



Lunenburg Public Library

Trustees of Lunenburg Public Library, Meeting minutes October 19, 2022

Attending: Kate McCarron, Bob Conroy, Harry Kubetz-remote, Dick Mailloux, Donna Saia, Muir Haman – Director LPL, Maia Wentrup-remote

Absent: Laura Bousom

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

Public Comment

- No public comment.

Agenda Items

- **Approval of Minutes**
 - Kate made a motion to accept the minutes of September 15, 2022 as amended. Seconded by Donna. The motion passed unanimously by role call vote.
- **Director's Report**
 - We are in the fourth month of the fiscal year, 1/3 through the year.
 - We have some surplus in the salary line due to the vacancies during the past year. There is still one vacancy.
 - The first open Friday was September 9th. Many families are coming in. The biggest numbers have been the teens.
 - Muir met with the Turkey Hill school and would like to start up the school visits soon.
 - There have been some issues with CWMARS email messaging. The town email addresses will be changing and upgraded next week.
 - The capital plans have been submitted. HVAC upgrades are included.
 - Muir will meet with the Leominster Library director to discuss places to collaborate.
 - Harry asked about the Friday openings, whether there had been any negative feedback? Muir said there was none. The biggest challenge has been the number of teens in the afternoon.
- **Trust Fund Update**
 - Dick, Donna, Harry and Muir met with Heather today. We need more information from the town on the current investments and balances. It's still an open question on how we can transfer funds from Bartholomew to Edward Jones.
 - Heather requested a formal vote by the BOT for a trust fund committee following the Select Board policies and procedures and investment guidelines.
 - Donna made a motion to create a committee to oversee the trust funds. Seconded by Harry. The committee will consist of Donna, Dick and Muir, with Donna as treasurer. The motion passed unanimously.
 - Donna asked that we add investment policy to the November BOT agenda.
- **Library Sign Discussion**
 - Muir has no update at the current time and will follow up on this.
 - Dick suggested we postpone any discussion for the November meeting.
- **By-Laws Review, Discussion, and vote**
 - Dick suggested we defer to next meeting.
- **Friends of LPL Update**
 - The book sale will be held on Saturday November 5, with a Friend's pre-sale on Friday night.

- The Friends are working on incorporating.
- **Board Comments**
 - Kate contacted Jean Proctor about the community/zen garden idea. She would like to help out.
 - Donna asked whether we could access the land next to the old Passios school.
- **Adjourn**
 - Motion to adjourn by Kate. Seconded by Donna. Meeting was adjourned at 7:41 p.m.
- **Attached Documents**
 - October 19, 2022 Agenda
 - October 2022 Director's Report
 - October 2022 Youth Services Report
 - October 2022 Teen Services Report



Lunenburg Public Library

AGENDA

Lunenburg Public Library Board of Trustees
Wednesday Oct 19, 2022 6:45 p.m.
Lunenburg Public Library
(in-person meeting)

- Public Comment
- Agenda Items
 - Approval of Minutes of Sept 15, 2022
 - Director's Report
 - FY 2022 Budget Update
 - FY 2023 Budget Update
 - Staff Update
 - Programs Update
 - Technology Update
 - Building & Maintenance Update
 - Director's Review
 - Trust Funds
 - Library Sign Discussion
 - By-Laws Review, Discussion, and Vote
 - Friends Update
 - Nov 4 & 5 Book Sale
 - Board Comments
 - Other
- Adjourn



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

▪ Financials

FY23 Budget update

	<u>FY23 Budget</u>	<u>Budget Expended</u>	<u>% Expended</u>
LIBRARY DIRECTOR SALARY	\$ 80,746	\$ 23,512	29%
ASST LIBRARY DIRECTOR SALARY	\$ 51,611	\$ 15,164	29%
LIBRARY STAFF SALARIES	\$ 211,119	\$ 52,880	25%
BLDG REPAIRS & MTC	\$ -		
SEWERAGE DISPOSAL	\$ 1,000	\$ 137	14%
ELECTRICITY CHARGES	\$ 22,500	\$ 3,541	16%
HEATING CHARGES/NATURAL GAS	\$ 18,500	\$ 811	4%
WATER CHARGES	\$ 800	\$ 276	35%
NETWORK MAINTENANCE	\$ 500	\$ 60	12%
BOOK SERVICE	\$ 4,500	\$ 3,294	73%
PROGRAMS	\$ 8,000	\$ 1,375	17%
CONTRACTED SERVICES	\$ 2,500	\$ -	0%
CWMARS NETWORK	\$ 19,880	\$ 17,380	87%
POSTAGE	\$ 300	\$ 333	111%
OFFICE SUPPLIES	\$ 4,800	\$ 3,953	82%
CUSTODIAL SUPPLIES	\$ 300	\$ 291	97%
LIBRARY MATERIAL	\$ 76,000	\$ 7,682	10%
MILEAGE REIMBURSEMENT	\$ 900	\$ -	0%
<u>TOTALS</u>	\$ 503,956	\$ 130,689	26%

