

**Meeting of the Library Board of Trustees
Conant Public Library
Minutes of June 15, 2020**

Open Meeting:

Call to order: 7:07 pm

Roll Call:

Present in person at the library with masks and social distancing: Leclerc, Mahar, Petullo; also present Library Director, Patricia Campbell

Present remotely via computer: Carlin, Glavin, Scannell

Members of the public present via dialing into the meeting: None

Review/Approve April 27, 2020, Meeting Minutes

Motion to accept as amended: Scannell. Second: Petullo

Director's Report

Circulation:

- * Secondary to the pandemic related closure since March 14, circulation is down 9% below last year
- * The library has added funds to Overdrive, a service which is being promoted through library social media
- * E-materials circulation is up 14% over the previous YTD
- * The Friends of Conant Public Library voted \$2,000 to support the Overdrive collection

Finance:

- * Repairs and COVID 19 expenses have led to a projected \$7,000 + or - reserve fund transfer request
- * Three thousand seven hundred fifty-seven dollars has been submitted for FEMA or CARES Act reimbursement
- * The library has been closed on Saturdays beginning on March 14 and some staff members did not work their full schedule from home; therefore, an approximate \$3,000 surplus in wages will be transferred to the operating budget.

Facilities Report:

- * The DPW removed the Jersey barriers and closed direct access to Main Street via a permanent curb and a grass-strip planted with flowering shrubs
- * The library helped support their work by using \$1,100 from the capital account
- * The public response is very positive
- * During the library closure the balance of the furniture that had been ordered was delivered

Services:

- * At the commencement of Phase II part 2, the library opened the book drop for returns and began quarantining returned materials
- * The hold shelf was cleared and materials were delivered to Sterling residents
- * Materials to be returned to other libraries were checked in and put in bins awaiting pick-up
- * Optima delivery service used a tiered system of resumption by picking up first from larger libraries and then smaller sites
- * On June 1 staff members returned to the library in two teams to being a “soft” reopening with curbside delivery
- * All requirements mandated by the state for safe return and reporting have been in place
- * The MBLC reported that curbside delivery of holds has to be made available to all residents of the Commonwealth which we are following
- * The library is offering an unique service of home delivery to Sterling residents exclusively
- * Sterling patrons are pleased to have books available and are expressing gratitude that a home delivery option is offered
- * Youth Services Librarian, Angela Cote, will be moving
- * We are all sorry to see Angela go and wish her and her family every good fortune in their next adventure
- * The director and assistant director are setting up interviews to fill this position
- * Angela will do some work remotely on programs and collections in July and August

Library Renovation Project Update:

“The Library Board of Trustees votes to accept the quote from Superior Kitchens in the amount of \$28,403”

Motion to accept: Glavin. Second: Petullo

Unanimous

Transitions:

The trustees and Library Director thank Marion Mahar for her six years of service and chairmanship of the board and Karen Leclerc for her year of service on the board.

Next posted meeting date: July 13, 2020

Adjournment: 8:10 pm

Motion to accept: Carlin. Second: Glavin

Sara Petullo, Secretary