

Trustees of Lunenburg Public Library

September 16, 2010

Meeting called to order at 6:30 p.m.

Attending: Noelle Bodkin, Lisa Krowitz, John Mara, Kathy Murray, Jeanne Raboin, Amy Sadkin, Len Smetana

Absent: Dick Mailloux

1. Minutes: Motion made and passed unanimously to accept minutes from June 17, 2010 as amended.
2. Schedule of Trustees meetings for FY 2011:
  - Trustees meetings will continue to be held on the third (3<sup>rd</sup>) Thursday of each month, at 6:30 pm, September-June (no meetings July and August).
  - Len Smetana will stand in as Trustee chair for the October 21, 2010 meeting.
3. John asked that all Trustees update their contact information.
4. Director's Report (please see report for more detail)
  - Budget/Capital Planning: Amy reviewed the FY10 budget and also provided an overview of the FY11 Direct Energy invoice. Two requests were submitted to the Capital Planning Board: reupholstering 50% of the furniture for \$12, 750 and replacing carpeting in Main Hall for \$15,000 (please refer to 10 year capital plan); also submitted 15 desktop pc's and staff color laser printer for FY12. New library cards (key tag and full size) and bar codes ordered. From now on patrons with over-due items will be alerted by email only. FY11 Estimated Cherry Sheet State Aid is \$12, 138.
  - Staff Update: Amy reviewed the following at the August and September all staff meeting: closing procedures, circulation desk priorities, new cleaners schedule, Kindle checkout procedures and new titles, museum pass checkouts, programming, technology requests and work orders, and new computer replacement plan. Staff will also be trained on the new Evergreen system.
  - Facilities: HVAC air filters changed in August. Friends will pay to have two (2) study rooms and the Community Room to be painted; this will come out of the Endowment Fund. Friends will also purchase a CD spinner for the CD collection.
  - Technology: Computer by circulation desk installed, Jen will be inquiring into how to connect this to the local cable channel.
  - Programs: End of Summer Block Party and Radical Reptiles drew many attendees in August. Fall programming includes: new story hours, sewing class, beginning guitar and computer classes. Friends Oktoberfest, to benefit the Endowment Fund will be October 23, 7-9 pm in the Community Wing. There will be a silent auction and beer/wine for tasting; tickets are \$20 in advance, \$25 at the door.
  - Budget Data: LPL returned \$4,000 in salaries to town; total library materials FY10 \$62, 459. Unpaid bill of \$716.81 to Direct Energy covered by Stat Aid. Please see Budget for additional information. Alex Widstrand was hired as the Junior Library Assistant; estimated salaries for FY11 \$233, 199.

- Library account balances: Motion made by John Mara and seconded by Noelle Bodkin to transfer negative balance of the Dickinson and Taylor Book Funds to the Billings Cultural Trust for FY10. Passed.
- People Counter: total visits in FY10 approximately 90, 950.
- Other: Jeanne and Amy attended the Open Meeting Law presentation at Town Hall over the summer. LPL staff has been entered into the Town's emergency phone system; the portable defibrillator has been purchased and mounted; price of \$1,817.44 paid for by Friends from Endowment Fund.

The Town purchased a public fax machine for the library. Jen might be able to rewire and place next to printer; Friends will buy paper and toner, Town pays phone line; cost would be \$1/page for outgoing only with a blank header.

4. Staffing/Reclassification: Re-class request from Jen Mason: from Step 1, Level 4 (\$15.91) to Step 1, Level 6 (\$18.39). Motion made by Jeanne Raboin and seconded by Noelle Bodkin to reclassify Jen Mason's position starting September 27, 2010 to Staff Librarian –Technical Services Librarian. Passed. Kerry Speidel will get a copy of the vote; Amy will send email to Kerry and copy Trustees.

Salary Admin Committee (Robert Rand): there will be no raises this year; Amy requests to send step increase for the 3 Senior Library Assistants, (retroactive to their anniversary date); this is a standard action, so Trustee vote not required.

Second Junior Library Assistant position will soon be posted.

5. LPL 5-year Anniversary is on December 6, 2010; will celebrate with an Amnesty Day (fine-free), birthday cake and cider.
6. LPL Calendar: Discussion about the days LPL will be closed for December 2010 and May 2011; Motion made by Kathy Murray and seconded by Lisa Krowitz to close on May 7, 2011 for Town Meeting and close December 23, 2010 if Town Hall decides to close. Passed.
7. LPL Endowment Fund: Friends request that Trustees review and send suggested changes to Amy.
8. Director's Personal Goal: Learn more about researching, writing and applying for grants; signed up for a 3-day Leominster Library Grant Workshop on September 22, October 6 and 20, 2010.

Motion made by John Mara and seconded by Len Smetana to adjourn meeting at 8:30 pm. Passed.

Next meeting: October 21, 2010 at 6:30 pm

Respectfully submitted,

Jeanne Raboin, Secretary

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