October is 4/12 = 33% complete

▪ Staff

Our first Friday open was Sept 9. So far, we've had great turn out, even though the Lions Club opted to not help us with food. Lots of teens, a good number of families, and a steady stream of adults.

We've been working with THES staff to encourage the return of the 5th graders to a monthly visit program.

Our LSTA funding should be arriving soon and we are excited to work on STEM learning for all ages.

Annual Financial Report and ARIS report are finally complete for another 10 months!

Teen volume is continuing to be really high. Staff has been very active and I commend their efforts in managing a challenging situation.

▪ Programs



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

We had some success with teen programs this past month. The lightsaber training brought 14 and the Hunger Games survival course brought in 7. Solid numbers for the school year.

22 attendees at the concert the last week of September, 60+ at the cryptozoology program last week, and lots of exciting concerts and programs coming up through the next few months.

We anticipate the THES visits may start soon, and we are looking forward to that!

We are working on finalizing LSTA programming and working through building our circulating kits.

▪ **Building & Maintenance**

A few final LED bulbs are still to be replaced, but we've got entirely to LEDs and replaced nearly all since the initial switch about 8 years ago. The lighting is really nice!

▪ **Technology**

Cricut station is set up! We are working on getting the front desk computers replaced with our new machines. The two workstations that have been at the front desk will move to be Julie's workstation at the children's room desk and the cricut station in the story/craft room.

Francesco's also working on having a tech help drop-in for anyone who needs help with something.

October 2022 Youth Services Area Trustee Report

SEPTEMBER STATS:

ACTIVITY	NUMBER	PARTICIPANTS
Preschool "Little Listeners" Story Time	3	116 (64 Child/52 Adult)
Pre-K StoryTime	3	36 (28 Child/8 Adult)
LPL Kids Book Club	1	11 (10 Child/1 Adult)
Book in a Bag Kits	1	12 participants
Popcorn and a Book Kits	1	12 participants
"Let's Make A ..." Drop in Craft	1	11 participants
Brick Builders Lego Club	1	9 participants
S T E M Event with Tower Hill	1	20 (18 Child/2 Adult)

September Highlights:

- **"Little Listeners Story Time"**- Weekly on Monday morning at 11:00 . Story time for kids ages 0-4. This month our theme was "Away We Go!"- a transportation theme. Great turn out for these storytimes- lots of new faces! We have a new assistant from the School Linked Services program- Meghan Lamachia. She is an excellent helper for this program and we work together well to the benefit of our young patrons and their families.
- **"Little Listener Storytime with author/illustrator Amanda Moeckle"** Monday, September 26th. Weekly on Wednesday mornings at 10:00. This storWonderful story time event with local author/ illustrator Amanada Moeckle Calatiz. Amanda was born and raised here in Lunenburg and has gone on to become a successful children's book author and illustrator. We were very fortunate to catch Amanda who took time out from visiting her family here in town to share her latest endeavor Mr. Rogers Gift of Music which she beautifully illustrated.

