

**Meeting of the Library Board of Trustees
Conant Public Library
Sterling, MA
Minutes of November 14, 2022**

Open Meeting:

Call to order 7:07 PM

Roll Call:

Present: Trustees Al Carlin and Sara Petullo in person; Trustees Lisa Akerson, Heide Martin, and Amanda Sayut via Zoom; Acting Library Director Alex Grebinar, in person.

Recognize Other Attendees:

Dick Maki, in person.

Review/Approve October 4, 2022 Meeting Minutes

Motion to accept: Carlin. Second: Sayut.

Unanimous.

Review/Approve October 12, 2022 Meeting Minutes

Motion to accept: Carlin. Second: Martin.

Unanimous.

Review/Approve October 25, 2022 Meeting Minutes

Motion to accept: Akerson. Second: Carlin.

Unanimous.

Reports

Acting Director Grebinar reported that job descriptions have been revised and submitted to the town administrator. She noted that a staff training in CPR and use of automated external defibrillators has been scheduled for November 17 at the fire station. (Since two library staff have already taken the training, they will be able to cover the circulation desks during this time.) Acting Director Grebinar also consulted with the fire department regarding making an AED accessible to the public for emergency use. The fire department recommended a wall-mounted case for this purpose, which has been ordered.

Acting Director Grebinar further reported that new shelves have been installed for the new adult book section, and that books were reshelfed prior to opening hours. Currently, staff is exploring supplemental sources of funding for circulating materials to ensure we meet the necessary minimum to ensure state funding in FY23. (For example, interest from one particular trust fund was earmarked by the donor for the purchase of books in the mystery genre.)

Two staff meetings were held on October 31 – topics covered included video-based training assignments, discussion of upcoming staff evaluations, and review of holiday closings and days off. The next staff meeting will be held on November 28.

A plaque has been installed outside the Baker Room in memory of Janet Baker, who recently passed away.

Acting Director Grebinar reported that the library has been asked to participate in a study called “Bringing the Library Home: Fostering Library Engagement and Family Involvement,” undertaken by Dr. Colleen Sullivan, a psychology professor at Worcester State University. Conant Library participation would entail an observation period in the children’s room during the month of January, followed up by an anonymous family survey in February. Very little staff involvement would be required, and all results would be shared with the library to inform strategy and planning. Trustees were very supportive of the project, and discussed some logistics of ensuring that library patrons were aware of the project, and that researchers observing library activities were clearly identified as such.

The annual Friends of the Library Craft Fair, scheduled for November 19, is full on vendors. The many months of hard work by the Friends on this flagship event is greatly appreciated!

With regards to the budget, Acting Director Grebinar noted that a higher than usual maintenance budget line is due to several bills for prior services (cleaning, reshingling, and electrical work) being remitted at once. Otherwise, spending is on track.

Youth services programs remain popular, with waitlists for many. Head of Youth Services Alisa Iannucci has maintained a very busy schedule of programming, with a variety of book clubs, and Dinovember activities. In the near term, she will be running concurrent sessions of Storytime, Babytime and Music Time to appeal to a wide variety of young patrons.

Acting Director Grebinar reported that Circulation is at expected levels, and that program attendance is extremely high, with full rosters and full waitlists for many programs. Trustee Carlin suggested another round of surveys to gather attendee feedback on programs, particularly programs that are more expensive for the library to host.

Acting Director Grebinar further reported that she had taken one of four online Basic Library Techniques course and found it extremely useful. The BLT program is administered by the Massachusetts Library System to provide practical training in library administration, reference cataloging and materials selection.

New Business

In preparation to post the library director job opening, trustees discussed the updated Director’s job description and made some minor changes, including updating the contact email address from Acting Director Grebinar’s to the general trustees’ mailbox; and adding a Sex Offender Registry Information check (SORI) as well as a Criminal Offender Record Information (CORI) check to the requirements. Acting

Director Grebinar offered to confirm the current town policy regarding CORI and SORI checks, and how it would apply to the Director posting.

Motion to accept as amended: Carlin. Second: Martin.
Unanimous.

Trustees discussed commencing the Director search.

Motion to initiate Director search: Petullo. Second: Akerson.
Unanimous.

The trustees reviewed a proposed historical collections policy. Trustee Akerson shared her experiences researching at the Barnstable Library, which has extensive collections and offers a good example of best practices. Trustees settled on a few changes to the proposed policy including prohibiting overnight borrowing and photocopying (materials may be digitally photographed instead); collecting a patron's ID as collateral; and requiring that materials be used at a designated table on the main level. Trustees suggested that the library also consider purchasing a padded book stand to help protect collections during use.

Motion to accept proposed Historical Collection Material and Use Policy with changes as discussed: Sayut. Second: Akerson.
Unanimous.

Other Business

Trustees discussed the procedure for filling the board vacancy created by the resignation of Matt Scannell on October 13, as outlined in Massachusetts General Law Chapter 41 Section 11. Trustee Sayut reported that she had already notified the Select Board of the vacancy, and that a vote to fill it is on their December 7 meeting agenda. She further noted that the vacancy has been posted on the town website and that it may optionally be posted on the library website.

She is also working with former secretary Scannell on transferring trustee email account access.

Acting Director Grebinar expressed an interest in appointing an interim assistant director with an associated stipend. Trustees noted that they have no purview over staffing decisions below the level of director, but were supportive of the idea, and encouraged Acting Director Grebinar to address it directly with town Human Resources.

Next posted meeting date: December 12, 2022

Motion to adjourn: Petullo. Second: Sayut.
Unanimous.

Adjournment: 8:09 pm

Amanda Sayut, Secretary