



Lunenburg Public Library

Trustees of Lunenburg Public Library, Meeting minutes

April 23, 2015; MaryAnn Sudolnik conference room, Lunenburg Public Library

Attending: Jeanne Raboin, Harry Kubetz, Gare Thompson, Robin Venezia, Susan Visser, Lars Widstrand, Martha Moore
Bob Ebersole (Selectman) - arrived at 8:43 p.m.; Troy Daniels (visitor) - arrived at 8:43 p.m.

Absent: Dick Mailloux

The meeting was called to order at 6:45 p.m. by Chairperson Jeanne Raboin.

- Public Comment
 - Rain headlight law – Lars reminded about the new Mass State Law on the roads: with vehicle wipers on, the state requires headlights on, not just day-time driving lights.
- Agenda items
 - Approval of Minutes
 - Jeanne made a motion to table both (open session and executive session) meeting minutes for the March 19th meeting due to pending consultation with the State Attorney General; so moved by Gare, second by Susan; voted all in favor. Jeanne will contact State Attorney General for clarification on executive session practices.
 - April 1, 2015 motion to approve minutes as amended, so moved by Harry, second by Gare, voted all in favor, except Susan, abstained - not present at April 1st meeting.
 - Green Committee Update (Dave Blatt)
 - Lighting Conversion Update by Robin
Visit from the Green Committee, from here on referred to as G.C.:
Dave Blatt – Green Committee
Neil Sullivan – Green Committee
Zachary Cutting – Green Committee
Joanne McQuaid – Green Committee
Robin: requested status on Guardian Electric report – in process (Martha)
Robin shared her findings of a light-meter survey she executed during a cloudy day; at day-time and night-time;
Robin noted low illumination in several library areas:
Children's section, in multiple areas
Main hall: front stacks, DVDs and paper backs
Hallway by drinking fountain is below approved light level (at all times)
At night-time, front desk is below approved light level.
Teen room was OK, slightly low light levels at computers, but still within approved limits.
In general, rooms that have window exposure have better light levels during day time than night time.
At night, most areas are at, or below minimum.
Question: Can we (LPL) get publicity in the Lunenburg Ledger about outdoor lighting project before May 2nd (town meeting)? The information needs to be at the Lunenburg Ledger on/before 4/28 (press-time deadline).
Book drop off slots need to have minimum illumination of 2-5 ft. cd at all times
Walk-way bollards to be lit until 10:30 p.m. – a question was raised about lights out to the curb after that time.
Question: How to program the lights when the library is not normally open (and how to decide when they should be on or off)?

- Future task: Review policy for how long public events can go on (for reason of lighting and liability) – when should the library be completely closed (i.e. meeting rooms)?
- Dave Blatt (G.C.) – lights, fixtures, how to use existing lights (desk lights?) up-lights – when do they start add to room lighting. 1st figure out where bulbs are missing; what’s the easiest route, what’s the most cost effective route, short term versus longer term solution.
 - Survey of [functioning/non-functioning] bulbs to give to G.C. (for cost of bulbs estimate)
The up-lights – no given solution to them yet. (Harry asked) Martha – Guardian should have been here to test out possible up-light alternatives.
Zachary Cutting (G.C.): heat and motion sensors in the rooms – to turn off lights in non-occupied rooms/areas. (sound- and heat-sensors)
 - Gare requested that we use the same company that did the outside lights to come in to the library and do the inside survey. (Dave: contact John Londa and ask for the consultants to come in).
At Eagle house: over a 100 bulbs replaced, total expense was <\$3,000.00; energy savings 1/3. Additional fixture updates will be done @ Eagle house later.
Survey for library needs to come first – can we replace bulbs only...?
Jeanne thanked the G.C. for all the work done with the outside lights, etc..
- Director’s Report (Martha)
 - FY15 Budget Adjustment – going to the town meeting May 2nd
Monies may be left over from the electrical line, that could be moved to the heating line; some monies left from Terry’s compensation also moved to heating...
 - Collections: \$16,000.00 left/available.
 - Building Damage Update
Repairs not complete yet – all ceilings are restored; sprinkler system is on-line; teen room gutted 4/24 to prepare for cork floor replacement – will be out of commission for a week+. Gare suggested a note to be sent to middle/high school informing that the teen room will temporarily be out of commission.
“Back closet” behind Martha’s office, new access panel is installed in the ceiling to get to the heating coils.
Cleaners are cleaning out the “back closet” tonight 4/23/15. It will be completely empty now, in order to [temporarily] store some of teen room material.
ServPro needs to come back and clean some carpeting and some bookshelves; last thing is to get alarm system on-line.
 - Personnel
Lovely going away party for Kate – steady stream of people from afternoon until evening.
Karen leaves officially July 3rd, has accrued vacation to burn, she goes on vacation in June.
Kate’s job opening given to the union, posted, runs until April 27th, then it can be opened up for external applicants.
Martha has asked Karen to put some [children’s] summer programs in place.
Staff scheduling is hard with both Kate and Karen leaving; Martha has asked if remaining staff would like extra hours.
Review would be hard for Martha to perform for Staff. Gare asked if Martha would feel OK with doing it around September instead – positive response. Susan would like goals set for Martha at the time for goals are set for the rest of the staff for 2015/2016.
 - FY 2016 Budget
Waiting for the town meeting... then we’ll crunch the numbers.
 - Petitions and LPL (Lars)

- As per handout
Children's room and teen room excluded, Bob suggested Map and Hours for when we would allow.
Bob also suggested that we go through Town Manager ask Town Counsel about an interpretation.
- Director's Evaluation Essays
 - One delivered by Dick. Martha will be sending out a self-evaluation, we will provide "essays" based on her goals and comments.
- Other
 - None
- Adjourn
 - Jeanne asked for a motion to adjourn the meeting; so moved by Gare; second by Harry; voted all in favor at 9:07 p.m.

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

Referenced documents:
LPLBoT Agenda for April 23, 2015