

**Meeting of the Library Board of Trustees
Conant Public Library
Minutes of April 27, 2020**

Open Meeting:

Call to order: 7:20 pm

Roll Call:

Present in person at the library with masks and social distancing: Leclerc, Mahar, Petullo; also present Library Director, Patricia Campbell

Present remotely via computer: Carlin, Glavin, Scannell

Members of the public present via dialing into the meeting: None

Review/Approve March 9, 2020, Meeting Minutes:

Motion to accept: Glavin. Second: Scannell

Abstain: Carlin

Motion passes

Director's Report

Circulation:

* Overall March circulation was 5% above last year at this time despite closing to the public mid-month

* The library has added to funds for Overdrive materials at the time of the closing

* Overdrive is being promoted via library social media

* Video links to assist patrons with accessing materials is on the library website

Finance:

* The Board of Selectmen have voted to maintain the wages and salary lines in the budget

* Library operating expenses will be held at level funding

* The library's capital request remained in the warrant for Town Meeting

Facilities Report:

* Water marks were noted on three ceiling tiles adjacent to the southeastern wall, abutting the fire stair.

* The genesis of the marks remains unclear. A roofing contractor familiar with the building was called in to assess and he will continue to scrutinize the flashing and look for leaks

* Two more trees fell behind the building but did no damage

* The DPW is assisting with library landscaping. The crew pruned trees and shrubs, and accomplished a great deal of cleanup around the perimeter of the building.

* The DPW will return to seed and mulch, trim, and plant flowers

Services:

- * The library staff mobilized quickly to address circulation problems that might arise for the public after the building closed
- * Information regarding holds, suspending fines, and requesting the public to hold on to the library materials in their possession was conveyed in multiple ways
- * The *Sterling Meetinghouse News* did an informational article on the ways the library was adjusting to serve the public remotely
- * Staff members have been working one-at-a-time in the building and working remotely from home
- * Staff are providing pertinent links to the public on the website, Facebooks page, and the library page on the town website. Some of these links are supplied by the Massachusetts Board of Library Commissioners, The Massachusetts Library Associations, the Public Library Association, and the American Library Association
- * The library is using the Sterling Board of Health, the Massachusetts CDC, and the federal CDC to provide pertinent information on Covid-19
- * Staff have been suggesting to families craft and educational projects
- * Story hour continues remotely on Wednesday mornings
- * The youth services staff and the Sterling recreation department collaborated to sponsor a Bear Hunt-encouraging people to place stuffed animals or pictures in windows so families could search for them from their cars
- * Angela Cote, Youth Services Librarian, hosted Parents' Night Out Book Group via secure zoom account
- * The public internet signal reaches the parking lot allowing patrons to connect to the internet
- * Answering machines can be accessed remotely. Staff check frequently and return calls promptly
- * Books are still being purchased. In addition, some funds are being shifted to downloadable books and audiobooks
- * Sight-impaired patrons and those without technology access have been contacted by the staff and books from the stacks can be delivered to their homes with all precautions taken to protect the staff members and patron
- * Staff is working with Veronica Buckley from the Sterling Senior Center to educate members via the Senior Center newsletter about how to download materials and how to request a physical book if they don't have the internet
- * Plans are being made to work with the Senior Center to reach out via phone call to elderly residents
- * Deborah Orr is working on having the library sanitized before reopening
- * Consideration is being made to constructing a plexiglass screen for the service desk
- * In March, prior to the closing, the Children's Room hosted:
 - * 8 regular story times
 - * 1 virtual story time through Facebook Live
 - * Picture Book Club: *How to Build a Car*
 - * A Stuffed Animal Sleepover Party was held

Assistant Director Stipend

The Library Board of Trustees voted to give a \$1,000 stipend to Assistant Director, Alexandra Grebinar, for services rendered during the Covid-19 disruption.

Motion to approve: Carlin. Second: Galvin

Unanimous

Executive Session

The Library Board of Trustees made a motion to adjourn public session and to enter executive session at 7:48 pm

Motion to approve: Carlin. Second: Glavin

Unanimous

The Library Board of Trustees made a motion to send to the Sterling Board of Selectmen a letter which discusses our proposed language for the personnel bylaw warrant article.

Motion to approve: Scannell. Second: Glavin

Unanimous

The Library Board of Trustees made a motion to accept the employee contract with Library Director, Patricia Campbell, as amended.

Motion to approve: Carlin. Second: Glavin

Unanimous

Next posted meeting date: June 15, 2020

Adjournment: 8:09 pm

Motion to accept: Scannell. Second: Leclerc

Sara Petullo, Secretary