

**Facilities Report:**

- \* Metal exit stairway platform in rear of building is being painted
- \* Facility manager painted rusting baseboard heating cover in bathroom
- \* A contractor designed a metal vent for the elevator room. It will be fabricated and installed soon.
- \* The HVAC system will be set with a seasonal three degree range for the entire building.
- \* The staff is in consultation with the area Mitsubishi representative to fine-tune the optimal functioning of the system
- \* Complete HVAC has been contracted to provide maintenance and repair for the Mitsubishi system

**Services:**

- \* In August the library held 13 programs for adults with 160 attendees and 7 children's programs with attendance of 176.
- \* Year-to-date total of 53 programs and attendance of 1,324
- \* There are problems with the servers at CW MARS leading to slow-downs and blank screen.
- \* CW MARS is continuing to resolve these issues.
- \* Many businesses stepped forward to contribute prizes to the Adult Summer Reading Program.

**Community:**

- \* Trustee Matthew Scannell is the liaison to the Sterling Town Center Project.
- \* Mr. Scannell is working with the Director on the number of parking spaces that could be added to the library and public parking lot.

**Library Renovation Project Update:**

- \* Director and Staff are carefully reviewing furniture needs making adjustments, assessing furniture finishes, deciding on optimal placement and interaction with floor surfaces
- \* The Staff met with the carpet provider to refine details of underlayment needs and responsibilities, cove base colors, and finalization of carpet and laminate flooring sections.
- \* Mark Pruneau, carpenter, is fabricating a necessary vent for the elevator room and has repaired the metal stairs outside the staff break room. He will provide a quote for the cost of removing the now defunct heating units in the library. Mr. Pruneau will repair any sheetrock that is cracked behind the old heating units prior to painting
- \* A plumber has determined that it would be possible to pipe, vent, and install a utility sink on the second floor for use during children's projects in the children's portion of the library if the bubbler on the main floor is removed.
- \* An electrician will assess the library to identify the need for additional outlets
- \* After above work is completed the painter will paint the program room, bathrooms, and break room so that the flooring company can install the laminate floors.
- \* The YA area then will be painted and carpeted.
- \* The lower level will be completed next while the hallways, stairways, and entry can be painted over the weekends to minimize disruptions.
- \* At that point the main floor renovation will commence.
- \* The current cost for this work is \$93,614.47.

**Next posted meeting date:** November 4, 2019

**Adjournment:** 7:34 pm

Motion to accept: Glavin, Second: Scannell

Unanimous

Sara Petullo, Secretary