

**Meeting of the Library Board of Trustees
Conant Public Library
Sterling, MA
Minutes of November 9, 2020**

Open Meeting:

Call to order: 7:14 pm

Roll Call:

Present: (remotely via “Zoom”) Trustees Akerson, Carlin, Glavin, Martin, Petullo, and Scannell.
Also present remotely Library Director, Pat Campbell

Members of the public present remotely: None

Review/Approve October 18, 2020, Meeting Minutes

Motion to accept as amended: Scannell. Second: Akerson

Unanimous

Director’s Report

Circulation:

* While overall circulation is down secondary to the Covid-19 pandemic, curbside pick-up has made a modest gain from September to October

* Largest declines are in JJ and YA categories perhaps due to student engagement with online remote learning and its concomitant learning curve and time investment

* “Bags of Books” and “Take and Make” crafts are experiencing gains with increasing requests. One hundred forty-five Craft Kids To-Go were requested and given out

* E-materials use is up 30% in October: Friends of the Library continue to supplement E-material funding

* Online program attendance of 1,221 is a 37% increase over September’s attendance of 891

Finance

* The library anticipates level funding or a possible reduction in operating expenses in the FY 2022 budget

Facilities

Covid-19 Related Modifications

*Touchless faucets have been installed in the public bathrooms

* The front sliding door has been rewired so that it can be closed in the event that the entryway is required for curbside pickup during storms

Ongoing Renovations

- * Preparation for and installation of cabinets is underway
- * The high quality of the material has been commended
- * Templates for circulation desk and bathrooms countertops are being created
- * A cabinet installer inadvertently punctured a water pipe
- * Local staff arrived quickly on scene and worked with Sterling Fire, the cabinet installation company representative, and a professional water-damage mitigator
- * Appropriate repairs have been made without disruption to service
- * All costs are covered by the cabinet company

Recognition

- * Deborah Orr has done an outstanding job communicating with the various vendors and contractors
- * Mrs. Orr schedules optimal arrival and departure of on-site workers and monitors the work accomplished at the library during regular and odd hours to order to minimize the number of persons in the library and to ensure consistent, high-quality workmanship

Services

- * The library delivered 4, 578 items through curbside and delivery, including craft kits
- * Seven hundred sixty-one items were shared with other libraries
- * The library distributed 305 gift bags during the curbside Halloween event

Upcoming November Events

- * Pre-K and Teen Jeopardy Program
- * Ongoing weekly afternoon and evening knitting groups
- * No-Bake Thanksgiving Thanksgiving program for kids viz “Zoom”

Elevator Update

- * Pat Campbell is working with Sterling Building Commissioner, Sarah Culgin, regarding draft plans, sketches, feasibility, etc. of elevator renovation
- * Three architectural firms highly recommended by other library directors have been contacted for proposals

Next posted meeting date: December 7, 2020

Adjournment: 8:13 pm

Motion to accept: Carlin. Second: Martin

Unanimous

Sara Petullo, Secretary

