



Lunenburg Public Library

Trustees of Lunenburg Public Library, Meeting minutes January 20, 2022

Attending: Kate McCarron, Bob Conroy, Harry Kubetz, Dick Mailloux, Donna Saiia, Muir Haman – Director LPL, Laura Boussem, Maia Wentrup, Michael-Ray Jeffreys

The LPLBT meeting was called to order at 6:49 p.m. by Chairperson Harry Kubetz.

Harry read rules for remote meeting. Took a roll call.

Public Comment

- No public comment.

Agenda Items

- **Approval of Minutes**

- Dick made a motion to accept the minutes of December 15, 2021 as amended. Seconded by Laura. The motion passed unanimously.

- **Director's Report**

- We are in the 7th month. There have been no major issues. Heating costs are still low. Muir received the FY23 target budget from the town manager and they met on Jan. 6th.
- Muir will be meeting with the town manager to discuss library requests. These include two new positions for Friday hours, corrected director's salary, 9% increase for utilities and additional money for programs.
- There will be an increase in the membership assessment for the CWMARS network. The library is transitioning over three years to a full membership. This is the second year.
- There will also be a requested increase for library materials. The budget needs to be 16% of the municipally appropriated amount.
- There is a request for funding to purchase technology.
- Maia asked if the CWMARS membership upgrade had to do with the town population, Muir said that is one piece. It also includes electronic materials, circulation and the library internet connection.
- Muir will also be meeting with the head of the finance committee to discuss the requests and will attend the February finance committee meeting.
- Michael-Ray asked a few questions. 1) Has the library conducted an inventory to decide what needs to be bought or replaced? Muir said the priorities are the phone system, the server, and the public access computers. 2) Why would the 16% not be part of the technology budget line? The MBLC specifies library materials as anything in circulation. 3) On the impact of adding a business day, ie. Friday hours, how did you arrive at the 9% increase in utilities and is this too low? Muir calculated the number of additional hours to be an 11% increase in hours.
- The Director's contract was redrafted to start on July 1, 2022 to match the fiscal year schedule. The contract included a one-time payment to cover the salary increase differential for the first 6 months of 2022. Dick made a motion to approve this one-time payment of \$2258.97, seconded by Kate. The motion passed unanimously.
- Collection Development Policy: There was a complaint from a patron regarding the Children's book 'Hookers and Blow Save Christmas'. Muir gave the patron the challenge form. Harry responded to the patron via email and informed him that after a discussion with the Director and the Children's librarian the book would be removed from circulation. Some discussion ensued on the complaint process and the nature of this particular book.
- Laura asked about the staff update, whether the job requirements had been changed for the open position as discussed in our last meeting. Muir said the job description and requirements had not been modified but they have been more relaxed in choosing candidates to interview.

- The trust fund legislation is now before the senate and should be passed very soon.
 - There have been a mix of virtual and in-person programs. The take home kits in the Children's area have been very popular.
 - The town caucus will be held on March 14th, 2022. Donna and Dick are both up for reelection.
 - In response to his recent evaluation and new contract Muir expressed his gratitude to the board for their support.
- **Trustee Handbook Discussion**
 - Muir covered the Chapter 6 review – Personnel.
- **By-Laws Review Discussion**
 - Harry asked if any old By-Laws documentation could be found? Dick said he didn't think so.
 - Muir suggested we emulate the Lancaster public libraries by-laws.
 - Policy sub-committee will meet to review and present some suggestions for the board.
- **Town Caucus and Election Information**
 - The town caucus will be held on March 14th, 2022. Two trustees are up for re-election: Dick and Donna.
- **Friends of LPL Update**
 - The Friends had a short meeting. Fund-raising continues to go well. They will be holding off until February for book donations.
- **Board Comments**
 - Kate asked about possible Friday hours, would it be half days? Kate suggested we have a food truck on Fridays as a way to promote the new hours.
- **Adjourn**
 - Motion to adjourn by Dick seconded by Donna. Meeting was adjourned at 8:27 p.m.
- **Attached Documents**
 - January 20, 2022 Agenda
 - January 2022 Director's Report
 - January 2022 Adult Services Report
 - January 2022 Youth Services Report
 - January 2022 Teen Services Report



Lunenburg Public Library

AGENDA

Lunenburg Public Library Board of Trustees
Thursday January 20, 2022 6:45 p.m.

