



Lunenburg Public Library

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

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

- Robin wanted to give a shout out to Donna for the grant for the art class from the Cultural Council. It was a big success.

Agenda Items

- **Proctor Memorial Garden Discussion**
 - Muir, Robin and Jean Proctor met twice to discuss plans. The first priority is to restore the area and expand it. Phase two would be to convert existing open space into a plant demonstration area.
 - Muir presented a draft proposal. Jean is coming up with some numbers for construction and maintenance.
 - Harry said he is excited about enhancing the outdoor space. He asked how we can ensure that the space stays clean and well maintained.
 - Robin said she would like to have a hands-on space for the kids, similar to the herb garden out front.
 - Harry said the ARPA request should include all three phases.
 - Robin has a draft plan for the front area. She suggested a pocket pollinator garden with multiple plantings and a central walkway.
 - Harry made a motion to authorize the purchase of plants. Seconded by Dick. The motion passed unanimously (and enthusiastically).
- **Approval of Minutes**
 - Kate made a motion to accept the minutes of February 16, 2023 as amended, seconded by Dick. The motion passed unanimously.
- **Director's Report**
 - The FY23 budget is 60% expended and we are 75% through the fiscal year. Heating charges are still a bit behind. The program line has gone up considerably, as expected. A number of materials costs will be coming up, mainly online materials such as Kanopy, Mango, and online databases.
 - Harry asked about the contracted services line. Muir said it is kind of open right now and may be used for painting the community room.
 - Muir presented the FY24 budget to the finance committee on 2/23 and met with the town manager for the preliminary budget. The preliminary budget is \$539k. Most of the requests were funded. The copy machine lease and camera upgrades were funded in the town central purchasing and IT budgets.
 - Muir will be meeting with the Fitchburg and Leominster public library directors on potential points of collaboration.
 - We are still looking for a library assistant and Francesco's replacement. There should be some people coming in for interviews.
 - The town and HR are working with a consultant and are recommending increased pay rates for the SAP library staff in order to come up to market rates.
 - Joselyn Davis, the new library assistant, is doing very well. She is assisting with the Children's room and LSTA grant programming.
 - There is a high school art exhibit in the community room. There will be a Celtic Chocolate program on 3/29.
 - Muir met with Chris Ruth, the new facilities director on 3/13 and gave him a tour of the library.
 - Muir met with National Grid to talk about heat pumps for possible HVAC replacement.

- Muir has started to replace the thin clients. Nine units will be installed.
- **Trust Fund Update**
 - Harry and Dick met today with Heather. The Touchstone funds can be transferred. The others are listed as Trust Funds and would have to be transferred one item at a time. Dick pointed out that these are not Trust Funds, there are no trust documents.
 - The funds should be transferred by Wednesday next week. We can't touch the principle but the interest is still a large percentage of the funds.
 - Harry will email the town and reiterate what was agreed to and what should happen.
- **Library Sign Discussion**
 - No current update.
- **Rules and Regulations**
 - A motion to accept the rules and regulations as amended was made by Dick. Seconded by Donna. The motion passed unanimously.
- **Town Caucus Discussion**
 - There are two people interested in running for the BOT.
 - Kate will not be running for reelection this year.
 - Dick will attend the meeting.
- **Friends of LPL Update**
 - The Friends had four new people at the March meeting.
 - They are discussing looking for possible sponsorships. One possibility is NE Subaru.
 - Harry gave a Trustee update.
- **Board Comments**
 - Harry tried to call on Wednesday when there was a snow closure. He went to the website and the date of the closure message was not very clear. Muir said he would look at it.
 - Donna noted that the art class was filled but the updated info was not posted on Facebook.
- **Adjourn**
 - Motion to adjourn by Dick. Seconded by Donna. Meeting was adjourned at 8:46 p.m.
- **Attached Documents**
 - March 16, 2023 Agenda
 - March 2023 Director's Report
 - March 2023 Teen Services Report
 - LPL BOT Rules and Regulations
 - Proctor Memorial Garden Restoration and Expansion Proposal
 - Children's Garden Design Process Step One



