



## Lunenburg Public Library

Trustees of Lunenburg Public Library, Meeting minutes  
January 21, 2016; Sudolnik meeting room, Lunenburg Public Library

Attending: Dick Mailloux, Harry Kubetz via remote video link, Kiiirja Paananen, Donna Saiia, Susan Visser, Lars Widstrand, Martha Moore – Director, LPL; Bob Ebersole Board of Selectmen representative  
Absent: Gare Thompson; Terri Burchfield, FinCom representative

The LPLBoT meeting was called to order at 6:46 p.m. by Chairperson Dick Mailloux.  
Harry Kubetz participated via video link due to being geographically distant. All votes taken at the meeting will be conducted with a roll call.

- Public Comment
  - No public comment

### Agenda Items

- Approval of Minutes
  - December 17, 2015
  - Harry moved to accept the minutes as presented, Donna second.  
Vote by roll call: Dick Mailloux, Harry Kubetz, Kiiirja Paananen, Donna Saiia, Susan Visser, Lars Widstrand: all in favor.
- Director's Report, as per handout
  - Last meeting's remaining questions:
    - Will be discussed as the meeting progresses, by ordinary agenda
  - Budget – Jan-16, YTD at around 50% which is on track, some slightly above other slightly below mostly due to quarterly bills.
  - Staff –
    - Nicole attended the ALA conference in Boston, returned with a lot of new information and material for the staff.
    - End of February, Martha is firming up the job description for the replacement of Sandy. There should be a requisition in place for the replacement soon. The new librarian should be partially focused on "digital services".
  - Community connections program is going really well.
    - An art exhibit of local artists (to open on 2/13) about the life and legacy of Martin Luther King.
  - Programs – library programs running according to published [web] calendar.
  - Educational out-reach update – planning to complete needs assessment for two or more organizations each month starting in January and with a planned completion in March. Based on assessment results, determine what services the Lunenburg Public Library could provide.
  - Building & Maintenance.
    - Building heat is now stable, and seem to be turning on and off as desired. The floor in the children's activity room is now radiating (as intended) and is warm and comfortable.
    - Harry reminded the meeting about the resonating sound in the duct system that is clearly heard in the Sudolnik conference room. Needs investigation.
    - Martha submitted to the Green Committee, the (final?) proposal about the LED lights. Guardian Energy has provided a very detailed technical report, which has been submitted to the committee for perusal and consideration.

- Capital Planning
  - Per separate handout, submitted by DPW to town for consideration.
  - Carpeting replacement effort (when executed) in the main room should be coordinated with painting. If performed at the same time, it would save [effort and cost] of moving books.
- FY16-17 Draft Budget—presented per handout
  - Motion to approve the presentation of the budget to Town Manager Kerry LaFleur. Susan made the motion, Kiirja second. Vote by roll call: Dick Mailloux, Harry Kubetz, Kiirja Paananen, Donna Saiia, Susan Visser, Lars Widstrand: all in favor.
- YA librarian report distributed and discussed.
- Children's librarian report distributed and discussed.
- Library Trust Funds.
  - Doug and Barbara Fleming, Lunenburg historical researchers, were asked by Martha to investigate each and every library [monetary] fund; what the original amount was as well as the original intent. The presented spreadsheet represents the research results. It is very detailed and informative, with source references. One suggestion from Martha is to spend 5% of the accumulated *interest* on the approved items (books, etc.)
- Child safety policy:
  - *"No one, children or adults, is allowed to use skateboards and other such equipment recreationally on Library Property."*
  - Motion to accept the quoted wording (above) into the Child Safety Policy. So moved by Lars, Donna second. Vote by roll call: Dick Mailloux, Harry Kubetz, Kiirja Paananen, Donna Saiia, Susan Visser, Lars Widstrand: all in favor.
- Room use by non-profit entities. Discussion: original policy was more directed at the logistics for the booking and use of the rooms, rather than defining non-profit vs. profit use.
  - Donna volunteered to create a merged policy document on room use, with added text from larger libraries' policies (Boston public Library, etc.). The document will show red lining for clarity of the edits for the benefit of the Trustees review.
  - The new Room Use Policy will be added to April agenda for discussion.
- Martha's performance evaluation
  - Dick will mail out the evaluation form with new date information etc. filled out for the Trustees to work with.
  - The evaluations to be complete by 3/17, turned in to Dick by 3/17 latest. Personnel subcommittee will meet sometime after 3/17 (separate meeting), and have a summary ready to be presented at the April trustee meeting. Final acceptance and signatures by trustees at May meeting; all to be in place by June meeting.
- Friends of LPL Update
  - Dick attended meeting at the early onset; most of the meeting dealt with the upcoming Cultural Horizon program and "who" will be available for the various segments of this umbrella program effort.
  - Ideas floated at the Friends meeting about a fall fundraiser [in addition] to the fall book and bake sale.
  - "First People" - Cultural Horizon program to be held in early 2016.
- Town Caucus: Monday March 14<sup>th</sup> in Middle School, town elections on May 14<sup>th</sup>
  - For the trustees, there will be two ea. three-year positions and one ea. two-year position available for candidates.
- Lending of various non-traditional library items, sewing machines, board games, craft making equipment, "rakes" (i.e. garden hand tools), book printing machines, 3-D scanner, (examples picked from Sacramento, CA Library).
  - For the trustees to ponder: how and what we could and should expand with, if this is a venue we want to expand; possibly "a lot of traps" i.e. eventual liabilities, who [is] to maintain the equipment, financial responsibility (if it breaks: repair / replacement), funding overall...
- Board Comments
  - No Board Comments

- Agenda Items for upcoming meetings
  - Use of Trust Funds to be placed on the March agenda according to Dick Mailloux
  - Room use – April agenda
  - Director’s evaluation – ongoing
  - Next meeting February 18<sup>th</sup>
- Other
  - No “other” items.
- Adjourn
  - Motion to adjourn, so moved by Lars, second by Donna. Vote by roll call: Dick Mailloux, Harry Kubetz, Kiirja Paananen, Donna Saiia, Susan Visser, Lars Widstrand: all in favor at 8:30 p.m.

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

**Referenced documents:**

LPLBoT Agenda for January 21, 2015  
Director’s report  
YA report  
Children’s librarian report  
BPL policy