

**Meeting of the Library Board of Trustees
Conant Public Library
Minutes of August 8, 2022**

Open Meeting:

Call to order: 7:01 pm

Roll Call:

Trustees present: Lisa Akerson, Al Carlin, Sara Petullo, Amanda Sayut and Matt Scannell

Trustees present via zoom: Heide Martin

Library Director Betsy Perry present

Members of the public present: None

Review/Approve Meeting Minutes:

Minutes of July 11, 2022 regular meeting: Motion to accept: Sayut Second: Petullo

Motion to accept minutes carries with 5 votes for, 0 opposed and Akerson abstaining

Director's Report

Circulation:

- Circulation continues to increase overall. The use of passes is slightly down, which may be due to the small cost savings associated with the Davis Farmland pass.
- Youth Services is very busy with strong attendance in the summer programs. There has been positive feedback on the program content.

Finance:

- A revised wage line has not yet been obtained from the Town Administrator.
- Spending is on track for this fiscal year.

Facilities Report:

- A form has been created to document safety issues or “close calls” in the parking lot.
- A professional cleaning service will be brought in to shampoo the carpets on the top two floors. The plan is to shampoo all three floors next year.
- A ‘patch’ panel is being scheduled for replacement to fix issues with the public printer.
- The project to organize the storage rooms is going well. The trustees expressed an interest in touring these storage rooms
- There has been good feedback on the new period product dispensers in the bathrooms.
- Installation of a chair rail to protect the walls in the Baker room is being evaluated.

Library Operations:

- Initial feedback surveys on the July programs have been positive. Some minor tweaks will be made to improve the survey process and it will be repeated in October.
- All of the staff have completed the service animal training and have started in on the core training portion of the series. Overall, the staff are pleased with the training.
- Several staff members completed training on the new Transparent Languages database.
- An inventory of the electrical equipment is being performed.
- The Town Administrator provided general liabilities and coverage for working with the Senior Center on Homebound Deliveries. The Trustees chose to take no action at this time since the library staff is currently only providing the library materials for the deliveries. This issue will be revisited if the scope of the library's support changes.
- Still no word from consultant HRS, Inc. about changes to the proposed job descriptions.

Library Director's Activities:

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

- Completed the September/October Newsletter
- The ARIS report has been completed and submitted to the MBLC.

New Business:

- The camera project is still awaiting SMLD support.
- The subcommittee will meet to finalize the Director's annual performance review.
- The October Trustees meeting will be on October 17th.

Next posted meeting date: September 12, 2022

Adjournment: 8:06 pm

Motion to adjourn: Akerson. Second: Carlin. Unanimous

Submitted by: Matt Scannell, Secretary