



Lunenburg Public Library

Trustees of Lunenburg Public Library, Meeting minutes February 17, 2022

Attending: Kate McCarron, Bob Conroy, Harry Kubetz, Dick Mailloux, Donna Saiia, Muir Haman – Director LPL, Laura Bousso, Maia Wentrup, Michael-Ray Jeffreys

The LPLBT meeting was called to order at 6:43 p.m. by Chairperson Harry Kubetz.

Harry read rules for remote meeting. Took a roll call.

Public Comment

- No public comment.

Agenda Items

- **Approval of Minutes**

- Maia made a motion to accept the minutes of January 20, 2022 as amended. Seconded by Kate. The motion passed unanimously.
- Dick made a motion to accept the minutes of January 6, 2022 as presented. Seconded by Donna. The motion passed unanimously.
- Dick made a motion to accept the minutes of February 2, 2022 as amended. Seconded by Kate. The motion passed unanimously.

- **Director's Report**

- We are 2/3 of the way through the fiscal year. The budget has been 56% expended. Utilities have increased but are coming closer to the normal expected bills. Salaries have seen the biggest changes in the past month.
- Muir has met with the Town Manager and the Finance Committee rep and will be meeting with the full finance committee on February 24. The funding for Friday hours has been requested.
- A draft of the LSTA grant has been sent to a consultant for feedback.
- There have been four interviews for the Digital Services position. Two more interviews are scheduled.
- This is an in-between time for programs. Some have had sparse attendance but others have been very well attended. The take-home kits and craft labs have been very popular.
- We have had some issues this past month with the DVR/Security cameras. We also lost heat this month and had to close the library. Laura asked if there was some remote low-temperature notification if this happened on a weekend. Muir said there are sensors and alerts in case that happens.
- Some temporary changes have been made to the teen room to increase shelving. We will be getting rid of the spinning racks to make more room for teens.
- The latest discussion on technology has been on the thin clients for public computing. Muir is looking for funding sources to replace the thin clients.
- The mask requirement has been lifted for town facilities and employees.
- Dick commented on the annual report – “well done”.

- **By-Laws Review Discussion**

- Harry thanked Dick for taking the lead on the by-laws process. After the By-Laws are approved Muir will bring the doc to the town counsel for review.
- The board read through and discussed the By-Laws draft document.
- There was some discussion of the ‘Advocacy’ section whether trustees had an obligation to support general legislation that may benefit other libraries.
- Dick made a motion to accept the draft document as our up-to-date By-Laws as amended. Seconded by Kate. Motion passed unanimously.

- **Trustee Handbook Discussion**
 - Muir covered the Chapter 7 review – Budgeting and Financial Management.
 - Kate asked about the Finance Com meetings – are they live? The answer was that meetings are currently hybrid – live with remote accessibility.

- **Friends of LPL Update**
 - The Friends had another short meeting. They talked about pop-up book sales. There was some discussion on allowing the friends to encourage their members to participate in Amazon Smiles for library fund-raising.

- **Board Comments**
 - No board comments.

- **Adjourn**
 - Motion to adjourn Dick by seconded by Donna. Meeting was adjourned at 8:06 p.m.

- **Attached Documents**
 - February 17, 2022 Agenda
 - February 2022 Director's Report
 - February 2022 Adult Services Report
 - January 2022 Teen Services Report
 - Draft LPL FY2022 By-Laws



Lunenburg Public Library

AGENDA

Lunenburg Public Library Board of Trustees
Thursday February 17, 2022 6:45 p.m.

Lunenburg Public Library

Note that this meeting is in accordance with the
"Executive Order on Remote Participation"
and will be conducted remotely.

In accordance with the requirements of the Open Meeting Law, please be advised that this meeting is being recorded and will be available for viewing over the Lunenburg Public Access YouTube channel within 24 hours after the meeting.

The Town of Lunenburg, in response to the COVID-19 (Corona Virus) is currently following the guidance from the Lunenburg Board of Health, Massachusetts Department of Public Health and the CDC regarding the virus and steps communities can take to prevent the spread and all town facilities are currently closed to the public. In accordance with the Governor's Order Suspending Certain Provisions of the Open Meeting Law, G. L. c. 30A, § 20, all public meetings are being conducted remotely. This meeting will not be broadcast live. It will be recorded and will be able to be found on the LunenburgAccess YouTube channel within 24 hours after the meeting.

