

Trustees of Lunenburg Public Library  
February 21, 2013  
Meeting called to order at 6:50 pm

Attending: Jeanne Raboin, Robin Venezia, Dick Mailloux, Lars Widstrand, Martha Moore, Brian Laffond (Finance Committee Member)

Absent: Lisa Krowitz, John Mara, Kathy Murray

Public comment – None

#### Approval of Minutes

- Passed over

#### Director's Report

- Staffing:
  - Eleven resumes have been received for the Technical Service Librarian position that closed today. Martha will winnow the applications and start calling candidates for interviews. Lars asked about the Technology/Reference mix of the new position. Martha would like this position to focus on technology re: social media, graphic design, website and also reference. She would like to eventually hire a consultant for a few days to deal with network and server issues at the LPL.
  - Martha and Kate will be visiting other libraries in the area to see how they are handling videos and setting up their teen areas.
  - Someone will be coming from the Mass Library System to train staff on databases available through the state and CWMARS will do training on cataloging in Evergreen.
- Financials:
  - Martha's aim is to have all orders out by the end of April so they will be sure to clear by the end of June.
  - Martha has looked into Deposit Accounts, prepaid accounts so as to avoid invoices for small purchases. The question was raised as to whether there might be a discount for prepaid accounts. Martha stated that there is already a 30% discount, but she would check to see if there might be an additional discount.
  - Payroll budget is under at this point.
  - Materials budget is under at this point but will be fully spent. Martha is in the process of reassessing vendors and standing orders.
- Bldg/Facilities:
  - Heating issues continue and the boiler manufacturer is being contacted. The unit may need to be reprogrammed.
  - Jeanne noted that the town was going to fold other departments' utility budgets into the town's utilities' budget and wondered if this would apply to the LPL. It was determined since the LPL is the responsibility of the Board of Trustees that the LPL utilities would continue to be billed and paid under the LPL's budget.
  - Martha and staff continue to clear out and consolidate storage areas.
  - There is a change in the town's energy supplier, but it will have no direct bearing on the LPL.

- Programs:
  - There has been much progress with the program. Martha presented the board with a listing of completed and proposed programs for 2013-14.
  - Money has been received for future programs from the Lunenburg Cultural Council.
  - Twenty programs are either booked or in the process of being booked over the next 12-18 months.
  - The LPL is partnering with the Eagle House for a musical program.
  - Three art exhibits are either in progress or planned including a special juried exhibition of Lunenburg artists.
- Technology:
  - The technology inventory has been completed.
  - Evergreen continues to be an issue and seems to be getting worse. LPL along with other libraries are working with CWMARS of try to make the system more stable.
  - Martha will be meeting with the technology director about hiring someone to come in and get EVERYTHING re: the LPL network to a consistent baseline.
  - A networked version of the MUNI software should be available which will help Martha with purchase orders and keeping track of invoices etc.
- Marketing and Communication:
  - Martha is going to contact MWCC and FSU about having someone in a journalism program work with her to make sure the programs and services of the LPL are kept in the public eye.
  - Martha is working on the LPL write-up for the annual Town Report.
  - Karen K. has started a Facebook page for the children's area.

#### Sub-Committee Meetings

- The policy subcommittee will meet on Saturday Feb. 23.

#### Old Business

- The budget the LPL Board of Trustees passed was included in the Town Manager's budget. Her budget presentation to the Board of Selectmen will be Thursday Feb. 28 at 7:30 PM.
- Martha has researched a credit card for the library to use, especially when purchasing ebooks. At this point, it seems that the card would have to be in her name. She will look into this further as she and the board are uncomfortable with that being the case.
- Martha will be doing a survey of other libraries to see what they do re: DVD security and other issues.
- Access to the LPL website no longer goes through the school system server.

#### Other

- There was discussion re: the director's evaluation. It was decided to go ahead with the evaluation using our current evaluation instrument. Jeanne will email the evaluation form to the members for their perusal and comments.

- Martha told the board of taking vacation time at the beginning of March and time in early August. The board had no objection.
- The need for a current and relevant Mission Statement and Goals for LPL was discussed. The director will look into developing these and bring them to the board.
- Staff meetings are going well and there is good staff participation.
- Brian raised questions concerning some line items in our budget being less than requested/spent in the past. The answer had to do less with the need for the funds and more with the need to balance the bottom line.

Lars Widstrand made a motion to end the meeting at 8:38 PM; 2nd by Robin Venezia; unanimous approval by all in attendance.

Respectfully submitted,  
Richard Mailloux  
Vice-Chair, Trustees of Lunenburg Public Library