

**Meeting of the Library Board of Trustees
Conant Public Library
Sterling, MA
Minutes of April 12, 2021**

Open Meeting:

Call to order: 7:02 pm

Roll Call:

Present: (remotely via Zoom) Trustees Akerson, Carlin, Glavin, Martin, Petullo, Scannell. Also present remotely Library Director, Pat Campbell.

Absent: None

Members of the public present remotely: Arden Sonnenberg, Sterling Select Board Member

Review/Approve March 8, 2021, Meeting Minutes

Motion to accept: Akerson. Second: Martin

Unanimous

Director's Report

Circulation:

- Overall circulation in March 2021 was up 12.5% over March 2020
- J and JJ circulation has now passed adult circulation which is the normal library distribution
- Online program attendance in March was double that of February

Finance:

- The budget is still on track
- Savings from dues/conferences, electric, technology and supplies due to the pandemic will cover the higher cost of repairs/maintenance with three months of cleaning costs upcoming
- The second portion of State Aid will be released soon

Facilities Report:

- The library alarm system has been inspected and the signal boost antenna updated
- The library was advised that it would need a 5 G line run within the next year
- The lift is nearing the end of its useful life: its condition will be reviewed as a part of the Lift/Elevator Renovation Project

Services:

- The library delivered 5,403 items through curbside, home, and online delivery to patrons which is up 18% over February

- The library sent 873 items to other libraries which is an increase of 38% over February
- 22 additional families signed up for the 1000 Books Before Kindergarten
- 271 Craft Kits To-Go were requested and given out in March
- 168 views across 5 storytime videos in the Stay-at-Home Storytime Facebook group.
- 5 children participated in the virtual LEGO Club for Kids on Zoom
- 186 views of the virtual concert, “From Ireland to America: Irish Music, Stories, & Dance with multi-instrumentalist, Roger Tincknell” funded by a grant from the Sterling Cultural Council
- 3 adults attended the monthly Parents Night Out Book Group meeting on Zoom
- 3 tweens participated in the Spice Club for Kids on Zoom
- 5 teens participated in the Jeopardy for Teens on Zoom
- 20 Make-Your-Own Board Game: *Memory Matching* requestable activities were given out
- 8 teens requested an International Snack Box for Teens
- The library is supporting through registration and promotion a May 8 Chocksett Cemetery Walk with the Gravestone Girls sponsored by a Sterling Historical Commission’s Cultural Council grant
- Summer Reading will be a remote program again this year
- The Friends will be sponsoring the end of summer books for each participant, funding the 100 Books of Summer program, the outdoor Summer Program kick-off and gift certificate prizes
- The library will be requesting age-appropriate donations from the public
- The library will be supporting the school art program, accepting submissions

Review Status of Trustees Standing for Re-election

- Michael Glavin is not seeking re-election
- Matthew Scannell is seeking a second term

Review and Vote on Two Month Extension of Director’s Contract

“Trustees move to extend Pat Campbell’s contract to August 31, 2021 pending retirement.”

Motion to accept: Petullo. Second: Carlin

Unanimous

Vote to Release \$10,641.96 Capital Funds for Paving Which Has Been on Hold

“Trustees move to release \$10,641.96 in capital funds to the Town.”

Motion to accept: Carlin. Second: Akerson

Unanimous

Review and Discuss Status of Lift and Elevator Project and Next Actions

- A primary goal of the Lift and Elevator Renovation Project is an ADA compliant situation
- An ADA study was done by the Town ADA Committee in February 2020
- The Trustees have requested a copy of that report from Sterling Town Hall three times without success
- Select Board Member Sonnenberg offered to get a copy of that report for the Director and Trustees
- Trustee Martin suggested that the Board consider bringing in another ADA team to weigh in on the ADA compliance of the lift and elevator
- There are currently three options concerning the lift and elevator project:
 - Replace the existing elevator in the same location-not ideal because current elevator specs and size have changed dramatically since the elevator shaft was built 20 years ago
 - Create an elevator entryway on the south side of the library-not recommended since any future expansion would involve the south side of the library
 - Create a new entryway with new all-in-one lift/elevator combo-most recommended but would require the construction of an elevator tower at the front of the building
- All stakeholders keeping in mind that the best solution will be still highly functional in 15-20 years
- Trustee Glavin noted that the lift does not meet current codes and that a new elevator cannot be squeezed into the current lift space
- Trustees Glavin and Scannell hope to repurpose the lift space
- Trustee Carlin inquired about the projected lifespan of a new elevator and how would the elevator shaft, once empty, be repurposed
- Trustee Akerson posited that a new elevator tower would be a very functional option long-range
- Trustee Carlin stressed that the attractive aesthetics of the library must be maintained
- Trustee Glavin informed the board that adequate information regarding the cost of a renovation will not be available in time for the June Town Meeting
- Director Campbell stressed our commitment to thoughtful deliberation, quality, cost, and time frame so that the project is done well
- Next Building Committee meeting to be held on Zoom on April 22, 2021

Review and Vote on Phased Services Plan to Reopen the Library Building

- Director Campbell noted that Sterling has transitioned from “Red” to Yellow” on the COVID risk scale.

- All precautions are in place for a phased reopening except for sneeze guards which are awaiting professional installation
- It was reported by Director Campbell that the Chair of the Sterling Board of Health (BOH) recommended a mid-May reopening for the library
- Trustee Akerson inquired about the status of phased reopenings at neighboring libraries
- Director Campbell noted that a little less than one-half of CW/MARS participating libraries are not yet open
- Trustee Glavin asked about the feasibility of a soft reopening on April 27
- Director Campbell confirmed that the sneeze guards could be installed in time for April 27
- Trustee Scannell inquired if the staff had had the opportunity to be vaccinated
- Director Campbell submitted that the entire staff has not been vaccinated but that everyone has appointments
- Trustee Martin was concerned that the soft reopening would conflict with Director Campbell's vacation during the second week of May
- Trustee Scannell expressed a preference for a May reopening in accord with the Sterling BOH Chairperson's recommendation and presumption that most people would be vaccinated by mid-May
- Trustee Glavin expressed strong confidence in the preparedness and professionalism of the staff and Director Campbell to successfully execute a soft reopening in late April

"The Trustees move to open the library beginning on April 27 and 29, 2021 with a phased services plan involving limited browsing."

Motion to accept: Martin. Second: Akerson

All in favor: Akerson, Carlin, Glavin, Martin, Petullo

All opposed: Scannell

Motion passed

Next posted meeting date: May 10, 2021

Adjournment: 8:19 pm

Motion to accept: Carlin. Second: Akerson

Unanimous

Sara Petullo, Secretary