

**Meeting of the Library Board of Trustees  
Conant Public Library  
Sterling, MA  
Minutes of December 13, 2021**

**Open Meeting:**

Call to order 7:00 pm

**Roll Call:**

Present: Trustees Akerson, Carlin, Petullo and Sayut, in person; Trustee Martin, via Zoom; Library Director Betsy Perry, in person

Absent: Trustee Scannell

Members of the public present: none

**Review/Approve November 16, 2021 Meeting Minutes**

Motion to accept: Akerson. Second: Petullo.

Abstaining: Carlin.

Unanimous

**Reports**

Director Perry reported that circulation is up, and that program attendance has doubled. Trustee Carlin asked for an update on magazines. Director Perry said that several additional subscriptions have been ordered, with magazines displayed near the copier with increased signage. Chairperson Petullo suggested that the senior center may appreciate back issues of magazines.

Director Perry further reported that the budget is on track. Trustees inquired what expenses are included in the "dues" line, and Director Perry said she would check. She noted that final cabinetry work has yet to be completed and that staff members are following up, and that electric charging stations were installed in the parking lot with minimal disruption. An updated library website with online program registration functionality is about 75% done, and on track for launch by year end.

Preparation is underway for staff evaluations, set to take place during the week of December 13. Some minor changes were made to job descriptions. Director Perry noted that she is interested to see what comes out of the recently announced town-wide compensation study. Trustee Sayut volunteered to attend the orientation meeting for town staff, committees, trustees, etc., on December 14. Trustee Carlin asked if there is a formula for evaluations, and Director Perry replied that there is a good system already in place in-house.

Director Perry further reported that program planning was underway for February and March. FY23 budget planning materials (last year's approved budgets and other background information) were

received from the town and staff have begun work on a proposed budget for the fiscal year starting in July 2022.

Director Perry attended many meetings, including the CW MARS Users Council and assorted committees; the Massachusetts Board of Library Commissioners Small Libraries Forum; the Central Mass Library Advocates board; and various Massachusetts Library Association committees. She briefly explained the function of each group to the Trustees.

Director Perry noted that the no issues have been reported with the new mask policy, and that the Friends of the Library appeal will be arriving in mailboxes soon. She said that several book clubs are either starting up or restarting after a hiatus, thanks to a number of staff members taking on new roles.

Youth programs continue to be very popular. Story time is well attended, with many patrons staying afterwards to play, craft, and check out books in the children's room.

### **Strategic Planning**

Director Perry shared with the Trustees a new proposal from Barbara Alevras at Sage Consulting. The new proposal eliminated two deliverables related to document creation for a cost savings of about \$1,100. The new cost would be \$4,538. Ms. Alevras would still facilitate committee meetings, focus groups, and the community survey, while Director Perry would remain the public face of the strategic planning effort.

Chairperson Petullo asked if would be best to change the project timetable at this point from December-July to January-August. Director Perry did not anticipate that this would be a problem. She also clarified that funds for the strategic planning would come from state aid.

Motion to accept second version of contract (dated November 23, 2021): Sayut. Second: Akerson.  
Unanimous

Trustee Sayut and Trustee Martin volunteered to represent the Trustees on the strategic planning advisory committee. Director Perry noted that more community representation is still needed.

### **Policy Review**

Director Perry reviewed the internet policy, which had not been updated since 2003. She proposed several changes, such as instituting a one hour time limit that may be extended at the discretion of staff; allowing patrons to use their own media storage devices; and incorporation of the new printing policy.

Motion to accept updates to internet policy: Carlin. Second: Akerson.  
Unanimous

### **Director Evaluation**

The re-activated director search subcommittee presented a draft rubric to be used for evaluation of Director Perry. Trustees Sayut and Martin suggested reformatting some of the questions in the next

generation of the document for consistency and ease of use, but expressed approval of the rubric's contents.

Motion to accept the 2021 Director evaluation tool proposed via email by the subcommittee: Martin.

Second: Sayut.

Members of the subcommittee abstained from voting, and no other trustees were present at the meeting.

**Next posted meeting date: Jan 10, 2022**

Motion to adjourn: Carlin. Second: Akerson.

Unanimous

Adjournment: 8:08 pm

Amanda Sayut, Secretary