

**Meeting of the Library Board of Trustees
Conant Public Library
Minutes of July 11, 2022**

Open Meeting:

Call to order: 7:00 pm

Roll Call:

Trustees Present: Al Carlin, Heide Martin, Sara Petullo, Amanda Sayut and Matt Scannell

Trustees Absent: Lisa Akerson

Library Director Betsy Perry present

Members of the public present: None

Review/Approve Meeting Minutes:

Minutes of June 13, 2022 regular meeting: Motion to accept: Scannell Second: Carlin

Motion to accept minutes carries with 4 votes for, 0 opposed and Sayut abstaining

Director's Report

Facilities Report:

- Parking Lot Safety Issue – there have been numerous “close calls” observed/reported in the parking areas around the library. The current parking configuration in the town public lot, the library driveway and on the street in front of the library may be contributing to the issue. A plan was discussed to have the library staff document these close calls. This information could then be communicated to the town administrator and/or the Select Board with the support of the Trustees, as needed.
- The lift replacement project is ongoing awaiting a 3rd bid. The town administrator has been very supportive of this project.
- The camera project is awaiting SMLD support with the contact information for the current contractor that is providing camera services for other town departments. The Library camera system is expected to include an exterior security camera system and a private internal camera system.

Circulation:

- Circulation has basically returned to pre-pandemic levels.
- There are indications of a lot of pent up demand, as illustrated by 26 Library cards being issued just in the Month of June. Therefore, a strong summer of patron participation at the Library is expected.
- Youth Services attendance continues to be strong.

Finance:

- As expected staff payroll was below budget for the last fiscal year.
- Operating expenses were completely spent by the end of the last fiscal year.
- One warrant article has already gone out for this new fiscal year.

Library Director's Activities:

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

- Working with the Senior Center on an enrollment form needed to formalize the Library's role in Homebound Deliveries. The Trustees discussed the need to be cautious about the potential liabilities associated with library staff performing home delivery duties.
- Work has begun on the required ARIS report
- The Library's Strategic Plan has been submitted to and accepted by the MBLC
- Library Staff have been informed of the compensation plan adjustments. Still no word from consultant HRS, Inc. about changes to the proposed job descriptions.

Library Director's Meeting and Training Activities:

Director summarized multiple meeting/training activities attended since the last regular meeting.

Library Operations:

Library staff are preparing for the first of the video training series. Each staff member will watch the training video and the video will be discussed at the 9am and 4pm staff meetings. The Trustees are invited to sign up for a session

Friends of the Library:

The Leominster Credit Union has donated \$1,000 in sponsorship of the library craft fair.

New Business:**Policy Reviews.**

A revision to the Circulation Policy/Reciprocal Borrowing Privileges Section involving editorial changes to the language about governing bodies.

Motion to accept changes: Scannell. Second: Carlin Unanimous.

A revision to the Program Policy language to better clarify roles and responsibilities and to more accurately reflect current practices associated with conducting library programs. .

Motion to accept changes: Sayut. Second: Martin Unanimous.

A revision to the Library Collection Development Policy to add more guidance to the Request for Reconsideration process.

Motion to accept changes: Sayut. Second: Carlin Unanimous.

Vote to approve annual authorization of Assistant Director to approve timesheets and payroll.

Motion to approve annual authorization: Carlin. Second: Scannell Unanimous.

The October Trustees Meeting, which is currently scheduled on a holiday (October 10th), was discussed. An alternative date of October 17th has been tentatively selected based on 4 of 6 Trustees being able to attend in-person on that date and only the attendance of Trustees Carlin and Akerson yet to be determined.

Next posted meeting date: August 8, 2022

Adjournment: 8:05 pm

Motion to adjourn: Sayut. Second: Carlin. Unanimous

Submitted by: Matt Scannell, Secretary