

**Meeting of the Library Board of Trustees
Conant Public Library
Sterling, MA
Minutes of October 25, 2022**

Open Meeting:

Call to order 3:01 PM

Roll Call:

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

Reorganization of the Board

Due to Matt Scannell's resignation, nominations were sought for a new board secretary.

Motion to nominate Trustee Sayut for the secretary post: Akerson. Second: Martin. Sayut accepted the nomination and the motion was passed with votes in favor from Carlin and Petullo. Sayut abstained.

Review/Approve September 12, 2022 Meeting Minutes

Motion to accept: Carlin. Second: Akerson.

Unanimous.

Reports

In light of Betsy Perry's resignation on October 18, 2022, Acting Director Alex Grebinar delivered the director's report. She noted that some email issues had been identified and resolved, and that weeding of collections continues to make space for new materials.

Ms. Grebinar reported that, while youth services programming was intentionally kept to a minimum during the first weeks of the school year, the second half of September has been busy as usual. In particular, Teen Volunteer Night has attracted a steady group of young people who have been very helpful in preparing craft projects and setting up book displays.

Circulation declined from August to September as a result of the summer reading program wrapping up. Ms. Grebinar noted that this is typical and expected for this time of year. A similar drop-off in program participation numbers reflected the end of the adult summer reading program.

At 25% through the year, budget lines are well on track.

Programming is currently scheduled through May 2023. Going forward, library staff will seek to space out programs more evenly, which will help avoid large outlays of money as multiple program invoices come due all at once. Ms. Grebinar reported that the library would be notified of a potential Cultural

Council Grant sometime between January and March 2023. This grant would fund programming focused on crafts, history and music.

Ms. Grebinar reported that she will pick up many of former Director Perry's meetings and trainings, including Age and Dementia Friendly Sterling. She will also remain involved in CW MARS under the auspices of the Development, Circulation and Resource Sharing committees. The library's current training video subscription service is paid in full through June 2023, and staff will continue to have access training videos until that time. In the future, different subscription services may be considered.

Chairperson Petullo asked what the format will be for staff meetings going forward. Ms. Grebinar replied that, to ensure front desk coverage, she was planning to hold separate morning and afternoon meetings for morning and afternoon staff. She is hoping to use staff meetings to discuss how to put video trainings into practice.

New Business

Motion to name Alex Grebinar Acting Library Director following Betsy Perry's resignation: Akerson.
Second: Carlin.

Unanimous

Motion to increase Acting Director Grebinar's hours from 36 to 40 hours per week: Sayut. Second: Martin.

Unanimous.

Trustees discussed an appropriate stipend for Acting Director Grebinar, ultimately proposing that the simplest way to bridge the difference between Acting Director Grebinar's salary and that of the most recent director was to increase her hourly wage to the director's level. Calculations showed that, when expressed in terms of a weekly stipend, this was in line with precedent set by other departments. To streamline paperwork, Acting Director Grebinar Alex agreed that the pay raise could be retroactive to the beginning of the current pay period, rather than the date of former Director Perry's resignation. Trustees filled out and signed a payroll change form, which Chairperson Petullo will hand-deliver to Town Hall.

Motion to increase Acting Director Grebinar's hourly pay to a level commensurate with the job responsibilities of an acting director (that is, to the level of the previous director), until further notice: Akerson. Second: Carlin.

Unanimous.

Trustees discussed a capital request for the next town meeting. Acting Director Grebinar noted that a second-floor window replacement project had been flagged, most likely from a multi-year plan outlined by a previous library Director, at a cost of \$55,000. She said that some window updates had been completed in FY16 and that remaining windows are in good shape, and suggested identifying a different capital project to undertake.

Trustees inquired whether the lift/elevator project might fit the bill. Acting Director Grebinar reported that the town is struggling to find a contractor willing to take on this project, as it is a relatively small-scale job. The town has opted to go ahead with the engineering stage in the hopes that having that step complete will entice someone to take it on. Trustees also noted that the strategic planning process highlighted improved parking as a major priority, but that this is dependent on a town-wide effort (and may fall under the purview of the recently approved revitalization plan).

Discussion coalesced around the security camera system recently under consideration by the trustees. Two quotes were originally obtained, one of which would tie library security cameras directly in with the security cameras at other town facilities. Trustees agreed that this would be a higher priority capital project than window replacements – it would benefit the entire town to have monitoring on the municipal lot adjacent to the library, and any data gathered could help support the case for parking upgrades in the future.

In other business, Acting Director Grebinar noted that the feminine product dispenser was removed from the upstairs bathroom due to recurring misuse, which created cleaning work for staff and stressed the building's plumbing. In the interest of maintaining a welcoming space, trustees suggested signage upstairs to let patrons know that feminine products are still available free of charge from the dispenser in the downstairs bathroom.

Chairperson Petullo asked whether historical items stored in a cabinet on the lower level are vulnerable to flooding. Acting Director Grebinar replied that the cabinet is elevated, and that flood alarms are positioned in such a way that ample warning would be given to remove the items to higher ground.

Next posted meeting date: November 14, 2022

Motion to adjourn: Carlin. Second: Akerson.

Unanimous.

Adjournment: 4:56 pm

Amanda Sayut, Secretary