



## Lunenburg Public Library

Trustees of Lunenburg Public Library, Meeting minutes  
December 15, 2016; Sudolnik meeting room, Lunenburg Public Library

Attending: Dick Mailloux, Kiirja Paananen, Donna Saiia, Gare Thompson, Susan Visser, Lars Widstrand, Martha Moore – Director, LPL; John Londa – Lunenburg Public Facilities Director  
Absent: Harry Kubetz, Bob Ebersole – Board of Selectmen representative, Terri Burchfield – FinCom representative

The LPLBoT meeting was called to order at 6:52 p.m. by Chairperson Dick Mailloux.

- Public Comment
  - No public comment

### Agenda Items

- Update on LPL interior LED light project by John Londa, Lunenburg Public Facilities Director
  - 99% of *exterior* LED light bulb and fixture conversion has been completed, a few items remain that will be cleared up in the near future.
  - Interior LED light bulb and fixture conversion will commence on 12/30. John estimates 3-4 days with of work, using four Fridays (when library is closed to the public).  
All existing 4-ft fluorescent fixtures will have their ballasts removed and rewired for 4-ft LED tubes. In fixtures with emergency light function, the emergency ballast will be removed and replaced with a battery pack and LED light strips.
    - Susan asked about battery check schedule; how to know when battery needs to be replaced; eventual test button. Will the emergency lights be tested routinely by DPW staff?
    - John responded that the emergency lights will have a test button, for periodic checking of the function.
  - 400W up-facing halide lights in the main hall will be replaced in main hall with 120W LED “kit”. The halide ballasts will be removed and the fixtures will be rewired for the LED lights; the kits are whole assemblies with heat sinks, etc. Color temp of lights: 5000K. 70% light output remaining in 5years, warranted.
  - HID lights will also be replaced with LED (also ballast will be removed, fixtures rewired)
  - On recessed cans, DMH paid for replacement bulbs, some out by the foyer do not work.
  - Recessed fixtures will be replaced with “ILP” 2’x2 or 4’x2 depending on what is already in place.
  - Table light bulbs will also be replaced, as well as spotlights to LED bulbs
  - Occupancy sensors has been suggested by Green Committee; discussion about the implementation (study rooms, bath rooms, etc.)
  - New sources / contracts for electricity and natural gas will come into effect with substantial savings for the town’s energy bill. By spring-time there will be a better idea of net-metering credits that will come into play to provide additional savings.
- John was thanked for his presentation; John left the meeting.
- Approval of Minutes of November 17, 2016
  - Gare moved to accept the minutes, Kiirja seconded; voted ‘aye’ unanimously.
- Director’s Report, per distributed hand-out.
  - FY 2017 Budget
  - Budget Planning for FY ‘18

- Staff
- Holiday Hours Dec. 2016/Jan. 2017
- Technology
- Programs
- Building & Maintenance
- Capital Planning Update
- Young Adult Area Report – per report
- Children’s Area Report – per report
  
- Policy for access and use of Library Trust Funds – continued to January meeting...
  - Discussion on spending *earned interest* – not the principal. How much of the earned interest should be spent and how much should be reinvested or held. Suggestion of 80/20, i.e. 80% held as cash or reinvested and 20% used. It should be noted that the discussion emphasized that it should be UP TO 20%, not necessarily the entire available 20%.
  - Harry voiced that the monies should be used at the discretion of the Library director for library collections and programs that are not covered within the town budget. Gare concurred with this. The expenditure in a fiscal year should not exceed 20% of total ACCRUED income.
  - The town’s report on the current balances of the total trust assets needs clarification: some earnings numbers are not clear from reading the report, for example the “Touchstone” fund data appear to be incomplete.
  - Martha will ask town accountant for clarification on the numbers.
  - Further discussion on this topic at the next meeting.
  - Gare moved to accept the “Policy for the Use of bequests, Trusts funds” as amended, Donna seconded, all voted ‘aye’. January meeting will revisit amounts and possible uses.
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- Library cards for out of state residents
  - Susan moved to accept the policy as amended, Kiirja seconded, voted all in favor
- Child Safety policy
  - Donna had samples from Boston Public Library policy that can be adapted (verbiage) to our policy. Will be adapted – issue tabled until January
- Meeting room policy
  - January review
- Appropriate use policy review in January
- Study room policy review in January
- Friends of LPL update
  - Dick went to meeting, discussed “little library”
  - Suggestion that “Trust monies” to supplement Friends to pay for “speakers”, to get higher cost “performers” – uncertainty of the reception of the idea ...
- Plans for Director’s evaluation
  - Will look closer in January. It will start beginning of February with evaluations due either by email or person by March meeting; decision with new salary numbers by April. Submitted to town by May meeting.
- Agenda items for upcoming meetings
  - Other board comments: none
  - January meeting 19<sup>th</sup>, seems that many people are travelling... Susan out, Donna out, Gare out; discussion to move January meeting. Gare moved to move the January meeting to the 26<sup>th</sup>, Lars seconded, voted ‘aye’ unanimously.

- Adjourn
  - Motion to adjourn, so moved by Gare, seconded by Susan; voted 'aye' unanimously @ 8:25 p.m.

Library Holiday Hours:

Saturday, December 24: .....CLOSED ALL DAY

Monday, December 26 : .....CLOSED ALL DAY

Saturday, December 31: .....OPEN 10:00am - 2:00pm

Monday, January 2: .....CLOSED ALL DAY

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

**Referenced documents:**

LPLBoT Agenda for December 15, 2016

Director's report

Children's librarian's report

YA librarian's report