

**Meeting of the Library Board of Trustees
Conant Public Library
Sterling, MA
Minutes of December 7, 2020**

Open Meeting:

Call to order: 7:06 pm

Roll Call:

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

Absent: Trustee Akerson

Members of the public present remotely: None

Review/Approve November 9, 2020, Meeting Minutes Motion

to accept: Scannell. Second: Carlin.

Unanimous

Review Governor's Phase 3 Part II Plan and Library Services

- Sterling is now considered a high-risk community for COVID-19
- The Director and Trustees discussed that this is not the right time to institute limited access to the library

Director's Report

Circulation:

- Most categories are down from this time last year
- E-materials up 29% compared to prior YTD
- Online program attendance continues to grow
- November online attendance of 1,439 is up 18% from October's level of 1,221

Finance:

- The Director is consulting with the town's Finance Committee liaison
- A level-funded budget is anticipated
- Electric usage has risen because the system is utilizing an air exchange feature which increases safely inside the library during the pandemic

Facilities Report:

- The library is working with the Town Facilities Manager to proactively identify and respond to cold spots in the building using a thermal camera. This will possibly prevent water damage and produce a small reduction in insurance rates
- All cabinets and desks are installed
- Countertops are in place for most areas. Delivery is expected for desks needing laminated tops.
- Sinks and faucets are in the process of being installed
- The repairs of damage resulting from a contractor's error are almost complete
- A plan is in place to keep the curbside delivery area safe and easily accessible in the winter
- Trustee Glavin has drafted a Request for Proposal (RFP) letter to be sent to three architectural firms as part of the elevator renovation feasibility study
- The Director is seeking input and approval from the Town Procurement Officer and Town Counsel regarding the elevator project

Services:

- The library delivered 4,629 items through curbside, home, and online delivery in November
- The library also sent 725 items to other libraries
- 171 Crafts Kits To-Go were requested and given out to patrons
- A new craft is offered every week
- Eight participated in Team Jeopardy on Zoom
- Four Storytime videos in the Stay-at-Home Storytime Facebook Group had a total of 169 views
- Eight tweens participated in the No Bake: Puppy Chow! Program on Zoom
- Ongoing weekly afternoon Zoom Knitting Group

Parking Lot

- Trustee Al Carlin discussed the various stakeholders who are involved in maximizing the accessibility and aesthetics of the library's and town's public parking

Next posted meeting date: January 11, 2021

Adjournment: 7:53 pm

Motion to accept: Scannell. Second: Martin

Unanimous

Sara Petullo, Secretary