

**Meeting of the Library Board of Trustees  
Conant Public Library  
Sterling, MA  
Minutes of May 10, 2021**

**Open Meeting:**

Call to order: 7:02 pm

**Roll Call:**

Present: (remotely via Zoom) Trustees Akerson, Carlin, Glavin, Martin, Petullo, Scannell. Also present remotely Library Director, Pat Campbell.

Absent: None

Members of the public present remotely: None

**Review/Approve April 12, 2021, Meeting Minutes**

Motion to accept: Scannell. Second: Akerson

Unanimous

**Director's Report**

**Circulation:**

- Overall circulation in April 2021 was down by 14%
- Circulation of e-materials is level with last month
- Museum pass usage is climbing as cultural sites are reopening in a limited way
- Self-checkout is now available at the library
- Circulation in April was 4,618 items

**Finance:**

- The budget is still on track
- The second State Aid payment has been received
- The Friends of the Library is generously funding electronic materials and programming

**Facilities Report:**

- The library has installed a 5 G line
- The sneeze guards have been installed

- The main floor small water leak onto ceiling tiles continues to be monitored
- The cabinetry installation is being finalized
- The staff workroom is being assessed to increase functionality

**Services:**

- The library opened for limited browsing via appointments on April 27
- Nine patrons took advantage of the in-person browsing on April 27 and 29
- 23 additional families signed up for the 1000 Books Before Kindergarten
- 217 Craft Kits To-Go were requested and given out in April
- 147 views across 4 storytime videos in the Stay-at-Home Storytime Facebook group.
- 1 tween participated in the Chocolate Challenge for Kids on Zoom
- 6 adults attended the monthly Parents Night Out Book Group meeting on Zoom
- 13 participants gathered for the first Storytime in the Park at Memorial Park
- 50 Grab & Grow Upcycled Seedling Kits were given out-sponsored by the Friends
- 41 StoryWalk Craft Kits To-Go were given out
- 25 SPRINGO backyard scavenger hunt cards were requested by patrons
- 8 teens requested an International Snack Box for Teens
- 13 participants for the Tails & Tales with Adventure Aquarium on Zoom-sponsored by the Friends
- The library and Sterling Senior Center are jointly sponsoring a program to answer questions concerning the COVID vaccine

**Review and Discuss Status of Lift and Elevator Project**

- The detailed cost estimate provided by LLB Architects is too high to be feasible
- The Building Committee is now working with the Town Building Inspector and the ADA Coordinator to evaluate the pros and cons of modernization vs. replacement of the existing elevator and lift
- They will solicit detailed cost estimates and investigate potential ADA grants

**Discuss Director Search**

“The Trustees move to close the public portion of their meeting and enter executive session at 7:33 pm. The Trustees will adjourn the entire meeting at the end of the executive session.”

Motion to accept: Akerson. Second: Martin

Unanimous

**Next posted meeting date:** June 28, 2021

**Adjournment:** 8:21 pm

Motion to accept: Carlin. Second: Scannell

Unanimous

Sara Petullo, Secretary