



Lunenburg Public Library

Trustees of Lunenburg Public Library, Meeting minutes
February 18, 2016; Sudolnik meeting room, Lunenburg Public Library

Attending: Dick Mailloux, Harry Kubetz, Kiirja Paananen, Donna Saiia, Gare Thompson, Susan Visser, Lars Widstrand, Martha Moore – Director, LPL; Bob Ebersole Board of Selectmen representative; Kerry Lafleur, Town Manager
Absent: Kiirja Paananen, Terri Burchfield, FinCom representative

The LPLBoT meeting was called to order at 6:47 p.m. by Chairperson Dick Mailloux.

- Public Comment
 - No public comment
- Motion to move up budget discussion with Town Manager on the agenda. So moved by Gare, Harry second, voted all in favor.
- Budget discussion with Town Manager Kerry Lafleur.
 - The trustees asked about the budget lines for *office supplies* and *library material*, which were less than what was anticipated.
 - Town Manager recommended budget is for \$370,739.00. Harry feels that we really need to support the submitted higher request for material and supplies, to support the staff's efforts of programs. Donna agreed. The Trustees need to bring this up to the FinCom together with our budget request, and apply for that the supply and materials portion will be increased.
 - (Bob Ebersole left the meeting at 7:11 p.m.)
 - The Trustees and the Director thanked Town Manager Kerry Lafleur for the clarifications of the budget line numbers.
(Kerry left the meeting at 7:12 p.m.)
 - Return to regular agenda... 7:13 p.m.

Attached spread sheet which may bring some clarity to the budget number discussion.

Full disclosure: this spread sheet is derived from numbers distributed to the Trustees in a budget hand-out and is not part of any other document. Its only intent is to highlight the differences between the FY2017 Request and the FY2017 Town Manager Recommended numbers.

	FY 2017 Request	FY 2017 Forecast	FY2017 Town Mgr Recommend	DIFFERENCE
	\$64,500.00	\$64,500.00	\$64,500.00	\$0.00
	\$44,356.00	\$44,356.00	\$44,356.00	\$0.00
	\$145,009.00	\$145,009.00	\$145,009.00	\$0.00
	\$2,196.00	\$2,196.00	\$2,196.00	\$0.00
PERSONNEL SUB-TOTAL:	\$256,061.00	\$256,061.00	\$256,061.00	\$0.00
BLDG REPAIR & MTC	\$500.00	\$520.00	\$500.00	\$0.00
SEWERAGE DISPOSAL	\$550.00	\$507.00	\$550.00	\$0.00
ELECTRICITY CHARGES	\$30,000.00	\$34,125.00	\$30,000.00	\$0.00
HEATING CHARGES/NATURAL GAS	\$17,002.00	\$15,455.00	\$17,002.00	\$0.00
WATER CHARGES	\$650.00	\$662.00	\$650.00	\$0.00
NETWORK MAINTENANCE	\$1,000.00		\$1,000.00	\$0.00
BOOK SERVICE	\$3,400.00	\$3,329.00	\$3,400.00	\$0.00
CONTRACTED SERVICES	\$2,000.00	\$3,200.00	\$2,000.00	\$0.00
POSTAGE	\$350.00	\$354.00	\$275.00	(\$75.00)
OFFICE SUPPLIES	\$2,000.00	\$520.00	\$1,000.00	(\$1,000.00)
CUSTODIAL SUPPLIES	\$200.00	\$100.00	\$200.00	\$0.00
LIBRARY MATERIAL	\$54,000.00	\$51,803.00	\$50,351.00	(\$3,649.00)
NETWORK (CWMARS)	\$7,150.00	\$7,500.00	\$7,150.00	\$0.00
MILEAGE REIMBURSEMENT	\$600.00	\$700.00	\$600.00	\$0.00
EXPENSES SUBTOTAL:	\$119,402.00	\$118,775.00	\$114,678.00	(\$4,724.00)
				\$0.00
TOTAL:	\$375,463.00	\$374,836.00	\$370,739.00	(\$4,724.00)

Agenda Items

- Approval of Minutes
 - January 21, 2015
 - Gare moved to accept the minutes as presented, Donna second; voted: all in favor
- Director's Report, as per handout
 - FY 2016 Budget
 - Discussion about expenditures on materials e.g. e-books, etc.
 - FY 2017 Budget/Finance Committee March 3 @ 7 PM
 - Dick and Martha will represent the library.
 - Staff
 - Posting of Digital Services Librarian position will come up next week. Digital Services Librarian, major focus will be on e-books, e-content, training staff and users on e-books, promoting all e-resources the library offers such as Overdrive, website maintenance. Less focus on physical hardware (server and network/hardware maintenance).
 - Commonwealth Catalog, interlibrary loans – we now has access from the Library web home page, thanks to Marabeth. Library social media: three Facebook pages currently up for various parts of the library.

- Martha attended CWMars training for ordering material.
Comment from the CWMars instructor during the training session: Lunenburg is number 17 out of 249 libraries in circulation numbers of e-books!
- Debbie and Marabeth have been making improvements on chapter books for small children, making them more accessible.
- Programs
 - Update on the Cultural Outreach
 - Anne Gilman taking on the writing group on Tuesday morning, she has been through the certification process on how to run writing groups.
 - Overall, all the librarians have really stepped up to the plate and are creating a wonderful variety of events!
- Educational outreach update
 - No update at this time
- Building & Maintenance
 - Guardian Energy came out and with Martha relabeled some items for clarity in the proposal; update by next week and resubmit. (Green Committee pushed back on a couple of items in our request...)
 - Building survived the cold snap! DPW visited every day sometimes twice a day even during holiday to make sure we did not experience any burst pipes this year.
- Capital Planning
 - Desirable to coordinate painting of the interior with the replacement of the carpeting (saving on cost of moving books and shelves).
 - Donna asked about lo-VOC paint standards for public buildings. Martha raised the question whether we can stay open during the painting or need to be closed.
- Young Adult Area Report
 - As per hand out
- Children's Area Report
 - As per handout
 - Martha noted that Children's and Young Adult librarians are working wonders with programs and events, in addition to their "regular" library duties.
- Director Evaluation—Due by March meeting
 - Everyone on the board has electronic copy, to be filled out and mailed to Dick before March meeting!
 - Donna requested a copy of last year's evaluation, for input of what has been written.
- Friends of LPL Update
 - Dick visited last meeting, Cultural Horizon's ongoing program and status was the focus of the meeting.
 - By next meeting Dick would like to send a thank you letter to the Friends from the Trustees. Gare suggested a letter from Nicole and Debbie as well.
- Caucus: March 14, Turkey Hill Middle School
 - Three names put forth, Dick (3 year), Donna (3 year), Kiirja (2 year) terms
- Initial thoughts re: Library of Things
 - Postponed until next meeting

Board Comments

- Donna will not be available for March meeting
 - No additional board comments
- Agenda Items for upcoming meetings
 - Access and Use of Library Trust Funds--March
 - Room Use by for-profit entities (BPL Policies)--April
 - Establish a Marketing/Technology sub committee
 - BOS Energy Policy
 - Library of Things...
- Other
 - None
- Adjourn
 - Motion to adjourn so moved by Dick, second by Susan voted all in favor at 7:58 p.m.

Respectfully submitted,
Lars Widstrand
Secretary, Trustee of Lunenburg Public Library

Referenced documents:

LPLBoT Agenda for February 18, 2015
Director's report
Children's librarian's report
YA librarian's report
Events and programs calendar