The following information is also provided for members of the public who would like to participate in the meeting remotely:

Join Zoom Meeting

<https://us02web.zoom.us/j/7663167607>

Meeting ID: 766 316 7607

or from a telephone, dial the toll-free number (877) 853-5257 and enter Webinar ID: 766 316 7607

If you have not registered with Zoom you will be asked for your name and an e-mail address.

Note: No participant ID is needed, just press # when asked. Telephone users may dial *9 to request to speak after joining the meeting. Computer and app users may use the "raise hand" feature to request to speak.

The agenda lists all the topics which may be discussed at the meeting and are those reasonably anticipated by the Chair. Votes may be taken as a result of these discussions. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by Open Meeting Law.

- Public Comment
- Agenda Items
 - Approval of Minutes of January 20, 2022 and February 2, 2022
 - Director's Report
 - FY 2022 Budget Update
 - FY 2023 Budget Update
 - Staff Update
 - Programs Update
 - Technology Update
 - Building & Maintenance Update
 - Re-opening Update
 - Chapter 7 from Trustee Handbook
 - By-Laws review, discussion, and vote
 - Friends Update
 - Board Comments
 - Other
- Adjourn

1023 Massachusetts Avenue • Lunenburg, MA 01462 • (978) 582-4140
Agenda Lunenburg Public Library Board of February 17, 2022



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

▪ FY22 Budget Update

	FY22 Budget	Budget Expended	% Expended
LIBRARY DIRECTOR SALARY	\$ 76,175	\$ 50,999	67%
ASST LIBRARY DIRECTOR SALARY	\$ 49,847	\$ 32,317	65%
LIBRARY STAFF SALARIES	\$ 169,419	\$ 90,891	54%
BLDG REPAIRS & MTC	\$ -		
SEWERAGE DISPOSAL	\$ 1,000	\$ 235	23%
ELECTRICITY CHARGES	\$ 22,500	\$ 14,138	63%
HEATING CHARGES/NATURAL GAS	\$ 17,000	\$ 9,677	57%
WATER CHARGES	\$ 800	\$ 482	60%
NETWORK MAINTENANCE	\$ 500	\$ 140	28%
BOOK SERVICE	\$ 4,500	\$ 3,337	74%
PROGRAMS	\$ 5,000	\$ 2,590	52%
CONTRACTED SERVICES	\$ 2,500		0%
CWMARS NETWORK	\$ 14,000	\$ 14,000	100%
POSTAGE	\$ 300		0%
OFFICE SUPPLIES	\$ 4,800	\$ 2,053	43%
CUSTODIAL SUPPLIES	\$ 300		0%
LIBRARY MATERIAL	\$ 70,000	\$ 25,123	36%
MILEAGE REIMBURSEMENT	\$ 900		0%
TOTALS	\$ 439,541	\$ 245,982	56%

February is 8/12=66.7% complete

▪ FY23 Budget Update

Library budget requests were submitted 1/12/22, and I met with the town manager in late January to discuss. I have a met informally with the head of the FinComm and will present to the full FinComm as a whole next week, Feb. 24. We did request funding to open an additional 4 hours on Fridays. I also discussed shifting additional expenses over the town's appropriated library budget from the Friends, so that the Friends can be freed up to continue to go above and beyond normal operational support to make things truly special for the town of Lunenburg. The town manager's presentation on FY23 budget to the FinComm is the same night as our meeting.

▪ Staff

The draft of our grant application for LSTA grant will be completed and submitted by the time of our meeting. We will get feedback from MBLC before finalizing a draft for April's deadline. I am hoping that we will be funded to deliver a program that supplies STEM circulating kits and and instructions for all ages, that will also include technology repair clinics, reuse/recycle/upcycle of technology and other "wastes" and more.



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

We've had two more interviews for the Digital Services position, and have scheduled two more first interviews. We will invite at least two of these candidates back for a second interview.