Lunenburg Public Library

Note that this meeting is in accordance with the
"Executive Order on Remote Participation"
and will be conducted remotely.

In accordance with the requirements of the Open Meeting Law, please be advised that this meeting is being recorded and will be available for viewing over the Lunenburg Public Access YouTube channel within 24 hours after the meeting.

The Town of Lunenburg, in response to the COVID-19 (Corona Virus) is currently following the guidance from the Lunenburg Board of Health, Massachusetts Department of Public Health and the CDC regarding the virus and steps communities can take to prevent the spread and all town facilities are currently closed to the public. In accordance with the Governor's Order Suspending Certain Provisions of the Open Meeting Law, G. L. c. 30A, § 20, all public meetings are being conducted remotely. This meeting will not be broadcast live. It will be recorded and will be able to be found on the LunenburgAccess YouTube channel within 24 hours after the meeting.

The following information is also provided for members of the public who would like to participate in the meeting remotely:

Join Zoom Meeting

<https://us02web.zoom.us/j/7663167607>

Meeting ID: 766 316 7607

or from a telephone, dial the toll-free number (877) 853-5257 and enter Webinar ID: 766 316 7607

If you have not registered with Zoom you will be asked for your name and an e-mail address.

Note: No participant ID is needed, just press # when asked. Telephone users may dial *9 to request to speak after joining the meeting. Computer and app users may use the "raise hand" feature to request to speak.

The agenda lists all the topics which may be discussed at the meeting and are those reasonably anticipated by the Chair. Votes may be taken as a result of these discussions. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by Open Meeting Law.

- Public Comment
- Agenda Items
 - Approval of Minutes of December 15, 2021 and January 6, 2022
 - Director's Report
 - FY 2022 Budget Update
 - FY 2023 Budget Update
 - Staff Update
 - Programs Update
 - Technology Update
 - Building & Maintenance Update
 - Re-opening Update
 - Chapter 6 from Trustee Handbook
 - By-Laws review discussion
 - Town Caucus & Election Information
 - Friends Update
 - Board Comments
 - Other
- Adjourn

1023 Massachusetts Avenue • Lunenburg, MA 01462 • (978) 582-4140
Agenda Lunenburg Public Library Board of January 20, 2022



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

Financials

▪ FY22 Budget

	<u>FY22 Budget</u>	<u>Budget Expended</u>	<u>% Expended</u>
LIBRARY DIRECTOR SALARY	\$ 76,175	\$ 42,903	56%
ASST LIBRARY DIRECTOR SALARY	\$ 49,847	\$ 28,448	57%
LIBRARY STAFF SALARIES	\$ 169,419	\$ 79,682	47%
BLDG REPAIRS & MTC	\$ -		
SEWERAGE DISPOSAL	\$ 1,000	\$ 235	23%
ELECTRICITY CHARGES	\$ 22,500	\$ 10,335	46%
HEATING CHARGES/NATURAL GAS	\$ 17,000	\$ 4,506	27%
WATER CHARGES	\$ 800	\$ 344	43%
NETWORK MAINTENANCE	\$ 500	\$ 120	24%
BOOK SERVICE	\$ 4,500	\$ 3,337	74%
PROGRAMS	\$ 5,000	\$ 1,595	32%
CONTRACTED SERVICES	\$ 2,500		0%
CWMARS NETWORK	\$ 14,000	\$ 14,000	100%
POSTAGE	\$ 300		0%
OFFICE SUPPLIES	\$ 4,800	\$ 1,747	36%
CUSTODIAL SUPPLIES	\$ 300		0%
LIBRARY MATERIAL	\$ 70,000	\$ 24,834	35%
MILEAGE REIMBURSEMENT	\$ 900		0%
<u>TOTALS</u>	\$ 439,541	\$ 212,084	48%

January 7/12=58.3% complete

▪ FY23 Budget Update

Library budget requests were submitted 1/12/22, and I will meet with the town manager in the next few weeks to discuss. I have a meeting with the head of the FinComm next week to discuss the library's needs before my presentation to the FinComm as a whole in February.

