

**Meeting of the Library Board of Trustees  
Conant Public Library  
Minutes of November 4, 2019**

**Open Meeting:**

Call to order: 7:00 pm

**Roll Call:**

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

Absent: Scannell

Members of the public present: None

**Review/Approve September 9, 2019 Meeting Minutes:**

Motion to accept: Glavin. Second: Leclerc

**Director's Report**

**Circulation:**

- \* September overall circulation increased by double digits in most categories
- \* September saw an overall increase of 18% over the prior year
- \* This may be attributed, in part, to the automatic renewal implementation by CWMARS
- \* October circulation increase 24% for J/JJ and 17% for E-Materials

**Finance:**

- \* The library budget is within expected parameters at this point in the year

**Facilities Report:**

- \* A tree from abutting property fell on the library roof and has been removed
- \* There is no apparent interior water damage
- \* A 'dent' in the roof will be evaluated for potential internal impact
- \* Library awaiting in-service opportunity from Mitsubishi representative regarding optimal settings and operation of the system
- \* The renovations continue apace: the staff is working diligently and unswervingly to expedite the upgrades with the team of contractors
- \* The library may need to close for two to three days to complete painting and carpeting projects on the main level.

**Services:**

- \* In September the library held 15 programs for adults with 159 attendees and 11 children's programs with attendance of 107 for a September year-to-date total of 79 programs with attendance of 1,590

- \* The Children's Room in October hosted 10 Storytime sessions, Picture Book Club, Spooky Kids Cook, Third and Fourth Grade Book Club: *Boxcar Children*, Toe Jam Puppet Band, and Middle School Book Club: *The Dark Deep*.

**Community:**

- \* Library Trustee Matthew Scannell is working with library staff, DPW, and the Town Center Plan Committee on the trial parking changes anticipated to be implemented in early November.
- \* Bruce Baker, representing the Town Services Committee for the Sterling Master Plan contacted the Director for a report on the library's current situation and projection for future needs.

**Next posted meeting date:** December 9, 2019

**Adjournment:** 8:13 pm

Motion to accept: Leclerc. Second: Carlin

Unanimous

Sara Petullo, Secretary