The Annual Report for the library to be included in the town booklet for ATM was submitted February 11, and a copy of the report was included in the meeting folder for tonight.

▪ Programs

A mixture of in-person and virtual programs are planned for the near future

Feb 23 will be a fantastic program to celebrate Black History Month, and is supported by the Friends Sondra Lane Cultural Events fund: **Jazz in the Civil Rights Movement with Galen Abdur-Razzaq**

Take home kits and craft labs continue to be popular programs, and curated borrowing experiences have been a hit, too. These "bags" of items from the collection are linked thematically, like a geographic locations, and are a bit of a hybrid between classic circulation services and programming services.

▪ Building & Maintenance

Had some issues this month with our DVR/security cameras, and more recently with the HVAC system.

I've discussed with Susan some needs in the teen room that we will likely come to the Friends for help with.

▪ Technology

We are discussing with the IT department solutions to our ancient thin clients for public computing.

▪ Reopening Update

The town has lifted its mask requirement for town facilities and employees.

Trustee Report
 Adult Services Department
 February 2022

So far, adult programming at the Library has included some robust offerings, but with mixed results. Our take-home kits have increased in popularity, while virtual and in-person events have dwindling attendance numbers. As a result, we will extend the take-home kit programs further into the spring and book some virtual events with presenters who may have a wider audience and bigger draw for the Library. We are looking forward to seeing how events progress!

Stats for Past Adult Programs		
<i>Program Title</i>	<i>Date</i>	<i>Attendance</i>
Mystery Travel Kits: February	February 1-28, 2022	15
Gardens of Cornwall and Devon (Zoom)	Wednesday January 26, 2022	60
Adult Craft Lab: January (Evening)	Wednesday January 19, 2022	12
Adult Craft Lab: January (Morning)	Thursday January 20, 2022	12
Beginner Bullet Journal Club	Saturday January 22/February 5, 2022	2/0
Introduction to ASL (Zoom)	Saturday February 5, 2022	13
Book to Film Club: Crazy Rich Asians	Monday February 14, 2022	0 - canceled
Adult Craft Lab: February (Take-home)	Monday February 14, 2022	13

Upcoming Adult Programs	
<i>Program Title</i>	<i>Date</i>
Adult Craft Lab: February (Evening)	Wednesday February 16, 2022
Adult Craft Lab: February (Morning)	Thursday February 17, 2022
Beginner Bullet Journal Club	Saturday February 19, 2022
Jazz in the Civil Rights Movement (Zoom)	Wednesday February 23, 2022
Mystery Travel Kits: March	March 1-31, 2022
Discovery of a Masterpiece (Zoom)	Wednesday March 2, 2022
Book to Film Club: Hidden Figures	Monday March 14, 2022

Respectfully submitted,
 Lydia Gravell

February 2022 Teen Services Trustee Report

Overview:

Activity	Number	Engagements
Take Home Kits Page Corner Bookmarks	5 signed up	14 kits taken in total
Drop-In Craft Button Making (1/27)	3	
January Chalk Board Question		15 responses
February Random Reads Grades 5-8	7 signed up	4 picked up so far
February Random Reads Grades 9-12	2 signed up	2 picked up
Teen Instagram: 310 followers	17 posts (past 30 days)	175 interactions (past 30 days)

In Detail (as of 2/9/2022):

- **Boys & Girls Club Homework Power Hour**

We are still seeing a large presence in teens coming to the library for the Boys & Girls Club Homework Power Hour.

- **Take Home Page Corner Bookmarks**

We had 5 teens sign up for take home kits, I made 9 additional ones and put them on a book cart with a sign saying to please take one. So in total 14 kits were handed out. With more interest being shown to take home crafts than in programs happening in the library, I will continue to focus on offering take home kits.

- **Drop-In Button Making**

I didn't get a huge turnout, but will try again. The teens that did participate were very excited about it. I'll break out the button supplies for a Summer Reading drop-in for sure.

- **Chalkboard Question of the Month**

January's question was "what is your favorite game?" There were 15 responses on the board (January has 26 responses).

- **Random Reads**

Interest in Random Reads is growing! I ended up moving registration spots from grades 9-12 over to grades 5-8 for February because there were so many 5th graders signing up!

