

**Meeting of the Library Board of Trustees  
Conant Public Library  
Minutes of September 12, 2022**

**Open Meeting:**

Call to order: 7:02 pm

**Roll Call:**

Trustees present: Sara Petullo, Amanda Sayut and Matt Scannell

Trustees present via zoom: Lisa Akerson, Al Carlin and Heide Martin

Library Director Betsy Perry present

Members of the public present: None

**Review/Approve Meeting Minutes:**

August 8, 2022 regular meeting minutes: Motion to accept: Carlin. Second: Martin.

Unanimous

August 23, 2022 special meeting and executive session minutes: Motion to accept: Akerson  
Second: Petullo. Additional votes for: Sayut and Scannell. Abstaining Carlin and Martin.

Motion carries.

September 7, 2022 special meeting minutes: Motion to accept: Akerson. Second: Sayut.

Unanimous

**Director's Report**

**Circulation:**

- Overall, circulation continues to look very good.
- Youth Services programs have been well attended with good drop-in attendance. Staff is processing observations on Summer Reading Programs to be used for 2023 planning.

**Finance:**

- Spending is on track for this point in the fiscal year.
- Chair Petullo requested clarification for repairs/maintenance expenses, which were associated with doorway remodeling, and the technology expense, which was a one-time payment to CWMARS. The revolving gift expenses were for summer prizes and were covered by the Friends of the Library revolving gifts.

**Facilities Report:**

- Currently evaluating a ceiling or wall mounted screen in the Baker Room. Also, still looking into a chair rail to protect the walls in the Baker room.
- Annual sprinkler and emergency light inspections were performed, as coordinated town-wide by the Facilities Maintenance Technician

- An energy audit was conducted, as coordinated town-wide by the light department. A follow-up report is expected
- Fire extinguishers testing is scheduled for September 23<sup>rd</sup>, the same day as carpet shampooing.

### **Library Director's Activities:**

The Director summarized work activities on the annual Financial Report for the MBLC, on planning for a 'Take and Make' family craft, and on a grant application for the Mass Cultural Council. The Director pointed out that the Mass Cultural Council grant application is open-ended and it will not interfere with the Sterling Cultural Council grants.

### **Library Director's Meetings and Trainings:**

The Director summarized training/meeting activities including a MBLC Financial Report Webinar, a CMLA Board Meeting, a Bystander Intervention and Conflict De-escalation webinar, a MLA Program Planners Exec Board and Friends of the Library meeting.

The Director conducted two staff meetings on August 22 where staff discussed the assigned training videos, the summer reading programs, attendance at the NELA conference, and backing each other up at the desk. Carlin asked about emergency preparedness discussions and Director indicated that staff has optimized panic button locations. Sayut suggested coordinating a test of these buttons with the Police Department, which the Director took as an action item.

### **Library Operations:**

- The staff has been busy relabeling fiction series including youth books, adult mysteries, large print and the adult fiction.
- The adult summer reading program was a success with 389 participants.
- The staff is planning programs for November, December and scheduling a few things into the new year.
- With the library back to non-summer hours, the staff is adjusting a few of the shifts to accommodate changing schedules and provide more coverage for the children's room.

### **Classification and Compensation Study Update:**

The HRS revised job descriptions have been received. Some minor typos have been identified and submitted to the Town Administrator.

### **New Business:**

#### **Director Contract Extension**

The Director and the Trustees agreed to sign a contract extension, which extends (1) the contract expiration date to December 31, 2022, (2) extends the date for presentation of the Director's performance review to the October Trustees meeting (currently scheduled for October 17, 2022) and (3) extends the date for deciding to enter into a new contract to the end of October, 2022.

**Director Evaluation – Staff Feedback Questionnaire**

Chair Petullo presented the staff questionnaire to the Director and covered the logistics for distributing and retrieving the survey from the staff, and how the survey will be used by the Trustees.

**Update on camera/security**

On August 25th the Director met with Mark Dufour, of ECI Systems, which supplies the camera/security systems for other town buildings. ECI has submitted a camera/security system for the library at \$28,315.64. This quote is almost twice the \$15,950 quote previously received from Jasonics Security Corp., which was recommended by the Littleton Public Library. The Director took an action item to pursue more information about various system options and the pros and cons associated with using a more expensive system just to be consistent with the rest of the town buildings.

**Next posted meeting date:** October 17, 2022

**Adjournment:** 8:12 pm

Motion to adjourn: Sayut. Second: Carlin. Unanimous

**Submitted by:** Matt Scannell, Secretary