

**Meeting of the Library Board of Trustees  
Conant Public Library  
Minutes of June 13, 2022**

**Open Meeting:**

Call to order: 7:00 pm

**Roll Call:**

Trustees Present: Lisa Akerson, Al Carlin, Heide Martin, Sara Petullo and Matt Scannell

Trustees Absent: Amanda Sayut

Library Director Betsy Perry present

Members of the public present: Richard Maki

**Review/Approve Meeting Minutes:**

Minutes of May 16, 2022 regular meeting: Motion to accept: Carlin. Second: Martin.  
Motion to accept minutes carries with 4 votes for, 0 opposed and Akerson abstaining

**Director's Report**

**Circulation:**

- Circulation has steadied at slightly below April numbers. Preparations are about 98% complete for summer reading programs. In response to a question from Trustee Carlin, the Director indicated that our reading programs are handled differently than at the Sutton library where she was previously employed. At the Sutton library the adult and children programs were combine together, which may be more efficient. There will be an evaluation after this summer's programs to see if changes should be made to our program.
- Youth Services attendance continues to be good.

**Finance:**

- While the staff is working as much extra time as productively possible, payroll will be below budget for the fiscal year. The difference is due the time that some positions were vacant during the year.
- Operating expenses are on track to be completely spent by the end of the fiscal year. In response to a question from Trustee Petullo, the Director indicated that, when combined with the revenues from the Friends of the Library, our spending has been sufficient to maintain State aide.

**Facilities Report:**

- HVAC leak has been repaired and system is operating properly
- On June 6 an issue with the lift door/latch settling was promptly addressed by a technician. The planned lift replacement project is expected to address this type of reoccurring issue.
- A blown fuse in the HVAC system needed to be replaced on June 6. This is suspected to have been caused by the recurrent town power outages.
- The doorway project is awaiting final painting. The DPW was very helpful in disposing of the old doors.

**Library Director's Activities:**

Director summarized multiple activities conducted since last regular meeting. In particular:

- A representative from Aunt Flow was contacted. New period product dispensers will be ordered for restrooms in July.
- Donation solicitation letters for the adult summer reading program have been sent out/delivered to local businesses.
- Significant rework of the proposed job descriptions sent over by consultant HRS, Inc.
- Development of memory kits based on ideas from Age and Dementia Friendly Sterling and an example from the Hopkinton Library.

**Library Director's Meeting and Trainings:**

Director summarized multiple meetings and training attended since the last regular meeting.

**Library Operations:**

Library staff is diligently preparing for the summer reading programs. Planning is underway to accommodate teen and adult programs for the fall with expectation that we will have programs almost every night that we are open. Staff work schedule arrangements are being made to accommodate a staff member attending graduate school on Tuesdays in the fall.

**New Business:****Camera Project Status**

Director Perry indicated that the camera project is currently awaiting discussions with Darren of the Sterling Municipal Light Department. The library staff has identified online examples of camera policies for libraries, which will be used as basis for development of our policy.

**Amendment of the Trustee By-Laws**

Trustee Akerson made a motion to accept an amendment to the Trustee By-law Section 5, Duties of the Secretary, to add a new step c. The Secretary will handle all official correspondence on behalf of the Board. Second: Carlin. Unanimous

### **Strategic Plan**

Trustee Scannell made a motion to accept the edition of the strategic plan submitted to the Trustees by the Director. Second: Akerson. Unanimous

### **Citizen's Request for Review of Library Material**

Trustee Carlin made the motion: After much discussion the Trustees have reviewed the citizen's request and based on the library's Material Collection Policy respectfully decline to remove the identified item from the collection. Second: Akerson. Unanimous

### **New Topic - Storage of Trustee Documents**

Trustee Petullo continued discussion from the May meeting on Director Perry's offer of a file cabinet draw in her office for storage of Trustee documents such as the Director's employment contract, evaluation matrixes/questions, etc.

**Next posted meeting date:** July 11, 2022

**Adjournment:** 8:21 pm

Motion to adjourn: Carlin. Second: Martin. Unanimous

Submitted by: Matt Scannell, Secretary