- **Blind Date with a Book**

While the Teen Room's display this month will be focused on Black History Month, there is a cart in the Teen Room dedicated to the blind date with a book trend. YA books have been wrapped and have clues on the front. We've only had 1 YA book checked out so far, but I plan on having the display up for the entire month.

Respectfully submitted,

Susan Elbag, Teen Librarian

By-Laws of the Board of Trustees of the Lunenburg Public Library

Name and Authorization

This organization shall be called "The Board of Trustees of the Lunenburg Public Library" [the Board], existing by virtue of the provisions of Chapter 78, Section 10-13, 21 of the General Laws of Massachusetts (MGL), of the By-Laws of the Town of Lunenburg [the Town], and exercising the powers and authority and assuming the responsibilities delegated to it under the said statutes.

Trustees

Number and Qualifications

The Board is composed of seven members elected by the citizens of the Town at its general election held annually on the third Saturday of May, or on another date as decided by the Town, as provided for in MGL, Chapter 78, Section 10.

Term and Remuneration

Trustees serve without compensation for a term of three years. Terms are staggered so that two/three Trustees are elected each year.

Attendance

Regular attendance is a responsibility of all Trustees. Trustees are expected to arrive at meetings prepared and having read all reports and materials provided them in advance of the meeting.

Resignations

Any member of the Board may resign by written notice filed with the Chair of the Board and with the Town Clerk of the Town, as provided for in MGL, Chapter 41, Section 109.

Vacancies

A vacancy on the Board shall be filled by a joint majority vote of the Board and the Town's Select Board at a joint meeting in accordance with MGL, Chapter 41, Section 11. Such appointments shall be valid until the next Town election.

remainder of these By-laws.

By-Laws of the Board of Trustees of the Lunenburg Public Library

Responsibilities of the Board of Trustees

Custody and Management of the Library

The Board shall have those responsibilities provided by MGL, Chapter 78, Section 11, and the By-Laws of the Town with regards to the custody and management of the library and of all property owned by the Town pertaining to the library. The Board shall be responsible for all monies appropriated by the Town for the library and all money or property received by the Town by gift or bequest for the library.

Appointment of the Director

The Board shall appoint and regularly evaluate a qualified Library Director who shall be the executive and administrative officer of the library on behalf of the Board and under its review and direction. The Library Director [Director] shall attend all Board meetings. The Board shall establish a written employment contract for the Director, detailing the basic considerations of employment, as provided by MGL, Chapter 78, Section 34.

Policies

The Board shall establish written policies governing library activities and services, including a policy for the selection of media and the use of library materials and facilities, that are in accord with the current standards of the American Library Association as provided for by the MGL, Chapter 78, Sections 33.

Annual Library Budget

The Board shall advise in the preparation of the library's budget, approve it, and seek adequate funds to finance the approved budget.

Planning

The Board shall engage in an ongoing planning process to assess the needs of the community and ensure that the library meets those needs.

Special Committees

The Board may organize standing and ad hoc committees for the study and investigation of special issues or for specific tasks. Such ad hoc committees will disband when their work is completed. All committee decisions and reports are purely advisory to the

By-Laws of the Board of Trustees of the Lunenburg Public Library

Board. Committee appointments will be made by the Chair of the Board, or their designee based on requests of the trustees. Ad hoc committees may include members of the community at large.

Collective Authority of the Board

All decisions of the Board shall be made by a vote of a quorum of the Board as a collective body. No individual Trustee may make decisions, act, or speak for the Board unless specifically authorized to do so by a majority vote of the membership of the Board at a duly called meeting.

Advocacy

- a. Trustees should attend meetings with municipal finance and administrative Boards;
- b. Trustees shall speak as advocates for the library representing the Board's positions and policies in the community and maintain vital public relations;
- c. Trustees should study and support legislation which will be supportive of the Lunenburg Public Library and will bring about the greatest good to the greatest number of libraries; and
- d. Trustees shall make clear in all instances if they are speaking for the Board in an official capacity or if they are expressing their own personal opinions, so there is no confusion between the two.

