

**Meeting of the Library Board of Trustees
Conant Public Library
Sterling, MA
Minutes of January 11, 2021**

Open Meeting:

Call to order: 7:05 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: None

Review/Approve December 7, 2020, Meeting Minutes

Motion to accept: Scannell. Second: Martin

Unanimous

Director's Report

Circulation:

- E-material up 29% over prior TYD
- December 2020 circulation up 3% over November 2020: moving in a positive direction
- Online programming attendance only 23% below levels of participation pre-COVID-19
- The library is researching sharing programs online with other libraries for the benefit of the patrons

Finance:

- The Massachusetts Legislature passed a budget funding State Aid to public libraries at the regular level
- The Massachusetts Board of Library Commissioners (MBLC) is certifying libraries and payments will be distributed in February or March 2021
- The library will experience a budget surplus at the end of the fiscal year secondary to lower staff hours on the part of some employees due to the pandemic

Facilities Report:

- The elevator will be inspected shortly and is expected to pass
- Staff have noticed wet ceiling tiles along the rear wall of the building
- A contractor is investigating the problem
- Staff, especially Deborah Orr, have been mitigating seepage
- The situation is monitored continuously

Services:

- The library delivered 5,170 items through curbside, home, and online delivery to patrons
- The library sent 680 items to other libraries
- 226 Crafts Kits To-Go were given out to patrons
- A new craft is offered every week
- 23 children and 11 caregivers attended a virtual Noon Year's Eve Countdown Party and each child received a "Party Pack" prior to the event with games, craft project, resolution activity sheet, and small favors.
- 8 teens participated in the Jeopardy for Teens!
- 214 story time views
- 15 children participated in Winter BINGO and Chopped Challenge for Kids! via Zoom
- 6 adults attended the monthly Zoom Parents Night Out Book Group
- Trustee Akerson inquired about the feasibility of Saturday curbside pick-up of library materials for patrons who cannot access the Monday-Thursday 10:00 am to 6:00 pm curbside pick-up at the library
- Trustee Martin suggested working with area libraries to promote cooperation to share Saturday curbside pick-up opportunities
- Director Pat Campbell will examine options to meet the needs of patrons who require Saturday curbside pick-up availability
- Trustee Carlin requested that circulation statistics include month-to-month in addition to Current YTD and Prior YTD

Director's Evaluation

Pat Campbell presented the Library Director 2020 Goals

Trustees weighed in on Director Campbell's successes over the past year. Highlights included:

"Terrific job over this past year"

"Outstanding job"

"Excellent job with planning and setting the library up for success"

"Extremely conscientious in meeting the needs of public and trustees"

"Appreciate Pat's skill in balancing the needs of public and staff"

"Roll out of the curbside pick-up and home delivery nicely done"

"Pat is receptive to suggestions and is a good listener"

"Grateful that the library continues to be a pillar of our community through its high caliber efforts prior to and during the pandemic"

Additional comments touched upon public appreciation of Pat, thanks for her service, gratitude for organizing the renovation prior to and in the midst of the pandemic, maintaining high standards in the Youth Services Department despite a staffing change.

Elevator Design Report

- Trustee Glavin drafted the Request for Proposal (RFP) letter and it has been sent out to firms recommended by area libraries who have contracted for similar services
- Trustee Glavin hopes to have feedback from these firms in four to five weeks

Town Master Plan Report

- Trustee Scannell is the library's liaison to the Town Master Plan Committee
- The library is part of the Facilities Group
- The library is viewed as a significant asset to the town
- Trustee Scannell discussed with the other trustees the four areas of particular consideration that he feels should be part of the Town Master Plan in regards to library access and parking:
 - Safe Street Survey
 - Disabled Patron Access to the Library
 - Point Shuttle Bus Parking
 - Widen Entry and Exit from Houghton Road
- Trustee Carlin, an ardent supporter of ensuring the best possible outcome for library and public parking accessibility/safety and aesthetics, reminded participants that some of these issues were investigated by professionals in April 2019 for the Town Center Plan.
- Trustee Scannell believes that two committees are coordinating these efforts
- Trustee Carlin exhorted a united effort between these groups and town administration to honor the previous costs of these surveys and to move the envisioned goals to fruition
- Trustees Akerson and Martin interjected concerns regarding the protection of the current leach field on library property and for patrons who ambulate with walkers or canes to have at their disposal hassle-free access to the library.

Next posted meeting date: February 8, 2021

Adjournment: 8:05 pm

Motion to accept: Scannell. Second: Akerson

Unanimous

Sara Petullo, Secretary