



## **Lunenburg Public Library**

Trustees of Lunenburg Public Library, Meeting minutes

October 17, 2019 Sudolnik Meeting Room, Lunenburg Public Library

Attending: Dick Mailloux, Maia Wentrup, Kate McCarron, Donna Saiia, Muir Haman – Director LPL, Bob Conroy, Harry Kubetz., Myleen Mallari – Town Treasurer, Karen Brochu – Town Accountant, Jim Besarkarski – Chairman of Trust Fund Commission, Sarah Davis – Edward Jones Representative, Nick Davis – Edward Jones Representative

Absent: Lars Widstrand

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

### **Public Comment**

- There was no public comment

### **Agenda Items**

- **Approval of Minutes**
  - The minutes for September 2019 were reviewed. Motion to approve minutes was unanimously approved.
- **Trust Fund Expenditure Guidance/Process/Progress**
  - Harry provided an overview of the library trust funds and the current situation. He noted the difference in returns between Bartholomew and Touchstone. There is approximately \$46k in Bartholomew of which \$11k is usable. The Touchstone fund has approximately \$25k.
  - Some funds are principal non-expendable, i.e. the principal can't be touched.
  - Donna noted that there is a spreadsheet available which specifies the usage.
  - Myleen: The Library trust funds are under the town tax ID even though they are not town funds. There are still some outstanding questions on what we can do with these funds.
  - Nick Davis asked for account statements and any available trust fund documents and volunteered to investigate these questions and gave us some general guidelines on what we should look for in a financial advisor.
  - Myleen and Muir volunteered to represent the BOT and work with Edward Jones to help answer questions.
  - Karen and Jim suggested we should meet with Bartholomew to check all options that might be available.
- **Director's Report**
  - The library is one third of the way through the year and is on schedule budget-wise.
  - We are at full staff.
  - Muir is working on a spreadsheet for the MBLC annual report.
  - Muir estimated our state aid for next year at \$16,524.
  - Harry posed a question on how to measure 'value to community'? Muir said that CWMARS has some calculators based on certain circulation numbers. Some discussion followed on how and what might be quantified.
- **Friends of LPL Update**
  - Book and bake sale generated just under \$2600 for the Friends.
- **Board Comments**
  - Dick mentioned again that the BOT is not listed on the town website under Boards and Commissions.
  - Dick commented on the Director's spring evaluation and raise. Noted that we should get the evaluation and raise into the budget upfront before the budget is done so we can build any increase into the budget.
- **Adjourn**
  - Motion to adjourn by Donna, seconded by Dick. Meeting was adjourned at 8:15pm.
- **Attached Documents**
  - October 17, 2019 Agenda
  - October Director's Report
  - October 2019 Adult Services Report

- October 2019 YA Report
- October 2019 Children's Area Report



**Lunenburg Public Library**

## **AGENDA**

**Lunenburg Public Library Board of Trustees  
Thursday October 17, 2019 6:45 p.m.  
Lunenburg Public Library  
Sudolnik Conference Room**

- **Public Comment**
- **Agenda Items**
  - **Approval of Minutes**
    - **September 19, 2019**
  - **Director's Report**
    - **FY 2020 Budget Update**
    - **Staff Update**
    - **Programs Update**
    - **Technology Update**
    - **Building & Maintenance Update**
    - **Children's Area Report**
    - **Young Adult Area Report**
    - **THES Reading Program Update**
  - **Trust Fund Process Update**
  - **Director Evaluation Update**
  - **Friends of LPL Update**
  - **Book & Bake Sale Update**
  - **Trustee Goal Setting**
  - **Library Strategic Plan**
  - **Board Comments**
  - **Other**
  - **Adjourn**

