



## Lunenburg Public Library

Trustees of Lunenburg Public Library, Meeting minutes  
January 26, 2017; Sudolnik meeting room, Lunenburg Public Library

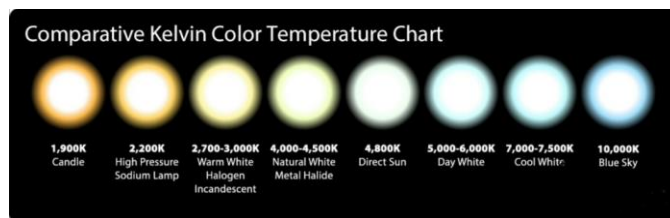
Attending: Dick Mailloux, Harry Kubetz, Donna Saiia, Susan Visser, Lars Widstrand  
Martha Moore – Director, LPL; Bob Ebersole – Board of Selectmen representative  
Absent: Kiirja Paananen, Gare Thompson; Terri Burchfield – FinCom representative

The LPLBoT meeting was called to order at 6:46 p.m. by Chairperson Dick Mailloux.

- Public Comment
  - No public comment

### Agenda Items

- Approval of Minutes of December 15, 2016
  - **Susan moved to accept** the minutes as amended, Dick seconded; Dick Mailloux, Donna Saiia, Susan Visser, Lars Widstrand voted “aye”; Harry abstained (not present at December meeting)
- Director’s Report
  - FY 2017 Budget ~ 55% spent @ 58% into fiscal year, but large bills are coming up.
  - Budget Planning for FY ‘18
    - Library Budget was discussed during a “walk through” of the Director’s budget spread sheet.
    - Town intends to spend 16% of total library budget (16% equates to \$59,950.00) on library materials. Martha explained abbreviation used, TAMI: Total Appropriated Municipal Income
    - **Motion to accept** library FY-18 budget as presented, by Lars, Harry seconded, voted all “aye”.
    - The Lunenburg Public Library is state certified!
    - Volunteer(s) starting to help out with various non-standard duties in the library, as part of elderly-fixed-income-real estate tax work-off. Discussion about whether the volunteers should be “used” to perform duties that we actually pay for, but are not satisfied with (example mentioned: cleaning)
  - Staff update
  - Technology update
  - Programs update
  - Building & Maintenance update
  - LED Migration Update
    - LED Migration is moving along, *should be complete in 2 weeks*. We have had some issues with the lights being too strong (high intensity), and too “bright” (bright in the sense: too “cold” in color temperature). Martha has requested that the installers replace the existing ones that are too bright / cold with a more natural, softer light.
    - Asking the staff, they feel in general that the light is harsh (cold), or “too bright” (still talking about color temperature)



■ Lars: I have added an approximate light color chart to the minutes to illustrate color temperature of light sources.

- Harry asked a question about the air handler and rumble in air; stating it is due to burner flame and the exhaust. Did DPW ever come back and adjust the exhaust to alleviate the noise? Harry accepted to contact DPW and find out status and eventual fix to the problem.
- Young Adult Area Report
- Children's Area Report
- *Policy for access and use of Library Trust Funds*
  - Discussed the current investments
    - Need more clarification, especially on the Touchstone fund account – not clear on spending rules attached, etc.
  - **Motion to accept policy** as amended made by Harry, Donna seconded, all voted “aye”.
- *Policy on Library Weather Closing*
  - Bob suggested that we verify with Town Manager what policy they use if the Town Hall is closed for emergency snow situation. Is the staff paid even though not at work?
  - Harry suggest that the policy should be that if the library *is closed*, the staff should be compensated; if the library *is open* and staff chose not to come in, they should not be compensated.
  - Dick agrees with the suggestion that Martha check with Town Hall, but the *library closings* are separate from how Town Hall works – we work according to DPW and school system.  
Vote on Policy is tabled until February meeting.
- *Policy for Library Cards for Out of State Residents*
  - Decided / accepted at December meeting
- *Child Safe Policy*
  - **Motion to accept policy** as amended made by Lars, Harry seconded, all voted “aye”.
- *Room Use Policy*
  - Discussion of material from Boston library, researched and brought in by Donna.
  - Long discussion about the legality of holding private meeting in a public place.
  - Is it acceptable to sell / promote material if it is a *library sponsored* event
  - Donna will condense and rewrite the Room Use Policy to suit our library and submit the text to Town Counsel for “legalese” check.
- Friends of LPL Update
  - No update – last meeting did not have a quorum; meeting cancelled...
- Agenda Items for upcoming meetings discussed

- Director's Evaluation—Starts Feb. 1
  - Will be e-mailed to the Trustees to work with.
  
- Board Comments
  - New town email system in place, better user-interface for the webmail system.
  - Harry had a question: who [is responsible for and] programs the building management system? The answer from Martha is DPW... Harry wanted to know “why the heat is on after library open-hours”? Some time is needed before opening to allow building temperature to stabilize; allow people to leave before temperature drops and lights go out.
  
- Final comment from Selectman Bob –the Annual Town Caucus is March 17; Trustees: who is up for election / re-election, new candidates?
  
- Adjourn
  - **Motion to adjourn** by Lars, seconded by Susan, all voted “aye”; meeting closed at 9.00 p.m.

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

**Referenced documents:**

LPLBoT Agenda for January 26, 2017

Director's report

Children's librarian's report

YA librarian's report