



## Lunenburg Public Library

Trustees of Lunenburg Public Library, Meeting minutes  
May 16, 2013.

Attending: Lisa Krowitz, Dick Mailloux, Joanne McQuaid, Martha Moore, Jeanne Raboin, Robin Venezia, Lars Widstrand  
Bob Ebersole, Selectboard Representative  
Absent: Kathy Murray

Meeting called to order at 6:45 pm, by Chairperson Jeanne Raboin.

- Public Comment
  - Bob Ebersole introduced himself as the new liaison for the Selectboard and was welcomed by the trustees.
- Jeanne welcomed new trustee member Joanne McQuaid and congratulated Dick Mailloux on the renewed term. The trustees concurred in the welcome/congratulations.
- Board of Trustees Reorganization – after the election, the trustees reorganized.
  - **Chair:** Dick nominated Jeanne for position of Chair; second by Joanne. Approved by unanimous vote.
  - **Vice chair:** Jeanne nominated Dick for position of Vice chair; second by Robin. Approved by unanimous vote.
  - **Secretary:** Lisa nominated Lars for position of Secretary; second by Dick. Approved by unanimous vote.
  - **Budget subcommittee:** Kathy, Robin and Joanne
  - **Policy subcommittee:** Martha, Lisa, Robin and Lars
  - **Personnel subcommittee:** Jeanne, Dick and Lisa
  - **Endowment group:** The group meets once a year, with Friends of LPL. Lydia Henshaw (treasurer of the Friends of LPL) will call the meeting before mid-July. Martha, Dick and Jeanne will represent the Trustees.
- Approval of minutes
  - **Minutes for April 25, 2013:**
    - Motion made by Jeanne to approve submitted minutes; second by Robin. Approved by Jean, Lisa, Robin and Lars. Dick (not present at that meeting) and Joanne (not a trustee at that meeting) abstained.
- Director's Report
  - **Staff:**
    - New Digital Service Librarian (Sandy Altucher) hired, all going well.
    - Martha wishes to hire new page in June to replace Alex for overlap and cross-training before September, when Alex goes off to college.
  - **Library IT/Website update:**
    - New tech consultant have begun work however slightly slower pace than anticipated – CWMars have been cumbersome.
    - Lunenburglibrary.org new domain for the library. Some issues with a foreign user "hijacking" the name.



- Other:
  - Discussion about the open meeting law informational session with town counsel. Dick informed about the session held and provided hand-outs from the session.
  - List documents referenced or used in the meeting: director's report, agenda, policies - at end of minutes.
  - Jeanne: information from Friends LPL, Tom Mason has monies given in the memory of Karen to be donated for the children's section.
  - Hardy composite material (concrete composite wall material used on the building – will be confirmed. Issue for painting as mentioned earlier in minutes).
  - Friends July 20<sup>th</sup> ~10 a.m. to noon, annual brunch meeting (pot luck, Wallace room)
  - June book and bake sale June 1<sup>st</sup> 8:30 a.m. until 2 p.m. – Friends need help with work during day, set-up, clean-up and through the day.
  - Cultural Horizons Program, January 2014, funded by [Saundra Lane], Scandinavian theme.
- Next trustee meeting: June 20<sup>th</sup> due to end of Fiscal Year. July and August meeting will not take place unless special needs arise – September will be first fall meeting.
- Personnel subcommittee, Martha's evaluation to be discussed.
  - Martha and Bob left at 8:30 p.m., whereafter the evaluation for Martha commenced.
  - New evaluation methods will be discussed – use of other types of instruments for future – the current evaluation form does not match Martha's situation.
  - The evaluation summary based on the individual trustee's input was subject to discussion; also the evaluation itself; future goals for the Library; as well as Director's goals.
  - The revised evaluation summary will be presented to Martha by Jeanne.
- Dick requested that the on the next agenda we review the OML (open meeting law) based on the presentation given by Town Counsel on May 14, 2013.
- Adjourn
  - Motion to adjourn the meeting by Jeanne; second by Robin. Approved by unanimous vote @ 9:30 p.m.

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

**Referenced documents:**  
 LPLBoT Agenda for May 16  
 Library Director's Report, including Financial Spreadsheet  
 Submitted revised Library Policies  
 OML presentation handout of May 14, 2013