- **Pre-K Storytime**- Weekly on Wednesday mornings at 10:00. This story time for 4 and 5 year olds is developed with more structure for children who are getting ready for kindergarten. Our local preschool program kids from the Early Learning Center walk over here for this program. This year we opened up the program to hopefully include other children from this age demographic and we occasionally are seeing new faces. This group of children are especially interested in our Children's Garden and we end each session with a visit to the garden to see what's going on and to identify, smell and taste the herbs. I have also worked with Robin to do a fall planting in the mini garden. We are also doing plant propagation with cuttings from my rosemary plant which will over-winter here in the Children's Area.
- **Popcorn and A Book and Book in a Bag Kits**- Julie and I have developed kits for kids in 1st & 2nd and 3rd & 4th grades to get a bag of books, some activity sheets, a book review to fill out and a treat. Both kits are available for at least 12 children and are all circulating.
- **LPL Kids Book Club, September 13th** - Monthly meetings with kids ages 9-11. We currently have 11 participants who are lively and engaged in discussing the monthly reads and sharing their opinions- off to a good year! This year, we are reading books chosen from the [MCBA nominees list](#).
- **"Let's Make a ..."** Drop In Craft, **September 22nd** Monthly drop in craft with Julie for kids of all ages. This month the kids made fall leaf prints.
- **STEM program with Tower Hill "Plant Slime"** **September 28th** 18 kids learned about the sticky, slimy adaptations of plants and mixed up their own slime recipe. The facilitator from Tower Hill was great- very knowledgeable, passionate about her subject and very good at working with a lively group of participants!
- **Brick Builders Lego Club**- Monthly Lego building activity with Julie. This month's theme was Water Legos with bridges, dams, waterfalls and more. This Lego club is geared toward older elementary children and will involve more structured builds.

SEPTEMBER SCAVENGER HUNT- Kids had fun searching for the aliens that were hiding in the library!

UPCOMING EVENTS FOR OCTOBER:

- **October 3-31st**- "Little Listeners Storytime" for infants-preschoolers
- **October 5-26th**- "Pre-K Storytime" for 4-5 yr olds
- **October 1st**- Book in a Bag Kits
- **October 1st**- Popcorn and a Book Kits
- **October 11th** - LPL Kids Book Club
- **October 6 -November 17th**- Zumbini Class for Preschoolers
- **October 12th** - Waiting For Wings Story Time with Tower Hill
- **October 22nd**- Drop-In Craft "Let's Make A ..."
- **October 17th**- Brick Builders Lego Club
- **October 31st**- Annual Halloween Parade Around Town

Respectfully submitted,

Debbie Laffond, Children's Services Librarian

October 2022 Teen Services Trustee Report

Overview:

Activity	Number	Engagements
Anime Club (9/14)	0 registered	1 showed up
Lightsaber Training (9/24)	15 registered	14 showed up
Hunger Games Basic Survival (9/27)	11 registered	7 showed up
Random Reads (October)	4 registered	2 participated
Drop-In Pronoun Buttons (10/5)	N/A	26 participated
Tweens & Teens Virtual Cooking (10/6)	4 registered	3 showed up
Anime Club (10/12)	2 registered	1 showed up
Tweens & Teens Virtual Cooking (10/13)	5 registered	4 showed up
Teen Instagram: 366 followers	13 posts (past 30 days)	76 interactions (past 30 days)

In Detail (as of 10/17/2022):

- **HOMAGO: Hang Out, Mess Around, Geek Out**

Now that school is back in session, I'm starting to keep track of how many teens are using the Teen Room daily. It's not an exact count, and it's not every day, but since August 30th, the lowest number has been 11 and the highest has been 24 (this is of teens hanging out in the Teen Room, not in other parts of the library). We have been consistently busy after school with the Teen Room being full as well as the tables in the main library space being taken up by teens either doing homework or hanging out. Moving all teens here for Power Hour with the Boys & Girls Club back into the Community Room has helped somewhat, and has helped make it easier to manage the volume of teens in the library.

- **Teen Programming**

Program attendance has been hit or miss since school started and programs that have been popular before (like Tweens & Teens Virtual Cooking) now have low registration numbers. The feedback I've been getting from a lot of families is that now that things are "back to normal" kids are overcommitted to sports and after school activities so they are unable to participate in library programs. In speaking with other Teen Librarians in MA, this is a common theme right now and everyone is trying to adjust to figure out what will draw teens in – and what days/times/types of programs work best for teens now.

- **Drop-In Programs**

I've offered one drop-in program a month (Sept and Oct) but am not pushing teens to participate as most of them are doing homework. I don't think it's appropriate to encourage teens to play a game instead of doing their homework. Bringing the button maker out was a huge hit though, so I will definitely plan on utilizing that more for passive programming.

Respectfully submitted,

Susan Elbag, Teen Librarian