



## Lunenburg Public Library

Trustees of Lunenburg Public Library, Meeting minutes  
March 17, 2016; Sudolnik meeting room, Lunenburg Public Library

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

The LPLBoT meeting was called to order at 6:45 p.m. by Chairperson Dick Mailloux.

- Public Comment
  - No public comment

### Agenda Items

- Approval of Minutes of February 18, 2016
  - Harry moved to accept the minutes as presented, Gare seconded; voted: all in favor
- Director's Report, as per handout
  - FY 2016 Budget
    - Overage in heating and probably electricity due to the very mild winter.
  - FY 2017 Budget/Finance Committee meeting update
    - Presented by Martha together with Dick at FinCom – went very well. FinCom members expressed that they were happy with increase in library activities. FinCom also had no objection to the library asking for the additional funding to cover for [primarily program] materials.
  - Staff
    - Digital Services Position (DSP): will be more focused on e-books and marketing of e-materials and less on IT and server maintenance.
    - The DSP designation does not affect the salary for the position.
    - Training classes have been documented and the information archived on library server for use and sharing with other staff.
  - Programs
    - New England Camera Club exhibit is now an annual event. Beautiful exhibit to open in the Wallace community room.
    - Summer programs: YA and Children's programs have to be planned for and booked by June – the librarians have put in a lot of effort to get this in order.
  - Educational outreach update
    - No update this month.
  - Building & Maintenance
    - Martha feels that the current bushes in the front of the library are in bad shape and collect a lot of trash [entangled in the branches]. Martha has looked at getting "blood-twigged dogwood bushes" to replace them at the front of the library.
    - Wireless network has been updated with remote management/login for resetting the network. Not quite robust; needs some additional tweaking from the IT group.
  - Green Group Interior Lighting Approval
    - Grant proposal for \$44,332.00 has been approved by the Green Committee.

- Martha is investigating “the next step” to move this along, to get the ball rolling for the actual upgrade of interior lighting to LED.
  - Capital Planning
    - No news from DPW.
    - Martha is looking for additional estimates and details on the interior painting from vendors.
    - Update to security cameras both indoors and outdoors + camera at staff entrance is highly desired. This is a safety issue that should be prioritized.
  - Young Adult Area Report
    - As per handout.
  - Children’s Area Report
    - As per handout
- Access and Use of Library Trust Funds
  - Total \$62,000.00.
  - Funds that are designated for books may be available for use for e-books.
  - Decision to be made and recorded by/for the trustees on how much – will be on the September meeting agenda.
- Action regarding youth misbehavior
  - In general terms: a lot more tweens 6-7-8-9 graders visit daily, some stay until 8 at night. Downside is behavior: getting worse as time goes on. Rules and regulations to be implemented. One way to stem the behavior is to institute a “temporary ban” on visits to the LPL by students that misbehave.
  - “Three strikes” warnings: after that, the misbehaving student is told to leave LPL. There is a sign-in sheet in the teen section to better control who is at the LPL.
  - Display rules on a poster in designated area – nobody can claim “I didn’t know...”
  - Update at April meeting.
- Friends of LPL Update
  - Dick attends their meetings. Cultural Horizon takes up the majority of LPL Friends’ time now.
  - Thank you note to the Friends of LPL from the Board authored and read by Dick. Met with general approval by the trustees; to be sent to the Friends.
  - Book and bake sale next larger event.
- Caucus --- Results of caucus March 14
  - Three names put forth, Dick (3 year), Donna (3 year), Kiiirja (2 year) terms. All nominated w/o opposition.
- Director Evaluation—Due March 17 (today!)
  - Not all submitted yet. (4 out of 7)
  - Explanation on how the individual submitted evaluations will be combined into one (the comment sections) by the Personnel sub-committee (Harry, Kiiirja, Gare and Dick)
- Set personnel sub-committee meeting for Director Evaluation
  - March 24<sup>th</sup> meeting at the LPL.
- Board Comments
  - Troy Daniels’ comment – policy and procedures should be “worded” in conjunction with town counsel.
    - NOTE: Troy was visiting the meeting and speaking only as a guest. The board noted his comment.
  - Concerning hiring of new employee and whether it affects the salary [budget line] – Dick explained that there was no impact.
- Agenda Items for upcoming meetings
  - Room Use by for-profit entities (BPL Policies), to be discussed in April.
  - Access and Use of Library Trust Funds; for the September meeting.
  - Establish a Marketing/Technology subcommittee – future discussion point.
  - BOS Energy Policy – how it affects the LPL.
  - Library of Things (i.e. lending of non-traditional material and items)

- Other
  - None
- Adjourn
  - Motion to adjourn so moved by Gare, seconded by Kiirja voted all in favor at 7:59 p.m.

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

**Referenced documents:**

LPLBoT Agenda for March 17, 2016  
Director's report  
Children's librarian's report  
YA librarian's report  
Events and programs calendar