Lunenburg Public Library

AGENDA

**Lunenburg Public Library Board of Trustees
Thursday March 16, 2023 6:45 p.m.
Lunenburg Public Library
(in-person meeting)**

- Public Comment
- Proctor Memorial Garden Discussion
- Agenda Items
 - Approval of Minutes of February 16, 2023
 - Director's Report
 - FY 2023 Budget Update
 - FY 2024 Budget Update
 - Staff Update
 - Programs Update
 - Technology Update
 - Building & Maintenance Update
 - Trust Funds Update
 - Library Sign Discussion
 - By-Laws Review, Discussion, and Vote
 - Proctor Memorial Garden and Education Garden Proposal
 - Town Caucus Discussion
 - Friends Update
 - 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	\$ 57,543	71%
ASST LIBRARY DIRECTOR SALARY	\$ 51,611	\$ 37,302	72%
LIBRARY STAFF SALARIES	\$ 211,119	\$ 130,844	62%
BLDG REPAIRS & MTC	\$ -		
SEWERAGE DISPOSAL	\$ 1,000	\$ 411	41%
ELECTRICITY CHARGES	\$ 22,500	\$ 12,801	57%
HEATING CHARGES/NATURAL GAS	\$ 18,500	\$ 8,586	46%
WATER CHARGES	\$ 800	\$ 530	66%
NETWORK MAINTENANCE	\$ 500	\$ 160	32%
BOOK SERVICE	\$ 4,500	\$ 3,294	73%
PROGRAMS	\$ 8,000	\$ 3,820	48%
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	\$ 22,765	30%
MILEAGE REIMBURSEMENT	\$ 900	\$ 491	55%
<u>TOTALS</u>	\$ 503,956	\$ 300,504	60%

March is 9 out of 12 (75%)

▪ FY24 Budget Update

Presentation made to the Finance Committee on February 23, 2023. TM Preliminary Budget for the library is \$539,126.28. In addition, requests for technology purchase is funded in Central Purchasing and IT budgets to pay for copy machine lease and security camera upgrades.

▪ Staff

I attended Lunenburg Department Head meeting on 3/6, and was not able to attend CWMARS By-Laws Committee Meeting on 3/13. Upcoming User's Council meeting for CWMARS 3/21.

We continue the search for library assistant, and for Francesco's replacement in the Digital Services Librarian role. I have discussed the possibility of combining the two positions with the town manager. It seems (anecdotally) as if we are receiving more applications at the current time for these openings. I am and will be inviting a number of candidates for interviews.

Joslyn Davis, our new Library Assistant, has been adjusting and shows great promise. She's been learning front desk and children's desk, and helping Debbie and me with LSTA programming and the paperwork and logistics of these upcoming programs.



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

Before he left, Francesco began contact with Freegal streaming music service, and I met with their rep last week to see how it looked. Depending on the final price, this resource might be another one that would be a good addition. Francesco also got us most of the way to adding two hotspots to our Library of Things, and I will get us the rest of the way there in the next couple weeks.

▪ Programs

The student art exhibit from the High School students is in the community room. Visitors have definitely been checking it out!

Tomorrow, we will host Rep. Margaret Scarsdale for office hours from 2:30-3:30pm. First of this type of program we've hosted for a number of years.

Regina Delaney will perform this coming Saturday as part of our monthly music series from 1-2pm, and the rescheduled Quintessential Winds performance will be this coming Wednesday 3/22 at 6:30pm. Seed bomb programs will be Friday and Saturday of next week with our Friend Robin!

The ongoing virtual "lunch" programs continue with New Bedford whaling and JFK topics coming up. 3/29 is the much anticipated Celtic Chocolate program with tastings of Irish tea, bread and chocolate!

▪ Building & Maintenance

I discussed many library projects with Chris Ruth, our new facilities director on 3/13, and gave him a tour of the library.

I did submit requests for funding from state earmarks including for HVAC, teen room reno, memorial garden, and exterior maintenance of the library building.

