



Lunenburg Public Library

Trustees of Lunenburg Public Library, Meeting minutes February 16, 2023

Attending: Kate McCarron-remote, Bob Conroy, Harry Kubetz, Dick Mailloux-remote, Donna Saiia-Remote, Muir Haman – Director LPL, Laura Bousso, Maia Wentrup-remote, Jean Proctor – Guest, Jana Balish - Guest, Robin Venezia - Friends of the Library Assistant Treasurer.

The LPLBT meeting was called to order at 6:47 p.m. by Chairperson Harry Kubetz.

Public Comment

- No public comment.

Agenda Items

- **Proctor Memorial Garden Discussion**
 - Jean Proctor joined us to give us some background on the development of the Proctor Memorial Garden behind the library.
 - Her husband Dan was on the library building committee and her family took on the task of maintaining the garden once it was completed. It was designed to be an outside extension of the library.
 - The garden has not been well maintained over recent years because there have been some problems with vandalism and it became a burden for the family to keep it up.
 - Harry said it sounded as if the library administration at the time was not as supportive of the Memorial Garden as they could have been.
 - Harry asked Muir about the vision for the future. It could be a great space for a meditation garden. He was thinking in terms of the pandemic and the healthful aspects of outdoor spaces. It could also be used for programming.
 - Dick asked if it might be possible to incorporate the side lawn area into the back garden.
 - Kate noted that in the past the library had many programs outside in that area.
 - Robin asked if design ideas could consider more maintenance-free options. She also said the library is probably better staffed now than it has been in the past to be able to maintain the garden.
 - Harry asked about the Friends' willingness to provide some funds for some design and renovation. Robin said they have \$20k available from a bequest.
 - Muir said the idea is to revitalize the space and possibly expand it along with improving the grounds in general.
 - Harry asked if the maintenance could be done by the DPW. Maia suggested that local youth groups could be approached for volunteers to help with maintenance.
 - Harry: Where do we go from here? Can we get some designs on paper with costs?
 - Muir said he will discuss some ideas with Jean and put together proposals for grants/funding that will be required.
 - Laura asked if we are just looking at the Memorial Garden alone? Muir said we should try to do more.
 - Harry asked how long it might take to come up with a proposal. Muir said he would coordinate putting a proposal together.
- **Approval of Minutes**
 - Laura made a motion to accept the minutes of January 19, 2023 as amended, seconded by Donna. The motion passed unanimously by roll call vote.
- **Director's Report**
 - The FY23 budget is 53% expended and we are 66% through the fiscal year. Salary costs are on schedule. This includes two vacant positions. Utility costs are a bit behind. They tend to be more expensive towards the end of the fiscal year.

- Programs are only at 34% of the budget but a lot of programs will be coming up in the spring. CWMARS Network expenses have increased.
- Postage expenses have been way over normal due to fine-free/overdue notifications.
- Office supply expenses are up a bit due to the replacement cost of a laptop.
- Muir met with the Town Manager on the FY24 budget. Library requests were mostly funded in the FY24 budget. Some requests that were not funded included electricity increases and the copy machine. \$18k was requested for the technology budget and \$15k was funded. This includes the replacement of security cameras and \$9k for three staff workstations.
- Muir has made two conditional offers for the library assistant positions and one has been accepted. The job reclassification of deleting a staff librarian and adding an assistant director should go forward.
- Under programs - there was a student art exhibit. The first teen video game night will be tomorrow night. Next week will be Intro to Shark Biology. The book clubs have had a steady attendance. On 2/27 there will be a Celtic music concert. Zumbini will be coming back.
- Harry asked if open Fridays have still been going well. Muir said yes, they have still been a very busy time.
- **Trust Fund Update**
 - The Edward Jones account should be funded in the next week. Approximately \$80k will be transferred.
- **Library Sign Discussion**
 - Muir asked the architect about adding a second 'Lunenburg' line. This should be fine. Muir suggested we should do a mock up of the letters to see onsite. He will reach out to some sign companies for some quotes.
 - We should consider lighting options.
- **ARPA Funds Update**
 - Muir discussed this with the budget subcommittee, Laura and Dick. Requests under consideration are the redesign and construction of the HVAC system, estimated to be around \$150k and a backup generator, estimated to be around \$25k. Some other ideas under consideration are \$50k for the memorial garden, a possible expansion of the teen room into the Director's office space.
- **By-Laws Review, Discussion, and vote**
 - We reviewed the document. It will be amended and voted on at the next meeting.
- **Friends of LPL Update**
 - The next meeting will be held on March 6th, 2023.
- **Board Comments**
 - Dick noted that the remote system was working well for this meeting.
- **Adjourn**
 - Motion to adjourn by Bob. Seconded by Dick. Meeting was adjourned at 8:41 p.m.
- **Attached Documents**
 - February 16, 2023 Agenda
 - February 2023 Director's Report
 - February 2023 Adult Services Report
 - February 2023 Teen Services Report
 - February 2023 Youth Services Report



