

**Meeting of the Library Board of Trustees  
Conant Public Library  
Sterling, MA  
Minutes of July 13, 2020**

**Open Meeting:**

Call to order: 7:06 pm

**Roll Call:**

Present in person at the library with masks and social distancing: Petullo; also Library Director, Pat Campbell

Present remotely via computer: Akerson, Carlin, Glavin, Martin, Scannell

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

**First Order of Business:**

Secretary, Sara Petullo, appoints trustee, Michael Glavin, as temporary chairman to reconfigure the board.

“Trustees move to reconfigure the board.”

Motion to accept: Carlin. Second: Akerson

Unanimous

“Trustees move to elect Michael Glavin as chairman.”

Motion to accept: Akerson. Second: Scannell

Unanimous

“Trustees move to re-elect Sara Petullo as secretary.”

Motion to accept: Carlin. Second: Martin

Unanimous

**Review/Approve June 15, 2020, Meeting Minutes**

Motion to accept: Carlin. Second: Scannell

Abstain: Akerson, Martin

All others in favor

**Review COVID 19 Policy**

“Trustees move to accept the entire policy as amended.”

Motion to accept: Scannell. Second: Carlin

Unanimous

### **Authorization of Signatory for Payroll**

“Trustees vote to authorize Alexandra Grebinar, Assistant Director, to approve payroll time-sheets in the director’s absence.”

Motion to accept: Carlin. Second: Scannell

Unanimous

### **Director’s Report**

#### **Circulation:**

- \* Total circulation is 14% below last year due to pandemic closure
- \* The library continues to increase spending on downloadable materials
- \* E-circulation is up 15% over previous YTD
- \* The Friends’ \$2,000 donation is helping to meet E-material demand

#### **Finance:**

- \* The library ended the fiscal year on budget

#### **Facilities Report:**

- \* The janitor closet floor drain experienced a sewerage back-up.
- \* A contractor rectified the problem and sanitized the area
- \* The facility’s budget funded the expense
- \* Sweating pipes have spotted several ceiling tiles

#### **Services:**

- \* Curbside drive-up delivery is going well
- \* Staff members are engaged with filling requests and aggregating patron’s available materials for pick-up and delivery
- \* Public response has been overwhelmingly positive
- \* The staff is assiduous in following all safety protocols
- \* The director attends weekly Sterling Board of Health meetings
- \* The director is mindful of Governor Baker’s Phase information and online library-related resources related to the virus and patron services
- \* CW MARS and MLS plan to reinstate filling holds from other libraries beginning July 20
- \* Conant library is preparing for resumption
- \* The library is providing many services remotely including knitting groups, story times, and a book club

- \* Program attendance is up 2% over the prior year, despite being closed to the public
- \* The option of library appointments and browsing will be evaluated during the first week of August

**Youth Services:**

- \* Youth services are making up bags of children's books on request
- \* Staff members will assist patrons who are looking for juvenile literature
- \* Staff is gathering materials for families to enjoy based on family interest

**Summer Reading 2020**

- \* The Friends of the Library donation \$2,000 for weekly prize drawings
- \* The funds will be spent at local businesses for gift certificates, toy, puzzle, and game purchases
- \* The Friends are funding a book for each participant
- \* 146 children are registered

**Next posted meeting date:** August 10, 2020

Adjournment: 7:35 pm

Motion to accept: Scannell. Second: Carlin

Sara Petullo, Secretary