▪ Technology

We have begun to replace the thin clients with new devices to provide public access computing, including Microsoft Office. Nine units will be installed. I am also looking into adding Freegal and hot spots, as already mentioned.

March 2023 Teen Services Trustee Report

Overview:

Activity	Number	Engagements
Family Game Night (2/9)	N/A	30 showed up
(Not So) Young Adult Book Club (2/12)	3 registered	4 showed up
First Bites Book Club (2/15)	4 registered	5 showed up
Teen Craft: Spa Kits (2/16)	8 registered	10 showed up
One Up Video Game Night (2/17)	3 registered	10 showed up
Random Reads (March)	0 registered	0 participated
Drop-In Teen Craft: Friendship Bracelets (3/3)	N/A	14 showed up
Teen Instagram: 399 followers	18 posts (past 30 days)	96 interactions (past 30 days)

In Detail (as of 3/8/2023):

- **New Partnerships**

For the month of March, we will have artwork from Lunenburg students in grades K-12 displayed in the Community Room. This came about after I had been in contact with the middle and high school art teachers in regards to the Mass Teen Choice Book Awards and we started to talk about how the school and the library could collaborate on different projects. Karyn Giuliani is one of the art teachers at the middle school and she suggested the art show. They will also be running a drop-in art night for all ages on March 16th where high school students will help participants complete a variety of crafts. Karyn and I discussed making this art show a yearly occurrence and that next year we could host an opening night function.

- **Book Clubs**

Both the (Not So) Young Adult Book Club and the First Bites Book Club are gaining interest which is exciting. Debbie and I are keeping track of the titles we pick for First Bites, how many kids attend each meeting, and how many choose to check out the book after hearing the first chapter so we can see what books work and which ones don't to help us with picking future titles. I'm debating about making the YA book club into a hybrid so that people can join over Zoom in case making it to the library on a Sunday isn't an option for them.

- **Whiteboard Question of the Week**

Has turned into a question of the day (or every other day) per request from a couple of the middle school kids because they said weekly was not frequent enough. Since I first put the whiteboard out, we're averaging 29 individual responses per question. Teens continue to engage with the whiteboard, either by suggesting new questions, or by debating the responses to the current question. This has turned into a great passive programming option.

Respectfully submitted,

Susan Elbag, Teen Librarian

Rules and Regulations of the Lunenburg Board of Library Trustees

Name and Authorization

This organization shall be called "The Lunenburg Board of Library Trustees" [the Board], existing by virtue of the provisions of the Charter of the Town of Lunenburg [the Town Charter] 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 voters 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 the Town Charter.

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 to 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 will be effective when recorded with the Town Clerk of Lunenburg, 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 the Town Charter. Such appointments shall be valid until the next Town election.

Proctor Memorial Garden Restoration and Expansion Proposal (Draft)

Design and create a resilient, dynamic landscape around the library to expand and increase the library's ability to meet its strategic goals as a community meeting space and educational center by better utilizing its outdoor spaces.

A. Education and Demonstration:

- - Create spaces and opportunity for library programs around those topics, including pollination systems, native species, food resilience, climate change, ecosystems and resilience, biodiversity.
 - Design and offer regular library programs to utilize and encourage community connection to and in these spaces.

B. Community Meeting and Socialization Space:

- - Provide a welcoming, safe, comfortable, and convenient outdoor meeting space for all ages in the community.

C. Community Mental Health:

- - Provide a space supporting mental health for all ages the community (meditation, nature, socializing/connection, mindfulness).
 - Support healthy behavioral changes that emerged during the pandemic, e.g. building connections to nature, exercise and social connection in outdoor spaces.

D. Resiliency

- - Build on-going maintenance plans and funding sources into the project to ensure landscaping continues to be resilient, dynamic, and support the library's strategic goals.
 - Consider and build potential climate mitigation into the design.

Phase I - Memorial Garden (See map)

Target date: 2023

A. Restore the memorial garden to a healing, calming, supportive space.

B. Align the patio/amphitheater space to potential program uses (storytime, concerts, craft activities)

Phase II - Children's Wing (See map)

Target date: 2024

A. Education, Demonstration and Interaction Space geared toward children and families

Children's Herb Garden

Pollinator Pocket Garden

Edible Food Maze

Meditation Area?