▪ Staff

We are drafting a grant application for LSTA grants. This draft will be submitted in February and we will get feedback from MBLC before finalizing a draft for April's deadline.

We had an interview for the Digital Services position last week, and will have another first interview next week. I hope we will invite at least one of these candidates back for a second interview.

I am working on the annual report on the library for the town's Annual Report. This is due February 11.

▪ Programs



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

A mixture of in-person and virtual programs are planned for the near future. Next week's garden program on Zoom already has 37 registrants, and take-home kits in the teen and children's area continue to be a hit.

▪ Building & Maintenance

Our older DVR deck for security cameras needed a hard drive replacement, and Millennium Alarm came to do that. DPW paid for this piece of building maintenance.

▪ Technology

The two new literacy stations have been installed in the Children's Room, and have seen some use. The BEAM system continue to be very popular.

▪ Reopening Update

The Selectboard voting to mandate mask wearing in town facilities and we have posted signs in the building and notices online to help direct this shift for the building. No resistance to report yet.

Trustee Report
 Adult Services Department
 January 2022

Programs have picked up at the Library for 2022! Some of our new programs include a biweekly bullet journal club, monthly take home kits of Library materials, monthly book to film discussions, and virtual challenges on Beanstack. We also will continue to offer our regular monthly craft labs and weekly knitting/crocheting group which have both proven popular programs in the past.

Stats for Past Adult Programs		
<i>Program Title</i>	<i>Date</i>	<i>Attendance</i>
Mystery Travel Kits: January	January 1-31, 2022	15
Beanstack: New Horizons Challenge	January 1 - December 31, 2022	14
Beanstack: Mindfulness	January 1-31, 2022	9
Curating Your Sentimental Items (Zoom)	Wednesday January 5, 2022	24
Beginner Bullet Journal Club	Saturday January 8, 2022	3
Book to Film Club: True Grit	Monday January 10, 2022	2

Upcoming Adult Programs	
<i>Program Title</i>	<i>Date</i>
Adult Craft Lab: January (Evening)	Wednesday January 19, 2022
Adult Craft Lab: January (Morning)	Thursday January 20, 2022
Beginner Bullet Journal Club	Saturday January 22, 2022
Gardens of Cornwall and Devon (Zoom)	Wednesday January 26, 2022
Family Craft Lab: January	Thursday January 27, 2022
Mystery Travel Kits: February	February 1-28, 2022
Beginner Bullet Journal Club	Saturday February 5, 2022
Intro to American Sign Language (Zoom)	Saturday February 5, 2022
Book to Film Club: Crazy Rich Asians	Monday February 14, 2022

We are booking both in-person and virtual programs in the hopes that we can hit a variety of comfort levels for our patrons. It has been a slow start so far, but we will continue to schedule and market diverse program options throughout the new year as circumstances fluctuate.

Respectfully submitted,
 Lydia Gravell

January 2022 Youth Services Area Trustee Report

DECEMBER STATS:

ACTIVITY	NUMBER	PARTICIPANTS
Children's Story Hour	3	101 (67 CHILD/34 ADULT)
Early Learning Center Story Time	3	28
Book in a Bag Book Club for 1st & 2nd Graders	1	12
LPL Kids Book Club	1	7
STEM Program	1	12
Family Craft Night Event	1	75
Polar Express Event	1	76
Holiday Vacation Week Activities	2	Ice Art Event: 36 Family Craft Lab: 39

December Activities 2021:

Preschool Story Time on Mondays @ 11:00

We had some special Preschool Story Time events this month-

- Dec 6th-Guest Reader Jen Morris, local Children's Book Author, came in to share her books about Flubby- she was awesome!
- Dec 13th- We shared holiday stories by Jan Brett and then made paper bag gingerbread houses.
- Dec 20th- Officer McNamara and Hank were here as our Guest Readers! Great event- gotta love Hank!

