

**Meeting of the Library Board of Trustees  
Conant Public Library  
Sterling, MA  
Minutes of September 14, 2020**

**Open Meeting:**

Call to order: 7:00 pm

**Roll Call:**

Present remotely via computer: Akerson, Carlin, Glavin, Martin, Petullo, Scannell.  
Also present remotely, Library Director, Pat Campbell, and Sterling Select Board member, Arden Sonnenberg.

**Review/Approve August 10, 2020, Meeting Minutes**

Motion to accept: Scannell. Second: Akerson

Unanimous approval

**Director's Report:**

**Circulation:**

- Overall circulation is down 54% because of Covid-19 impact on service delivery
- Many passes to museums and cultural attractions still cannot be used
- E-materials use is up 28%
- August online program attendance was 739

**Finance:**

- Electrical use was low in July despite the heat
- Windows have been added to the Baker Room doors
- Insulation was redone on some HVAC pipes

## **Facilities Report**

- The new phone line has been installed
- Upgraded phone system has been ordered
- The Friends of the Library have generously agreed to fund the project at a cost of \$5,520
- The improved phone system will reduce busy-signals with the current higher numbers of calls to the library
- New faucets have been ordered including touchless for the public restrooms

## **Services:**

- The library delivered 4,950 items to the public through curbside or home delivery in August
- 787 items were shared with other libraries
- Youth services assembled 26 Take and Make a Craft projects
- The library has 633 Facebook followers
- The library has 78 members of the Story Time group
- The library facilitated a Zoom program featuring AHEM, Association of Home Educators Massachusetts, for 26 families interesting in homeschooling
- The library is sending-out and receiving the same amount of ILL bins as during pre-COVID conditions
- The Director represented the library at the first session of the Sterling Community Resilience Workshop
- The Summer Reading Program ended on August 13 with a total of 194 participants

## **COVID-19 Response:**

- The library's COVID-19 expenses of 4/1/2020 to 9/16/2020 are \$6,755.24
- The Director, trustees, and staff are researching and planning for the potential for limited patron browsing of materials on the main floor of the library at a time TBD
- 34% of CW MARS libraries are open for either limited browsing, computer use, or both.
- 2% of libraries allow in-library holds pick-up
- 64% of libraries are closed to the public

**By-law Revision:**

“Trustees move to amend the language of section 10 of the Conant Free Public Library Board of Trustees By-Laws which shall now read, ‘Board members must notify the librarian in a timely fashion if they cannot attend a meeting.’”

Motion to accept: Scannell. Second: Martin

Unanimous approval

**Expenditures and Warrants:**

“The Board of Library Trustees of the Conant Free Public Library authorize the director of the library to approve expenditures up to \$5,000. For expenditures from \$5,001 to \$9,999, the trustees authorize the chair of the trustees, after consultation with the director, to approve the expenditure. For expenditures above \$10,000 a majority quorum vote of the trustees is required.”

Motion to accept: Akerson. Second: Scannell

Unanimous approval

“Trustees move that during the distancing requirements in place because of the COVID-19 pandemic, we authorize Library Trustee, Albert Carlin, to approve warrants approved by the director to be submitted to the town treasurer for payment.”

Motion to accept: Scannell. Second: Martin

Unanimous approval

**Next posted meeting date:** October 19, 2020

Adjournment: 8:20 pm

Motion to accept: Carlin. Second: Akerson

Unanimous approval

Sara Petullo, Secretary