**If attending meeting after 8 p.m., please go to Community Wing side door.**



## LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

### Financials

	<u>FY20 Budget</u>	<u>Budget Expended</u>	<u>% Expended</u>
LIBRARY DIRECTOR SALARY	\$ 72,547	\$ 21,374	29%
ASST LIBRARY DIRECTOR SA	\$ 49,154	\$ 12,237	25%
LIBRARY STAFF SALARIES	\$ 170,176	\$ 50,061	29%
BLDG REPAIRS & MTC	\$ 1,000	\$ -	0%
SEWERAGE DISPOSAL	\$ 600	\$ 115	19%
ELECTRICITY CHARGES	\$ 22,500	\$ 5,951	26%
HEATING CHARGES/NATUR	\$ 12,000	\$ 1,479	12%
WATER CHARGES	\$ 650	\$ 302	46%
NETWORK MAINTENANCE	\$ 500	\$ 60	12%
BOOK SERVICE	\$ 3,700	\$ -	0%
CONTRACTED SERVICES	\$ 2,000	\$ -	0%
CWMARS NETWORK	\$ 11,000	\$ 11,000	100%
POSTAGE	\$ 300		0%
OFFICE SUPPLIES	\$ 3,700	\$ 198	5%
CUSTODIAL SUPPLIES	\$ 200		0%
LIBRARY MATERIAL	\$ 66,000	\$ 12,716	19%
MILEAGE REIMBURSEMENT	\$ 600	\$ 108	18%
<b><u>TOTALS</u></b>	<b>\$ 416,627</b>	<b>\$ 115,600</b>	<b>28%</b>

\*Fy20 4/12= 33% completed

#### ▪ Staff

Victoria Miele has been hired as our newest library page. She is an eighth-grader from Leominster, and was a regular visitor at the LPL over the last few years. She's been a great addition to the team, a quick learner, friendly, and very attentive to detail.

Heather and Sherri are planning to attend the annual circulation and resource sharing meetings for CWMARS in November. They'll bring back ideas to the rest of the staff and represent the library in discussions of current practice. Nicole has attended several development meetings as well so far, including the YA collaborative and an author event in Boston at which she got several fantastic prizes for next year's summer reading program.

Cheryl and Sherri have been collaborating on book displays, and it has invigorated both of them. Cheryl has also been very helpful in collaborating with Lydia and Muir on adult program. Having her

## Adult Services Programming Report

A major recent programming success was the launch of the new craft lab series in September.

I wanted to draw in members of our community with something more interactive than traditional presentations or lectures, and saw programs like this being successful at other libraries. My goal was to target the "millennial" generation (adults aged 25-40) and promote community connections within the library.

We started with two one-hour sessions, capped at 12 participants each, during the third week of September. Both had overwhelmingly positive responses and quickly filled to capacity. We then offered a third session to accommodate the waitlists, and that was full as well.

I selected mason jar luminaries as our craft project. It took one hour for everyone to complete and cost me \$61.10 in supplies for the estimated 30 participants. The actual attendance for the three sessions was 25 people.

Roughly half of the participants were my targeted audience, and for some of them it was their first time in the library. While here, the first time visitors registered for library cards, checked out materials, and were interested in coming back for things besides programs. Overall, I think this is something worth continuing and has seen some great early success!

We also held the first meeting for a library board game night on Wednesday October 2nd. We had 4 enthusiastic attendees who were interested in returning for another meeting next month. I think with continued marketing and persistence, we can grow this to be another successful recurring program for adults at the library.

### Upcoming October/early November events:

- Craft lab 10/15 & 10/16
  - We are making embroidery hoop wreaths. (both sessions were waitlisted)
- Woodstock celebration with Craig Harris 10/18
- Eamon Earls talk on the history of the Wachusett Reservoir 10/23
- Community reads book discussion 10/29
- Paul Luria 1920s concert 11/2
- Board game night 11/6

Respectfully submitted,  
Lydia Gravell

## **YOUNG ADULT SERVICES**

### **October 2019**

In September, 315 teens and tweens visited and asked 6 reference question. So far in October, 134 teens and tweens have visited and asked 5 reference questions.

#### **POWER HOUR WITH THE BOYS' AND GIRLS' CLUB:**

During the month of September, 192 teens/tweens participated in power hour.

#### **GAMING:**

Video game night will be held on October 14.

Board game night was held Monday, September 23 and had two teens attend. The next session has been postponed to Tuesday October 29.

