

**Meeting of the Library Board of Trustees
Conant Public Library
Minutes of December 9, 2019**

Open Meeting:

Call to order: 7:00 pm

Roll Call:

Present: Carlin, Glavin, Leclerc, Mahar, Petullo, Scannell: also present Library Director, Patricia Campbell

Absent: None

Members of the public present: meeting filmed by Sterling-Lancaster Community Television

Review/Approve November 4, 2019 Meeting Minutes:

Motion to accept: Glavin. Second: Carlin

Unanimous

Director's Report

Circulation:

- * November circulation is up 10%
- * E-material circulation growing steadily
- * Young adult circulation is declining
- * Despite construction, visits were even with the prior year-to-date

Finance:

- * Library budget continuing within expected parameters

Facilities Report:

- * The damage to the roof from a falling tree has been repaired
- * There was no structural damage resulting
- * The invoice will be submitted to the insurance company
- * Public response is very positive in reaction to the recent and ongoing renovations

Service:

- * In November the library held 14 programs for adults with 84 attendees and 3 children's programs with attendance of 24 for a year-to-date total of 126 programs with attendance of 2,104
- * The children's room staff hosted No Bake Turkey Cheeseball, Drop in Marbled Clay Bowl Making, and a third and fourth grade book club: *Where is Series*
- * Youth services offered limited programming in November due to building renovations; however, regular programming will resume in December.

Community:

- * Initial responses to the trial changes in parking configuration are positive
- * Friends of the Library Craft Fair was the most successful yet raising almost \$5,000

Staff:

- * The entire staff distinguished themselves via their incredible efforts in support of the library renovations
- * The project has gone smoothly
- * The library was closed to the public for less than three days
- * Alex Grebinar and Deborah Orr staged the project and coordinated the contractors
- * Ian Broderick, Angela Cote, Phil Gold, Kristen Sullivan, Marjorie Gold, and Heidi Flynn moved shelves, furniture, packed, moved, and unpacked books while staying within a demanding schedule
- * Exceptional professionalism falls short in describing their accomplishments

Director's Evaluation:

In November 2019 the trustees reflected on Patricia Campbell's performance review. An abbreviated list of Ms. Campbell's accomplishments include the following highlights:

1. Clear direction and good communication with the finance commitment regarding the budget
2. Provided information to town accountant and treasurer on each employee's longevity and grade to assure a proper raise for all
3. Applied for reserve fund transfer of \$2,177 to cover 1% increase in wages which was not reflected in budget
4. Coordinated recovery from sprinkler leak in children's section which involved delegation of tasks to staff regarding movement of materials, communicated widely regarding necessary library closure, communicated with town officials, insurance company, Servicemaster, and repairman. Ultimately, the planned renovations start date was sped up in response to the leak
5. Working with the staff, the library managed to complete the renovation of the children's area in time for the start of summer reading program, the largest ever
6. The renovation involved many facets including the need for quiet space, study space, meeting rooms, children's area, and general refurbishment
7. Met with staff to determine the needs of the remaining areas: youth area, Baker room, main floor, and lower level
8. Prepared and presented to the Board a list of needs: furniture, flooring, paint, sink
9. Worked with assistant director who prepared a timetable for the remaining contractor tasks to be completed before Christmas with an anticipated temporary closing date of 11/19-21
10. Oversees the collection to maintain current and relevant materials pursuant to Sterling residents' needs and desires
11. Manages programs to assure variety and meets the requests of the public for programs, i.e. recent "North Sea Gas" concert was the largest ever with approximately 120 in attendance
12. Participates in the Town Center Plan

13. Participates in the Town Master Plan
14. Meets regularly with the Friends of the Library
15. Meets monthly with the Library Board of Trustees: prepares reports for monthly Board meetings and communicates with Board chairman as needed
16. Currently a part of the Age and Dementia Friendly Working Group.

It is expressed by the Board that the Director has achieved an outstanding rating.

“The Library Board of Trustees votes to accept the written evaluation of the Director”

Motion to accept: Carlin. Second: Glavin

Unanimous

Next posted meeting date: January 14, 2020

Adjournment: 8:01 pm

Motion to accept: Glavin. Second: Scannell

Unanimous

Sara Petullo, Secretary