

**Meeting of the Library Board of Trustees  
Conant Public Library  
Sterling, MA Minutes of  
August 10, 2020**

**Open Meeting:** Call  
to order: 7:02 pm

**Roll Call:**

Present remotely: Akerson, Carlin, Glavin, Martin, Petullo, and Scannell. Also participating remotely: library director, Pat Campbell

Members of the public present remotely: Arden Sonnenberg, Sterling Select Board member, joined the meeting already in progress at 7:20 pm

**Review/Approve July 13, 2020, Meeting Minutes**

Motion to accept as amended: Carlin. Second: Scannell Unanimous

**Director's Report**

**Circulation:**

- \* July 2020 circulation one-half of July 2019 circulation but improving
- \* Deliveries from other libraries increasing
- \* Book-bundles of picture books continued to be selected to meet the interests of children
- \* Online and audiobooks use is up 41%
- \* Program attendance is down 38%
- \* Attendance at remote programs this month was 611

**Finance:**

- \* Operating expenses are level-funded this fiscal year
- \* CW/MARS membership dues and McNaughton book rental fee have been paid upfront resulting in discounts and reduced staff time

**Facilities:**

- \* The twenty-year-old phone system may be in need of upgrade in light of the high level of communication with patrons required during COVID 19 restrictions

- \* Sweating HVAC pipes have been resolved with re-insulation
- \* Cabinetry will be installed at the end of August
- \* Touchless faucets will be installed on public sinks

### **Services:**

- \* From July 7 to August 6, 439 curbside bags were packed with a total of 1,208 items
- \* Forty-one home deliveries were made with 88 items
- \* Fifty-four non-residents of Sterling used curbside pick-up
- \* The Library has 628 Facebook followers and 77 Story Time participants
- \* Staff will be promoting Library services through multiple avenues including Sterling-Lancaster Community Television

### **Youth Services**

- \* In July the Children's Room hosted one live Facebook story time, three pre-recorded story times, one virtual Facebook craft, and four virtual 100 Books of Summer recordings
- \* Two hundred youths registered for the Summer Reading program

### **Conant Public Library Board of Trustees By-laws**

"The trustees accept the amended by-laws with revisions to sections 4-e, 7-b, and 7-c plus elimination of lines 4-d and 8-b."

Motion to accept: Carlin. Second: Akerson

Unanimous

**Nest posted meeting date:** September 14, 2020

Adjournment: 7:55 pm

Motion to accept: Scannell. Second: Carlin

Unanimous