



Lunenburg Public Library

Trustees of Lunenburg Public Library, Meeting minutes
June 22, 2017; Sudolnik meeting room, Lunenburg Public Library

Attending: Dick Mailloux, Harry Kubetz via Skype, Kate McCarron, Kiirja Paananen, Donna Saiia, Lars Widstrand, Martha Moore
– Director LPL

Absent: Gare Thompson, Terri Burchfield – FinCom representative, Bob Ebersole – Board of Selectmen representative

NOTE: Due to Harry Kubetz remote participation, all votes will be recorded with roll calls.

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

- Public Comment
 - No public – no comment
- The nomination and election of Board Secretary postponed until September meeting, Lars will cover this meeting.

Agenda Items

- **Approval of minutes**
 - May 25, 2017 minutes
 - Motion to accept as amended by Kate, seconded by Kiirja, voted by roll call: Dick Mailloux, Harry Kubetz via Skype, Kate McCarron, Kiirja Paananen, Donna Saiia: all in favor; Lars abstained (not present at the May 25 meeting)
- Director's Report:
- FY 2017 Budget
 - Martha is working with Karen Brochu to close out FY2017. Any "overage" will be moved into Library materials (books, e-books, etc.).
- FY 2018 Budget
 - When MUNIS is accessible (expected in mid- to late July), Martha will enter current P.O.'s for FY2018 so invoices can be processed and paid as they are received.
 - New vendor for electricity: Fitchburg Solar. Martha stated that John Londa informed her to reserve \$17K for electricity. Of that amount, we can expect somewhere around \$6K to be credited back to the Library. The date(s) for this refund or how the whole agreement with Fitchburg Solar affects the library is not clear at this point. We will still receive a bill from Unitil for "distribution" and other (electric power-) related fees.
- Trust Funds
 - Nothing has been received in relation to the letter Dick sent out to the trust fund managers – there will be a follow up after the "summer break".
- Staff
 - Everyone is doing well, nothing to report.
- Programs
 - *Well visited programs!*
On June 20th Ted Reinstein, reporter from Boston's WCVB-TV's "Chronicle" presented "Wicked Pissed - New England's Most Famous Feuds". Discussing controversies, land feuds, etc. from colonial days up to present times. Approximately 30 patrons visited this program – it was very well received by the patrons.

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- On June 21st, the work-shop / lecture "Introduction to Agroforestry" drew another ~30 patrons who came from all over the region (not just bordering towns and cities) to listen to a lecture about "forest keeping integrated with forage and livestock in a single process".
Martha deemed this program to have been very well received and that there is definitely interest in a follow-up program (possibly with "smaller scale" efforts for individuals who don't want to have livestock romping around in their back yard... ☺) Brief discussion ensued and it was agreed that this type of program and activity is something [for LPL] to build on and to research future programs along similar topics as the Agroforestry program.
- Meal 4 Kids / Project Bread – summer food (lunch program): anyone under the age of 18 will get free lunch Monday and Wednesday. The program starts on 6/26 and is sponsored by Summer Food Service Program (SFSP) and hosted by Lunenburg Public Library. No cost is incurred by the library for the program. Harry wanted to make sure that if Martha deems the program successful and worth expanding, she is "free" to negotiate increasing the program to four days (if funding allows).
- Martha also reported on the Summer Reading Program planned out by Debbie and Nicole and praised them for the variety of programs as well as the overall managing of the programs and related record keeping and awards for the participants. Comments from the board agreed with Martha's praise.
- Technology
 - Nothing to report
- Building & Maintenance
 - Martha is picking out fabric for some of the "stuffed" chairs; roughly 1/3 of all stuffed chair will be refurbished with money from the Friends (last year's endowment money). This will be a three-year project, renewing 1/3 of the chairs each year.
 - Collaboration between the DPW / Proctor / Lake View to replace a dead tree in the back garden.
 - Martha is seeking firm bids over the summer for commercial carpeting, with the intent to get the library re-carpeted. "Current bids" are seven years old! Martha is aware of the moving cost that will need to be included in the overall project cost.
 - Martha would also like to "get interior painting going"; staff room needs a refresher and the main hall definitely needs lighter colored walls to help with the dismal light situation.
- Young Adult Area Report
 - Separate report from the YA librarian.
- Children's Area Report
 - Separate report from the Children's librarian.
- Update LPL As a Summer Food Service Location
 - Discussed earlier, under "Meal 4 Kids / Project Bread" - see above.
- Update LED
 - Discussion of e-mail Martha sent to Heather Lemieux on June 15th.
Martha did a walk through with DMH Electric (Tim O'Toole), Kit (DPW) and Heather Lemieux. Heather wants to drive towards DMH Electric making good on getting the lights to function as intended. Many open items, such as non-functioning Emergency Lights (serious!), empty fixtures - bulbs not installed, fixtures not upgraded, plus the eternal question of Main Hall up-lights not providing adequate illumination! The question was raised if we should use Town Counsel to put pressure on DMH??? Invoices for the entire project have been paid in full, even though the project is clearly not completed, and is certainly not implemented in a satisfactory fashion. It was noted that all "green funds" for this project have been expended.
- Room Use Policy—Continued from May Meeting
 - Need to table the question until September meeting.

- Friends of LPL Update
 - Endowment discussion was held with Edward Jones financial services.
 - The Friends annual meeting will be held on Friday July 14, 5-8 p.m. in the Wallace room. Savories and sweets pot luck food will be served. Dick urged board members to attend the meeting.
- Director's comments re: evaluation
 - Martha's comments – "still more [for me] to do at the library..."
 - Dick stated (and it was echoed by the board) that we have a very competent director, and that the library is functioning exceptionally well.
- LPL Trustee meeting dates for 2017/2018
 - Dick distributed marked up calendar for the dates for upcoming meetings. It was noted that "some third Thursdays" seem to come early in the month, due to how the dates fall.
- Other, not on agenda:
 - Question from Donna about the mix of fiction vs. non-fiction and the distribution / usage of shelves in the library. Martha mentioned that she would like to swap location of fiction / non-fiction, due to the percentage mix we carry. Martha mentioned that the patrons of LPL overwhelmingly prefer fiction to non-fiction, but that non-fiction will still play an important part of our literature inventory. Donna asked about the possibility to condense the "sale" area to use for fiction at the same time as the area swap. Martha stated that the sale area is by no means "fixed" in size, and as the inventory of sellable books get reduced in time [with sales], other items will be allocated to the shelf space.
- Agenda Items for upcoming meetings
 - Trust funds
 - Room use policy
 - LED
 - Summer food and other summer programs reports
 - New Secretary for the Trustees
 - Other things as necessary
- Board Comments—Golden Rules for Board Members
 - Distributed as hard copy by Dick.
 - Dick mentioned that the LPL Trustee board is functioning very well, and that we as a board have been able to concentrate on real issues for the library. No further discussion on this topic.
- Adjourn
 - **Motion to adjourn** by Lars, seconded by Kiiirja, voted by roll call Dick Mailloux, Harry Kubetz via Skype, Kate McCarron, Kiiirja Paananen, Donna Saiia, Lars Widstrand – all in favor; meeting closed at 7:57 p.m.

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

Referenced documents:

LPLBoT Agenda for June 22, 2017

Director's report

Children's librarian's report

YA librarian's report

Director's email to Heather Lemieux, dated June 15, 2017; subject: Moving forward

LPL Board of Trustees Meeting Calendar 2017-2018