Lunenburg Public Library

AGENDA

Lunenburg Public Library Board of Trustees
Thursday Jan 19, 2023 6:45 p.m.
Lunenburg Public Library
(in-person meeting)

- Public Comment
- Agenda Items
 - Approval of Minutes of December 15, 2022
 - Director's Report
 - FY 2023 Budget Update
 - FY 2024 Budget Update
 - Staff Update
 - Programs Update
 - Technology Update
 - Building & Maintenance Update
 - Trust Funds
 - Update
 - Investment Policy Discussion
 - Library Sign Discussion
 - ARPA Funds Follow-up
 - Outreach Ideas
 - Schools
 - Pearl Brook
 - By-Laws Review, Discussion, and Vote
 - Friends Update
 - Director's Review
 - Board Comments
 - Other
- Adjourn



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

▪ Financials

	<u>FY23 Budget</u>	<u>Budget Expended</u>	<u>% Expended</u>
LIBRARY DIRECTOR SALARY	\$ 80,746	\$ 51,355	64%
ASST LIBRARY DIRECTOR SALARY	\$ 51,611	\$ 33,277	64%
LIBRARY STAFF SALARIES	\$ 211,119	\$ 116,805	55%
BLDG REPAIRS & MTC	\$ -		
SEWERAGE DISPOSAL	\$ 1,000	\$ 274	27%
ELECTRICITY CHARGES	\$ 22,500	\$ 9,584	43%
HEATING CHARGES/NATURAL GAS	\$ 18,500	\$ 6,123	33%
WATER CHARGES	\$ 800	\$ 530	66%
NETWORK MAINTENANCE	\$ 500	\$ 140	28%
BOOK SERVICE	\$ 4,500	\$ 3,294	73%
PROGRAMS	\$ 8,000	\$ 2,688	34%
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	\$ 22,574	30%
MILEAGE REIMBURSEMENT	\$ 900	\$ 491	55%
<u>TOTALS</u>	\$ 503,956	\$ 269,094	53%

February is 8 out of 12 (66.7%)

▪ FY24 Budget Update

No update. I will present to the Finance Committee on February 23, 2023.

▪ Staff

I attended Lunenburg Department Head meeting on 1/31, and CWMARS By-Laws Committee Meeting on 2/13. Next month will be a User's Council meeting for CWMARS.

CWMARS By-Laws committee is working on the internal and external privacy policies for the organization. Important topics these days. Personal information, data, and privacy are very important considerations for all of us.

I've had staff (Francesco, Marabeth, and Lydia) looking at the Aspen Discovery tool, which CWMARS will discuss at the next User's Council. This resources helps library users discover resources that are useful to them, and it overlays our ILS, Evergreen. In theory, this type of aid is potentially very valuable, though I'm not sure what sets Aspen apart.



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

I am hopeful that we will have two new library assistants very soon. Second interviews for two candidates were very good, and we are in the process of making offers. We will likely need to meet with the personnel committee to get approval on one hire. Unfortunately, Francesco will be leaving us after less than a year, so we will again be searching for a Digital Services Librarian.

