

**Meeting of the Library Board of Trustees
Conant Public Library
Minutes of May 16, 2022**

Open Meeting:

Call to order: 7:02 pm

Roll Call:

Trustees Present: Al Carlin, Sara Petullo & Matt Scannell, in person;
Heide Martin & Amanda Sayut, via Zoom

Trustees Absent: Lisa Akerson

Library Director, Betsy Perry, present in person

Members of the public present: None

Election of Chair and Secretary:

Nomination of Scannell for Secretary: Petullo. Second: Carlin. Unanimous

Nomination of Petullo for Chair: Carlin. Second: Sayut. Unanimous

Review/Approve Meeting Minutes:

Minutes of April 20, 2022 Meeting of Director Evaluation Subcommittee (Members Akerson, Carlin & Petullo): Motion to accept: Carlin. Second: Petullo. Motion carries.

Minutes of April 25, 2022 regular Trustee Meeting: Motion to accept: Carlin. Second: Petullo. Unanimous

Minutes of May 5, 2022 special Trustee Meeting: Motion to accept: Scannell. Second: Martin. Unanimous

Director's Report

Circulation:

- Generally, circulation is down slightly from prior month, probably due to weather improving.
- E-material circulation still growing steadily
- Youth Services attendance continues to be good. Special note was made of good teen presence at first Teen Volunteer Night.

Finance:

- Payroll is on track to be within budget for the fiscal year
- Operating Expenses are on track to be within budget for the fiscal year with the Staff focusing on using up the allocated funds wisely as the end of the fiscal year approaches.
- Revenues, such as revolving gifts from the Friends of the Library and past funds/donations, are in good shape and are being managed appropriately.

Facilities Report:

- Routine/seasonal maintenance work of pest control and outdoor mowing completed. DPW mulching scheduled soon.
- HVAC maintenance work is on-going. Workers are very knowledgeable of the system and were able to identify the source of the coolant leak that was discovered this winter.
- The new Town Administrator is working on soliciting bids for elevator/lift refurbishment project. The TA will begin with the lift since it is due diligence (under \$50K) and it involves some outdoor work.

Library Director's Activities:

Director summarized multiple activities conducted since last regular meeting. In response to Trustee Sayut's question, the summer program planning does not include scheduled Story Times, but there might be some one-offs. Preparations are on track for MLA conference the Director is attending soon.

Library Director's Meeting and Trainings:

Director summarized multiple meetings and training attended since last regular meeting. Director highlighted that the "Alzheimer's and Dementia Friendly Sterling" meeting at Senior Center included discussions on the possibility of consolidating the multiple yoga programs currently offered in Sterling. There may be an opportunity to get a recording of the "Human Library panel check in" program for the Trustees to view. Also, the Director found that the 3 hour zoom "HR skills; documentation" was particularly good training.

Library Operations:

Library is subscribing to a highly recommended on-line training series "Homeless training" for the entire library staff. The plan is to have the staff watch 1-2 courses per month and to discuss at monthly staff meetings. There are enough seats available for the Trustees to also access, if desired.

Strategic Plan Update:

The Director reviewed the goals, objectives and the first draft of the plan. Trustee Martin asked whether the grant submittal process was in place to get the resources to support these initiatives. Director indicated that the process is already in place and is being actively used. In a response to a question from Trustee Carlin, the Director affirmed that our grant submittal process is consistent with the Sutton Library where she was previously employed. Trustee Sayut indicated she has prior experience with grant submittals and offered to assist with the process, if needed. Trustee Carlin requested clarification that any increase in marketing efforts avoids corporate sponsorship that could compromise the independence of the library. Director Perry agreed. In response to a question from Trustee Scannell, the Director indicated that strategic plan project is on track to have the final draft ready a couple of weeks ahead of the next Strategic Planning Advisory Committee (SPAC) meeting on June 27th at 6:30pm.

Discussion of By Law Amendment:

Trustee Scannell led discussion on an amendment to the Trustee by law Section 5 to have the duties of the Secretary include handling all official correspondence on behalf of the Board. This amendment is based on recommendations in the Trustee handbook and will clarify use of a recently acquired email account created for the Board by the town of Sterling. This amendment will be voted on at the next regular Trustees meeting.

Discussion on Cameras:

Director Perry led the discussion on acquisition of a camera system for the library including reviewing a proposal by Jasonics Security Corp. Various Trustees identified topics for the Director to continue pursuing, including:

- Are other security systems already in use in town (e.g. Police Department, Town Hall, etc.)? The use of a camera system that is already in use in town might be preferable.
- After installation of the camera system are there any annual maintenance costs that need to be identified?
- Would acquisition of a security camera system lower the insurance premium for the library?
- Discuss security camera system considerations with new Police Chief.
- Discuss security camera system considerations with Town Administrator and/or Town council.
- A policy for operation of the security camera system would need to be developed and approved by the Board. This policy can be modeled on the example policies that Director Perry has already obtained from other libraries.

New Topic:

Trustee Petullo brought up the topic of storage of Trustee documents examples like the Director evaluation matrixes/questions, proposed parking lot plans and Director's employment contract, etc. Director Perry offered the use of a file cabinet draw in her office for such paperwork. Director Perry also indicated she would talk with Town Hall personnel to determine whether documents such as the Director's contract are already kept as official Town Hall records.

Next posted meeting date: June 13, 2022

Adjournment: 8:16 pm

Motion to adjourn: Carlin. Second: Sayut

Unanimous

Submitted by: Matt Scannell, Secretary