

**Meeting of the Board of Trustees  
Conant Public Library  
Minutes of October 19, 2020**

**Open Meeting:**

Call to Order at 7:01.

**Roll Call:**

Present: (remotely via “Zoom”) Trustees: Akerson, Carlin, Glavin, Martin, Scannell. Director Campbell.

Absent: Trustee: Petullo

**Recognize Other Attendees:**

Sterling Select Board member, Arden Sonnenberg

**Public Session:**

None.

**Review/Approve Meeting Minutes of September 14, 2020**

Scannell motions to accept. Martin seconds. Minutes unanimously approved.

**Reports:**

**Circulation**

- Usage numbers change month to month, with significant increase in:
  1. Use of e-materials.
  2. Materials circulation due to curbside delivery program.
  3. Patron participation in library on-line programs
- Decline in sign-ups for Library cards:
  1. Will promote on-line sign-up with mail verification.
  2. Will continue school liaison, though preschool visits and 1<sup>st</sup> grade sign-ups have not occurred.
- “Bags of Book for Kids” program, targeted to age bracket and interests of that group, going well.

**Finances**

- No issues.

**Facilities**

- Successful installation of new phone line; will reduce number of busy signals due to book requests.
- New intercom installation improves communication with staff and public.
- Insurance company inspection (on work done relating to burst sprinkler pipe) met with satisfaction of inspector.
- Remediation measures include a heater, pipe insulation, and monitor to deal with future pipe concerns.
- Grant application for heat sensitive camera (grant available until Nov. 9<sup>th</sup>) will be pursued. Information from camera will assist in assessing heat loss and associated issues, for all town buildings.

**Services**

- The library delivered 4,667 items to the public through curbside or home delivery in September, and 841 items were shared with other libraries.
- New Head of Youth Services, Lizzy Gagliardi, doing a great job.
- Story Time group participation increasing.
- Take and Make Craft program growing.
- Scheduled for October:
  1. Halloween Magic program.
  2. Grab and Go Halloween day.
  3. Mini-Clipboard Craft for kids.
  4. Chopped Challenge cooking program for adults.
  5. Jungle Jim Balloon Halloween event.

### **Review Governor's Phase 3 part II plan and vote on Library services going into November**

- Library following the Governor's Business model requirements and Board of Library Commissioners recommendations:
  1. Will adhere to social distancing, hygiene, staffing, and cleaning requirements.
  2. Cleaning expectations reviewed with cleaning company.
  3. PPE issues addressed: including staff concerns, installation of Lexan shields and hand sanitizer. Safety procedures documented and reviewed with staff.
  4. Alex Grebinar credited for her efforts in preparing Library for patron limited browsing.
- "Soft Opening" discussed:
  1. Limiting access to Library by setting up appointments for patrons on Tuesdays and Wednesdays.
  2. Restricting access to first floor with areas blocked off.
  3. Displaying an assortment of children's, as well as adult materials, accessible to the public.
  4. Curb-side pickup hours will remain unchanged except for the scheduled browsing times.
  5. A "Welcome Back" statement of Library expectations, will be provided to patrons.
  6. Informal agreement by Trustees made to tentatively schedule soft opening (after construction updates have been completed) on Tuesday, November 17<sup>th</sup>.
  7. "Soft Opening" to be confirmed at Trustees meeting in November.

### **Review and vote on Board of Library Trustees By-Law Revisions**

- Clarification of wording in "part 10. Attendance At Meetings" addressed.
- Motion to accept the **Board of Library Trustees By-Law Revision**, made by Scannell. Martin seconds. Passes unanimously.

### **Update on phone and installation of cabinets and desks**

- Demolition begun in preparation for desk and cabinet upgrades:
  1. Anticipated 3-4 week timeline for completion of all work and upgrades.
  2. Two new desks and new cladding for the Front desk and Children's Room desk.
  3. New cabinets in program room and break room.
  4. New countertops.
  5. New touchless faucets in public restrooms.

### **Arden Sonnenberg requests to address Library Trustees**

- Informs Board of availability of volunteer grant writer.
- Informs Board of availability of a speaker microphone system for conference calling (as a donation from a Sterling resident).
- Scannell commends Sonneberg for her interest in and support of the Library.

### **Elevator Update**

- Lift repairs completed.

### **Next Posted Meeting Date**

- Monday, November 9, 2020 at 7:00 PM.

### **Adjournment:**

Scannell makes motion to adjourn at 7:51 PM. Martin seconds. Passes unanimously.

Respectfully Submitted,  
Albert Carlin, Library Trustee