We may be able to move forward sooner on the reclassification of Staff Librarian to Assistant Director. Town Counsel has approved keeping the position in the union.

▪ Programs

In March, we will host a student art exhibit with art from the High School in the community room. Our first teen video game night will be Friday this week, after January's was rescheduled because of weather. Next week's Intro to Shark Biology should be really fantastic!

Book clubs have been going strong, with each of the new groups garnering steady interest and attendance.

Tom O'Carroll will be here on 2/27 for a Celtic Music Concert that promises high quality entertainment.

Zumbini with Julie Q is back, again! Another session started earlier in the month. Thanks, Friends of the LPL!

▪ Building & Maintenance

A new Facilities Director has joined the ranks, and I am looking forward to discussing library needs with him.

▪ Technology

It seems to be unclear whether we have the funds to completely replace the thin clients available at the moment. We did get a quote for this purchase, but have not been able to finalize the order yet.

Trustee Report
Adult Services Department
February 2023

We continue to see steady attendance and participation in events through the early part of this year. An encouraging sign for additional upcoming programs.

February's coffee and acoustic mic session on Saturday February 4th had a decent turnout - 12 people - 4 of whom performed sets to fill the 2 hour window. The remaining attendees were there to get warm with coffee, check out the Library since many had never visited before, or support friends and neighbors who were playing. I think it was a major success in meeting my goals (encouraging community social connections and offering a safe performance space for local artists) and a wonderful start to a monthly recurring series!

We hosted Laura Garrity-Arquitt from the Museum of Russian Icons on Wednesday February 1st for a presentation about Russian nesting dolls. There were only 7 attendees which was disappointing at first, but turned out to be an excellent number for the hands-on portion of the lecture. We had just enough participants to match with sample matryoshka dolls so everyone could experience one for themselves. Laura was also a pleasure to work with and someone I will keep in touch with for future program needs.

For longterm programming, the Winter Bingo Challenge on Beanstack started December 1st and runs through February 28th. As of Tuesday February 14th, there are currently 19 active readers who have logged over 80,800 minutes and completed 229 activities.

Our Tuesday morning "100 Books Bucket List" book club met on February 6th this month. We had 7 attendees discuss *Selected Short Stories* by Alice Munro with varied opinions. I think everyone is enjoying the concept of our book club's selection process and the diverse opinions shared every meeting.

Upcoming programming includes our winter puzzle swap on Saturday February 18th, a virtual author talk on Zoom with Earnestine Lovell Jenkins will be in the evening of February 23rd, and a performance of Celtic music by Tom O'Carroll as part of our monthly music series on Monday February 27th. Next month we will have a weekly Zoom "lunchtime lecture" series every Wednesday at noon in partnership with the Tewksbury Library, a drawing class with Jill Pottle on Sunday March 5th presented by the Lunenburg Cultural Council, a presentation by Ted Reinstein on the color barrier breakers in early Major League Baseball history on Thursday March 9th, and a simple craft project using recycled book pages on March 15th and 16th.

Lastly, we decided to bring back our "blind date with a book" display for February and it has been a huge success so far. After two weeks on display, 19 books have been checked out by some adventurous readers! It has been especially gratifying to see the wide age range of our "blind daters" come to the front desk with their spontaneous pick. Overall, this has been a great example of collaboration, hard work, and eye-catching patron appeal that is paying off fantastic dividends for our Library.

Respectfully submitted,

Lydia Gravell

February 2023 Teen Services Trustee Report

Overview:

Activity	Number	Engagements
Family Game Night (1/12)	N/A	4 showed up
First Bites Book Club (1/18)	4 registered	3 showed up
Drop-In Craft: Button Making (1/26)	N/A	10 showed up
Random Reads (February)	4 registered	3 participated
Teen Craft: Heart Suncatchers (2/2)	2 registered	10 showed up
Tween Craft: Tile Mosaics (2/3)	17 registered	18 showed up
Teen Instagram: 392 followers	23 posts (past 30 days)	123 interactions (past 30 days)

In Detail (as of 2/8/2023):

- **New Partnerships**

Liz Johnson with Angels of Autism has started to bring the older kids to teen programs. They participated in the drop-in button making program along with the tile mosaics craft. It's been a great opportunity to gain some program attendance numbers along with reaching another community demographic. Keeping the teen programs that have registration as pending until we approve is helping to make sure that access to programs remains fair (Angels of Autism can easily take every space on their own for most programs). Knowing that they are interested in bringing kids to programs at the library is also a great opportunity to reach out to them on programs that have low registration numbers to see if we can draw in more people.

