

DEC 27 2017

LUNENBURG TOWN
CLERK OFFICE



Lunenburg Public Library

Trustees of Lunenburg Public Library, Meeting minutes
October 19, 2017; Sudolnik meeting room, Lunenburg Public Library

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

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

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

- Public Comment
 - No public – no comment.

Agenda Items

- Charter Revision Possibilities – Steve Archambault
 - Discussions about sections 3-1 and 3-7.
 - Charter Review Committee meets every 2nd and 4th Wednesday of each month in Ritter or Town Hall.
 - Charter gets reviewed every 10 years; bi-laws every 2 years.
 - Revisions need to be approved in the May '18 Town Meeting.
 - Suggestion that the LBLBoT should submit requested revisions to Board of Selectmen by January, 2018.
- Approval of minutes
 - September 21, 2017 minutes.
 - Motion to accept as presented by Kiirja. Seconded by Lars. Unanimous vote in favor.
- Director's Report (Presented by Martha)
 - FY 2018 Budget – Right on target (actually 2% below) for this time of year.
 - Trust Funds – Still confusion about Bartholomew funds (which considerably underperform the Touchstone funds.) The LPLBOTs still want to move the Bartholomew funds into management by Touchstone. Also still confusion regarding how much of the Bartholomew funds can be spent, and for what purposes.
 - ARIS Report – noted that LPL collects approximately \$8,000 per year in fines.
 - LED Saga Continues – Lars suggested that the LED long tube fixtures get cleaned.
 - Capital Planning - Nothing discussed other than what was included in Director's Report.
 - LCC Grant Proposals for 2018 - Nothing discussed other than what was included in Director's Report.
 - Overview of Collection Development Process – What LPL buys based on the patrons that we have. Noted that Patti handles Audio and Large Print; Nicole handles Young Adult; Debbie handles Kids; Martha handles adult fiction and non-fiction and videos.
 - Plans for Halloween - Nothing discussed other than what was included in Director's Report.
 - Children's Area Report – Nothing discussed other than what was included in the Children's Area Report for the month of September 2017.
- Committee Board Overview Form
 - Some suggestions were made about various parts of the form. Dick will aggregate the suggestions and provide the LPLBoT's with an updated response.

- Friends of Lunenburg Public Library Update
 - Dick mentioned that he, personally, will not be able to attend the Friend's meeting on November 6 and has suggested that another LPLBoT member could attend in his stead. Harry attended the last meeting that Dick could not attend but he will not be able to attend on November 6.
- Thank You notes from Trustees – continued from last meeting
 - Suggested that the LPLBoT make up a personalized Thank You note template which incorporates both the Lunenburg town seal and the LPL logo. Kate continues to be the Thank You note go-to Trustee.
- Room Use Policies
 - Donna will send what she has to the LPLBoT prior to our November meeting (which will, exceptionally, take place on November 9, 2017 to accommodate Trustees' availability.)
- Plans for Director's Evaluation
 - The process from 2017 seemed to work well so we will do a similar process in 2018. The process should begin in February, 2018 and be completed by March, 2018.
- Agenda Items for upcoming meetings
 - Board Goals
 - Room Use Policies
 - Committee Board Overview Form
 - Charter revisions
- Public Comments
 - It was noted that the annual Book and Bake sale is scheduled to take place on Saturday, November 4, 2017.
- Adjourn
 - Motion to adjourn by Lars. Seconded by Harry. Unanimous vote in favor. Meeting closed at 8:46 p.m.

Respectfully submitted,
Harry Kubetz
Secretary, Trustee of Lunenburg Public Library

Referenced documents:

LPLBoT Agenda for October 19, 2017
LPL Director's report of October 19, 2017
Trust Funds Reports from Town of Lunenburg, Touchstone Investments, and Bartholomew
Young Adult Services librarian's report October 2017
Children's Area Report For the Month of September, 2017
Town of Lunenburg Committee/Board Overview form
Sections 3-1 and 3-7 of the Lunenburg Charter which relate to the LPL