Phase III - Education and Demonstration Space for all ages

Target date:

Shady Woodland natives demonstration garden (by River Birches)

Open Woodland natives demonstration garden (other side of stairs up to staff entrance)

Rain Garden natives demonstration garden (behind library?)

Drainage area issues - broken fence, snow removal practices, only half of area is connected to the library, other piece can be sold/out of library control, probably need heavy equipment due to size of boulders used in drainage area to remove invasive plants and restore area

Meditation area?

Challenges — Opportunities — Solutions/Methods

Challenges:

1. Erosion down the hills
2. Compacted, bare soils
3. Existing plants that sucker in undesired places (Rose of Sharon, others?)
4. Invasive plants (Japanese barberry, Callary Pear)
5. Historic, repeated water feature damage
6. Patio very hot and sunny at midday
7. Weeds growing between patio stones
8. Sunken stones near dead dogwood tree
9. Dead tree

Resources:

1. Grants and donations
2. Friends and other community volunteers
3. Proctors may have stone resources, connections with contractors, landscapers in the community
4. Experienced gardeners or landscapers within the community
5. Debbie and Susan have seeds for growing some native plants

Opportunities:

1. Engage community
 - Integrate programs into the library space, such as growing plants and putting them into the garden; painting rocks to identify plants; creative signage; observing and recording animals, birds and insects that visit or live in the garden.
 - Use natural amphitheater shape of patio to increase its availability for library and community concerts. Add stones for additional seating on the eastern side of the patio.
 - Partner with others to include patio area in pond or garden tours.
 - Partner with other libraries to encourage patrons to visit other local libraries.
2. Learning opportunity
 - Label plants
 - Temporary, seasonal or permanent signage about local things you might find living in the water feature, visiting plants or living in the garden.
3. Increase biodiversity by using native plants to create native habitat
4. Increase usability of patio area (times of day, number of patrons, non library community events)
5. Leverage existing beautiful patio, stones, and existing plants in design process.
6. Build in resiliency and long-term maintenance to ensure that garden's success into the future.

Initial Potential Solutions:

1. Direct traffic flows to appropriate areas
 - Wrought iron fencing, with or without vines.
 - Living plant fence
 - Clearly defined pathways
 - Signage
2. Heal Soils
 - Use new and existing plants (ground covers, nitrogen fixers, dynamic accumulators and plants that generate mulch)

- Allow fallen leaves and debris to stay on the ground (Unless too deep or hazardous, such as tripping on pathways)
 - Designate clear access ways and protect with either mulch, stones, etc.
 - Change slope?
1. Use design to reduce maintenance requirements.
 - Use plant choices to reduce ongoing maintenance requirements.
 - Remove or relocate inappropriately behaving plants, if necessary.
 - Use root barriers to prevent undesired spread
 - Change garden layout to work around preferred existing plants?
 2. Use native plants wherever possible. Create habitat to foster biodiversity.
 3. Water feature
 - Repair, remove, alter?
 - Increase surveillance if necessary?
 - If damaged, process to require perpetrator to donate time to repair and maintain area?
 4. Create shade.
 - Remove small Callary Pear and replace with a native shade tree or trees.
 - Add awnings to cover all or part patio.
 - Add trellising (and vines?) to cover all or part of patio to increase shade during summer months.
 5. Reduce weed maintenance needs on patio area.
 - Plant ground cover (creeping thyme?) to fill in cracks between stones to block out weeds. Tripping hazard?
 - Use vinegar or hot water solution?
 - Add more sand or stone dust between stones?
 - Repair sunken stones around planting circle. How to prevent sinking in the future?
 6. Utilize planting circles in patio area.
 - Another tree to increase shade.
 - Low growing shrub(s) that will not block view of performers from the hill.
 - Add ground cover under existing dogwood tree.
 - Remove and replace with something else.
 - Rearrange patio stones to combine circle area with water feature.