'BOOK IN A BAG' FOR 1ST AND 2ND GRADERS, December 1ST

These kits are popular and registrations for them fill up fast! For December, the kids are reading How the Grinch Stole Christmas by Dr. Seuss.

LPLKids Book Club, Tuesday, December 21st

Our book this month was from the fairy tale genre-Rose and Snow by Emily Winfield Martin . Most of the readers liked the story line of this fairytale- and they had definite ideas about who their favorite and least favorite characters were!

ELF ON A SHELF

The Elf on a Shelf hung out in the library during the month of December. The kids loved checking in to see where he was located. Thanks so much to the Yalian family for the donation of our very own Library Elf!

DECEMBER SCAVENGER HUNT- FIND THE 12 THINGS THAT FELL OUT OF SANTA'S SACK

We are featuring a different hunt each month that involves small pictures, either numbered or lettered, that are hidden throughout the Children's Area. The kids get really excited as they are challenged to locate these pictures-a really fun passive library program! Thanks so much to Victoria for helping to create these activities.

FAMILY CRAFT NIGHT, DECEMBER 2ND

We were so happy to have the annual tree lighting event return this year! We invited all the families to stop by the library after the event to make their commemorative Christmas clear glass ornament. We have held this event 5 times so far- hopefully the families are building up a nice collection of library ornaments!

POLAR EXPRESS EVENT, THURSDAY, DECEMBER 16TH

Thanks once again to Mark Hamon for helping to make this annual event such a success! He is such a gifted storyteller and reader! He knows how to make the stories come alive. After reading this classic holiday book by Chris VanAllsburg, the kids got to each make a candy train.

UPCOMING EVENTS FOR JANUARY:

- Preschool Story Times- January 3,10,24,31st
- ELC StoryTimes- January 5, 12, 19, 26th
- Book in a Bag- Jan 1st
- S T E M Zoom Event- January 19th
- LPL Kids Book Club- January 18th

Respectfully submitted,

Debbie Laffond, Children's Services Librarian

January 2022 Teen Services Trustee Report

Overview:

Activity	Number	Engagements
Drop-In Craft Snowflakes (12/16)	7 participants	
Take Home Kits Paper Snowflakes	42 kits taken	
Drop-In Craft Coloring (12/22)	4	
December Chalk Board Question		26 responses
December Scavenger Hunt		21 participants
January Random Reads Grades 5-8	7 signed up	4 picked up
January Random Reads Grades 9-12	1 signed up	1 picked up
Teen Instagram: 309 followers	24 posts (past 30 days)	232 interactions (past 30 days)

In Detail (as of 1/13/2022):

- **Boys & Girls Club Homework Power Hour**

We are still seeing a large presence in teens coming to the library for the Boys & Girls Club Homework Power Hour.

- **Paper Snowflake Kits**

While I didn't have a ton of participation in the drop-in event, I ended up putting together over 30 take and make kits and left them on a book cart. I did say they were for teens, but I'm sure they were taken by other age ranges as well. All in all 42 take and make kits were grabbed.

- **Drop-In Coloring**

I didn't get a huge turnout for this month's drop in coloring event, but it was also right before Christmas.

- **Chalkboard Question of the Month**

December's question was "what is your favorite holiday movie?" There were 26 responses on the board (November has 30 responses).

- **December Scavenger Hunt**

I had a total of 21 teens participate in the December scavenger hunt. My plan is to offer this every few months, teens seem to enjoy it.

- **Random Reads**

I am hoping that Random Reads will pick up as this program continues. Only Victoria signed up for grades 9-12, but I had 7 total sign-ups for grades 5-8 (2 patrons have blocked accounts due to lost books and they never got back to me about that), 4 bags were picked up, the 5th person registered for this age group never filled out the readers survey/got back to me. But those that did sign up and pick up their bags were very excited about the program. Each bag included a hand selected library book, a snack, a gift (a puzzle or "make your own bouncy ball kit"), a Random Reads bookmark I made, and activity sheets (coloring pages, word searches).

Respectfully submitted,

Susan Elbag, Teen Librarian