#### **DUNGEONS & DRAGONS/RPG GAMES:**

In September, 32 teens have attended official D&D night. So far in October, 24 teens have attended official D&D night. The teens as a whole have asked that I introduce more seasonal and Halloween events so next year I will plan a special one shot Call of Cthulhu Halloween/horror game.

#### **MAGIC THE GATHERING (MTG):**

MTG night was held on September 18 with 2 attendees. I have begun advertising this at the teen center and will approach That's Entertainment in Fitchburg to see if I can post a flyer there as well for their teen players. The next session will be October 23.

#### **HISTORICAL SWORDSMANSHIP DEMONSTRATION:**

What initially started as a teens and adult program took on a life of its own. On Thursday, October 3, 38 people of all ages came to the library to see Dan Burns, Swordsman. He explained the history of the sword focusing on why and how the sword changed over time. He had several different swords ranging from training swords to replicas to period accurate pieces to illustrate the changes. He showed how the weapons were held and demonstrated proper technique. As the end of the demonstration, everyone could go up and touch the majority of the swords as they all had dulled or no edges. The live edge ones were kept separate for the adults to handle. Local cable access filmed the event.

#### **NEW! VOLUNTEEN:**

Teens are constantly approaching me asking if I have volunteer opportunities for their NHS hours or for college applications. So I created Volunteen. The goal of this program is to partner with nonprofits to offer these opportunities on a bi-monthly basis at least. For my first event I have partnered with a woman who makes care packages for those undergoing chemo as part of the Pink Revolution Breast Cancer Alliance Initiative. She needs 1,300 cards for the packages. On Wednesday, October 16 teens can stop by the library from 3-5 pm and create cards. All materials will be supplied. The Super Intendent had this event emailed out in all the school newsletters.

I am working with Lydia for November's Volunteen which will extend into December. Together, along with the Eagle House knitters and other willing adult knitters, we will offer a multi age learn to knit session and then follow up with knit for a cause sessions. The items to knit and charity are still to be decided. We have a few leads we are exploring.

#### **HUMANS VS ZOMBIES:**

The yearly Halloween event will be held on Friday, October 25.

**Children's Area Report October, 2019  
For the Month of September**

Children's computer usage	73
Number of story times & activities offered	6
Number of children's special programs offered	3
Program Attendance (children & adults)	207
Use of Story Craft Room( includes all program usage)	14

**Story Time Theme for 2019-20 "Our Town" -Story times, events, and guest readers will feature local sights and people.**

**Program Highlights:**

- "Little Tykes Story Time"- Half hour gathering for kids ages 0-3 with stories, songs, finger plays and a simple craft. Themes are basic concepts of colors, numbers, animals, seasons and holidays. This is a well-attended program which, in addition to the story time events, provides opportunities for social interactions for children- and their adults! FOR September we explored friends, apples and neighbors.
- "Preschool Story Time"- This get together is for kids ages 4+ and includes book sharing, readiness activities, music and movement and crafts. Themes for these kids will feature local people and places around our beautiful town. For September we explored our families, homes and neighborhoods, including introducing the kids to some simple mapping skills. We also will include seasonal and holiday activities.
- "LPL Kids Lego Club"- This returning favorite will follow the format of monthly challenges and/or free build. We had a good turnout for our first meeting as the kids built to the challenge of "Build the tallest Lego structure you can that can stand unsupported". Wow, see attached picture!
- Children's Book Group "LPL Kids Book Club"  
This club, which will meet on the third Tuesday of each month, will feature some great kids' books for readers in grades 3-5. This year our stories will be chosen from the Massachusetts Children's Book Award List. This is a list of the 25 most popular books chosen by kids from across the state. School children are encouraged to read as many of these books as they can so that they can vote for their favorite in April. We have had an enthusiastic response and lots of new registrations for book club this year.
- S T E A M Saturday This group will meet one Saturday morning each month to explore the disciplines of science, technology, engineering, art and math- one for each month. STEM/STEAM learning is very important because these five disciplines are used in everyday activities of children. They promote problem solving, and creative and analytical thinking. For September Nicole and I invited children ages 9-17 to learn about the wonderful world of cartooning and character design with popular teacher and local Author/Illustrator Nathan DiPerri! Thanks to the Friends of the Library for sponsoring this wonderful program.