Lunenburg Public Library

Meeting Minutes for Lunenburg Public Library Board of Trustees

Thurs. Nov. 9, 2017 - Lunenburg Public Library - Sudolnik Conference Room

Attending: Dick Mailloux, Kate McCarron, Kiirja Paananen, Lars Widstrand, Gare Thompson, Donna Saiia, Martha Moore – Director LPL, Bob Ebersole – Board of Selectmen representative

Absent: Terri Burchfield – FinCom representative, Harry Kubetz

The LPLBoT meeting called to order at 6:45 by Dick Mailloux, Chairperson

Public Comment –none

Approval of minutes- postponed until next meeting on Dec. 21st due to absence of secretary, Harry Kubetz; discussion of minutes will then include revisions regarding attachment of director's report and use of ampersand

Director's Report – presented by Martha Moore, Director of LPL (see attached)

No revisions or comments on reported items other than below:

Trust Funds- Bob Ebersole's understanding is that trustees have authority over how trust funds are spent, that they are not subject to Town Trust Commissioners.
Recommends confirming with town treasurer

Building and Maintenance- Suggested by Kate McCarron that before any major interior painting begins in the library a committee be formed to decide if existing colors should be changed and if so, what colors would be appropriate

Committee Board Overview Form – presented and read by Dick Mailloux. Motion to accept by Gare Thompson, seconded by Kiirja Paananen

Charter review – unanimously agreed that given the discrepancies between what actually happens in the running of the library (roles of trustees/director) and what's currently written in the charter, a separate meeting to discuss and resolve those discrepancies is needed. A meeting dedicated to Charter Review is scheduled for Dec. 7th at 6:45

Friends of LPL Update – book and bake sale held 11/4/17 a success; \$2,150 profit

Thank You notes from Trustees- first 20 thank you notes written by Kate McCarron were signed by trustees and will be mailed tomorrow. Additional notes to be written in the next two weeks

Agenda Items for upcoming meetings – Dick Mailloux suggested that board members bring three board goals to the next meeting and look online at various libraries' by-laws while he investigates the reported existence of LPL by-laws. Room Use Policies will be on the Dec. agenda and plans for the Director's evaluation will begin in Feb.

Public Comment - none

Adjourn – Motion to adjourn by Gare Thompson, seconded by Kiirja Paananen . Meeting adjourned at 7:48 PM.

Respectfully submitted,

Kate McCarron, trustee,
in the absence of Harry Kubetz, Secretary, Trustee of Lunenburg Public Library

Referenced documents:

LPLBoT Agenda for November 9, 2017

Director's report of November 9, 2017

Young Adult Services librarian's report of November, 2017



Lunenburg Public Library

Trustees of Lunenburg Public Library, Special Meeting minutes
December 7, 2017; Sudolnik meeting room, Lunenburg Public Library

Attending: Dick Mailloux, Harry Kubetz, Kate McCarron, Kiirja Paananen, Lars Widstrand, Martha Moore – Director LPL, Terri Burchfield – FinCom representative,

Absent: Gare Thompson, Donna Saiia, Bob Ebersole – Board of Selectmen representative

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

- Public Comment
 - No public – no comment.

Agenda Items

- Discussion of possible revisions to the Town Charter as it applies to the management and operation of the Lunenburg Public Library
 - Discussions about sections 3-1 & 3-7.
 - Section 3-1 is fine and can stay as it is.
 - Section 3-7 is antiquated; the relationship between the Board, Director, and staff is wrong.
 - Corrections to section 3-7 were suggested.
 - A motion was made by Harry to approve, conceptually, the revisions to section 3-7 as agreed upon by the Board. Seconded by Kate. Unanimous vote in favor.
 - Dick agreed to assemble and distribute to the Board a revised section 3-7 incorporating all changes agreed upon by the Board.
- Public Comments
 - None.
- Adjourn
 - Motion to adjourn by Lars. Seconded by Kate. Unanimous vote in favor. Meeting closed at 7:35 p.m.

Respectfully submitted,
Harry Kubetz
Secretary, Trustee of Lunenburg Public Library

Referenced documents:

LPLBoT Special Meeting Agenda for December 7, 2017
Sections 3-1 & 3-7 of the Lunenburg Charter which relate to the LPL