

Trustees of the Lunenburg Public Library  
December 17, 2009  
Meeting was called to order at 7:03 pm

Attending: John Mara, Mike Kelly, Len Smetana, Amy Sadkin, Noelle Bodkin, Lisa Krowitz, Deb Chapdelaine, Jeanne Raboin

1. Public Comment: John read a thank you note from Sandy Mailloux.
2. New Business:
  - a. November 19, 2009 minutes approved as amended.
  - b. December 9, 2009 minutes accepted as written.
3. Director's Report (please see full report for details):
  - a. Discussion of revisions and how these were arrived at to FY10 LPL Budget:
    - i. New budget for FY10 is \$303,099 representing an 8.2% cut (\$27, 163) from original appropriation. Please see budget sheet **FY10 Library Expense Analysis Nov-09 MONTH #5** for detailed line item cuts.
  - b. Meeting to discuss capitol planning is scheduled for December 22, 2009. Amy will be requesting seal coating the parking lot, technology and new carpeting in Main Hall.
  - c. Staff Update:
    - i. The insurance carrier doesn't require the building to have a certain number of staff to meet insurance requirements. LPL will always have two (2) staff members in attendance during open hours.
    - ii. Technology/Reference position: More than a dozen applications.
    - iii. Kate and Sherri will each work 5 additional hours until new position hired.
    - iv. Karen has received a grant; Sherry attended two workshops on interlibrary loan and databases; Amy attended an Excel spreadsheet workshop.
  - d. Facilities: Two instances of bathroom vandalism; cleaned-up and haven't reoccurred
  - e. Technology Update: head of technology suggests the library purchase a server and a tape backup system. This would give the network administrator almost total control of the network and all devices attached to it. Please see Computer Network report for details.
  - f. Programming: Karen has many programs planned for the Christmas break; Kate has the book club and Amy is working on booking the Swing Dance lessons.
  - g. Strategic Planning: Amy is joining with other public library directors to discuss and work on strategic planning; they are visiting other libraries and will be developing a library questionnaire.
  - h. Worker's Credit Union: Gordon Wetmore will be completing the pledge by the end of the year (2009).
  - i. Safety: MBLC is looking into libraries being used as FEMA centers during emergencies.
4. Mileage: Motion made and passed to use up to \$1,000 out of All-Purpose Trust Funds for staff travel mileage.
5. Policy Review:
  - a. Operational Safety Policy: Motion made and passed to accept policy as amended.
  - b. Noelle tells board that the Policy Sub-group will be meeting January 2010.
6. Staff Recognition gifts were delivered.
7. Other: Accolades, thanks and a very fond farewell to Mike Kelly, and his wonderful wife, Laurie, as he resigns from the LPL Board of Trustees to head to South Carolina.

Meeting adjourned at 8:08 pm.

Next meeting: January 21, 2010

Respectfully submitted,

Jeanne Raboin, Secretary, Lunenburg Public Library Board of Trustees