Officers

The officers of the Board shall be a Chair, a Vice-Chair, and a Secretary. Officers shall be elected at the meeting of the Trustees that immediately follows Town elections and shall hold office until after the next annual Town election. In the event of a vacancy in any of the officers' positions during the year, that vacancy shall be filled by a majority vote of the Trustees.

Duties of the Chair:

- a. To serve as a presiding member at all meetings of the Board.
- b. To call and serve as a presiding member over special meetings of the Board.
- c. To appoint all committees to pursue the work of the Board and may serve as an ex-officio member of each.
- d. To work with the Trustees and the Director to develop meeting agendas.

By-Laws of the Board of Trustees of the Lunenburg Public Library

- a. To serve as the official representative of the Board before other Town bodies.
- b. To create a meeting notice for all regular and special meetings of the Board and cause the same to be posted as may be required by law.
- c. To serve as the signatory for the Lunenburg Public Library on grants and state certification.
- d. To fulfill all legal functions on behalf of the Board.

Duties of Vice-Chair:

- a. To perform the duties of the Chair of the Board of Trustees of the Lunenburg Public Library at the request of the Chair or in the Chair's absence, and to perform such other duties as may be delegated to the position.
- b. At the request of the Chair, as circumstances may warrant, to create a meeting notice for a regular or special meeting of the Board.

Duties of the Secretary:

- a. To keep a true record of all meetings of the Board.
- b. To be responsible for correspondence as directed by the Board.

Meetings

Open Meeting Law

All meetings of the Board shall be subject to the Commonwealth's Open Meeting Law, as elaborated in MGL, Chapter 39, Sections 23A-23C. In particular, all meetings are open to the public unless held in executive session. Under terms of the law, a notice of all meetings, except in case of emergency, will be filed with the Town Clerk at least 48 hours beforehand and a copy of the notice will be posted in the Clerk's Office. Further, all records or minutes of meetings will be available for public inspection. Should circumstances prevent meeting in person, instructions regarding remote participation will be provided in the meeting notice in accordance with the Executive Order on Remote Meetings.

Regular Meetings

The Board shall meet on the third Thursday of the month at 6:45 P.M. at the Lunenburg Public Library or at the time and place designated at the preceding meeting. The Board may, from time to time, fix, cancel, or change the times for holding regular meetings.

By-Laws of the Board of Trustees of the Lunenburg Public Library

Special Meetings

Special meetings of the Board may be called by the Chair, or upon written request of three members, for the transaction of business as stated in the meeting request. Notice stating the time and place of any special meeting and the purpose for which it is called shall be posted as required by the Commonwealth's Open Meeting Law and given to each member of the Board at least two days in advance of the meeting.

Quorum

A quorum for the transaction of business at any meeting shall consist of a majority of the Trustees presently holding office.

Procedures

Except as provided for in these By-Laws, Parliamentary procedures will be in accordance with the current edition of *Robert's Rules of Order*.

Order of Business at regular meetings should include the following:

- a. Call to order
- b. Public comment
- c. Approval of minutes of the previous meeting(s)
- d. Director's report
- e. Friends of LPL update
- f. Committee Reports
- g. Board comments
- h. Other
- i. Adjournment

Trustees Emeritus

The Board of Trustees may, from time to time, by motion and approval of a simple majority of the Board, appoint a retired Trustee to the honorary position of Trustee Emeritus to serve and assist the Board of Trustees. A Trustee Emeritus has no voting privileges and shall not be counted in determining if a quorum is present for any meeting.

By-Laws of the Board of Trustees of the Lunenburg Public Library

Amendments

These By-Laws may be amended by a majority vote of the Trustees present at any regular meeting of the Board, provided the amendment was stated at the preceding meeting or was sent to the Trustees at least 30 days prior to the meeting at which it will be voted on.

Inconsistent Provisions and Severability

To the extent that any provision of these By-Laws is inconsistent with any provision of the Massachusetts General Law or the Town of Lunenburg's By-Laws, the Massachusetts General Laws or Lunenburg's By-Laws, as the case may be, shall govern. Every provision of these By-laws is intended to be severable. If any term or provision hereof is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity or legality of the remainder of these By-laws.