- **Random Reads**

We're picking up more 5th graders as we market this as an option for kids aging out of Debbie's book club (along with promoting the First Bites Book Club for the same kids) but numbers are still pretty low. This is an easy enough program to keep doing even for only a couple of teens and I think it's an important program to offer.

- **Teens in the Library**

Teen behavior in the library is still a struggle, but having all staff helping out is making a difference. We are providing a consistent message on what is not acceptable and utilizing the one strike approach will hopefully make a positive impact as the school year progresses.

- **Whiteboard Question of the Week**

Starting at the beginning of January, there is now a whiteboard in the Teen Room where I ask a "would you rather..." question each week. After 5 weeks of questions, we're averaging 35 responses each week. Some weeks have even encouraged in depth discussions between myself and teens. It seems to be a great passive program option that has been well received by our local teens. This week's question: "is a hot dog a sandwich?"

Respectfully submitted,

Susan Elbag, Teen Librarian

FEBRUARY 2023 Youth Services Area Trustee Report

JANUARY STATS:

ACTIVITY	NUMBER	PARTICIPANTS
Preschool "Little Listeners" Story Time	2	62 (39 Child/23 Adult)
Pre-K StoryTime	4	104 (Child 63/41Adult)
LPL Kids Book Club	1	14 (13 Child/1 Adult)
Book in a Bag Kits	1	4 participants
Popcorn and a Book Kits	1	10 participants
"Let's Make A..." Drop in Craft	1	39 (23 CHILD/16 ADULT)
Legos at the Library	1	7 (4 Child/3 Adult)
Water Coloring painting Class with BCAW	1	27 (18 CHILD/9 ADULT)

January Highlights:

- Popcorn and A Book and Book in a Bag Kits- 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.
- LPL Kids Book Club, January 10th - Monthly meetings with kids ages 9-11. This month we read [A Wolf Called Wander](#), an adventure fiction story based on a real life wolf written by Roseann Parry.
- Watercolor Painting Class , January 12th- Kids ages 6-11 were given a watercolor painting class presented by the wonderful staff from the Bumcoat Center for Arts and Wellness. They chose from either a blank piece of watercolor paper to draw their own image or they could choose one of the pre-drawn images that were provided. They colored the image with the watercolor crayons , then painted with water and paintbrush and watched to see the painting come to life- so cool!
- "Let's Make a ..." Drop In Craft, January 19th Monthly drop in craft for kids of all ages. This month the kids made 2-D snow globes.
- Legos at the Library, January 17th Open to kids of all ages, a challenge will be offered or the kids can just build. Tonight the kids were challenged with building a Lego boat that was able to carry cargo and was watertight- not as easy as it sounds!

JANUARY SCAVENGER HUNT- Signs of winter pictures were the subject of this month's search.

UPCOMING EVENTS FOR February:

- February 5-19th - "Little Listeners Storytime" for infants-preschoolers
- December 7-21st- " Pre-K Storytime" for 4-5 yr olds
- February 1st- Book in a Bag Kits
- February 1st- Popcorn and a Book Kits
- February 8th- Zumbini Class for Preschoolers- 1st of seven class series
- February 9th- Drop In Craft "Let's Make A ..."
- February 14th - LPL Kids Book Club
- February 14th- Legos at the Library
- February 21st- Family Crafternoon, 2 sessions
- February 22nd- Atlantic White Shark Conservancy Introduction to Whale Biology Program

Respectfully submitted,

Debbie Laffond, Children's Services Librarian