

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

Open Meeting:

Call to order 7:01 pm

Roll Call:

Present: Trustees Akerson and Petullo, in person; Trustees Sayut and Scannell, via Zoom; Library Director Betsy Perry, in person. Trustee Martin joined via Zoom at 7:04.

Absent: Trustee Carlin

Members of the public present: none

Review/Approve February 14, 2022 Meeting Minutes

Motion to accept: Scannell. Second: Akerson.

Unanimous among trustees present. (Trustee Martin joined the meeting immediately following the vote.)

Reports

Director Perry reported that circulation and foot traffic both remain at healthy levels. Chairperson Petullo noticed that e-material circulation has continued to increase compared to this time last year, even though last January was mid-pandemic and the library has since opened fully for in-person browsing. Director Perry explained that libraries now share many electronic materials with one another, which accounts for continued growth in their circulation.

Director Perry noted that, at 67% through the fiscal year, spending is still well within the budget.

She provided a facilities update, reporting that work in the staff kitchen is finally completed, and that the fax machine and printer have been relocated from the kitchen to new permanent locations. She also confirmed that, per discussions with the town, the elevator access hatch must be repaired if the elevator is to continue to be available to patrons, despite plans to replace the entire elevator over the next several months. This repair is scheduled, along with work to remove the interior glass doors near the circulation desk and dispose of them sustainably.

In light of the two parking lot spaces that have been converted to charging stations, Chairperson Petullo asked if there is any chance of reclaiming more street parking directly in front of the library, in the area that is currently shaded green. Director Perry said that this decision would be at the discretion of the incoming town administrator, who had not yet been identified at the time of the meeting.

Director Perry further reported that she has renewed her notary commission, and has drafted a new notary policy (for discussion later on the agenda) to make her services available to patrons. The library has hired a candidate with an excellent social media track record for the open position for Library Associate II: Promotion and Planning.

Director Perry noted that her activities over the past month have also included strategic planning coordination and attending focus groups as a note-taker. In her role on the Central Massachusetts Library Association program committee, she is coordinating a youth writing roundtable for youth librarians and a pronouns 101 seminar for library staff. She has also been working on panels for the Massachusetts Library Association conference.

Director Perry made a brief presentation on certificate program she is very interested in attending. The Massachusetts Municipal Association-Suffolk University certificate program in local government leadership and management will be held on Fridays from September 2022 to May 2023 in Grafton. Trustee Scannell asked whether there was enough money in the budget for training, and Director Perry replied that funds from state aid would be available to cover any shortfall in the training line of the budget. Chairperson Petullo offered to check in with human resources to see if there would be any issues with the distribution of Director Perry's working hours over the 25 Fridays covered by the program. Trustee Martin noted that the course sounds very comprehensive, and that Director Perry could be a resource for the entire town once it is completed.

Director Perry reported on a variety of meetings, including with the MLA, the CMLA, and Age- and Dementia-Friendly Sterling. She noted she met with the finance committee regarding the library's capital request for elevator replacement, and they were supportive.

She provided an update on the strategic planning process, reporting that survey responses had exceeded the "stretch" goal of 250. Trustees Martin and Sayut noted that they had both participated in Strategic Plan Advisory Committee visioning sessions, with Trustee Sayut also participating in a focus group. They both commented on the amount of excellent feedback being generated and the important role that consultant Barbara Alevras is playing in helping to organize and prioritize it.

Director Perry advised the trustees that they will need to vote on a new library mission statement by the May meeting. She asked them to review other libraries' mission statement and email her with thoughts and suggestions.

Director Perry presented a notary policy she had drafted for the library now that she has been able to renew her commission.

Motion to accept notary policy as written: Akerson. Second: Petullo
Unanimous.

Trustee Akerson inquired if anyone has pulled nomination papers to run for the upcoming opening on the board of trustees. Director Perry replied that no one has, but that any interested parties can still coordinate a write-in campaign. As a last resort, trustees may appoint someone, but more details would

have to be gathered on how long that person could serve as an appointee before winning election through normal channels.

Trustee Scannell noted that he had recently read in the Worcester Telegram that the Worcester Library is cancelling their subscription to Hoopla, an e-materials portal, after it was found to contain materials of questionable sourcing and veracity. He asked if the Sterling Library has a Hoopla subscription. Director Perry replied that it does not; we prefer to curate our own selections on Overdrive rather than rely on a service such as Hoopla that is curated for us.

Next posted meeting date: April 11, 2022

Motion to adjourn: Scannell. Second: Akerson (corrected 4/26/22).

Unanimous.

Adjournment: 7:41 pm

Amanda Sayut, Secretary