



## **Lunenburg Public Library**

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

Attending: Kate McCarron, Bob Conroy, Harry Kubetz, Dick Mailloux, Donna Saiia, Muir Haman – Director LPL, Laura Bousson, Maia Wentrup, Michael-Ray Jeffreys, Robin Venezia – Membership Chair Friends of the Library

The LPLBT meeting was called to order at 6:48 p.m. by Chairperson Harry Kubetz.

### **Public Comment**

- No public comment.

### **Agenda Items**

- **Friends of LPL Update**
  - Robin attended the meeting to give an in-person Friends update. The Friends website has been updated. There is now a Gmail contact email address and an Amazon Smile donation link.
  - There have been a lot of discussions about fundraisers. They are planning a native plant sale. The miniature golf fundraiser for the skate park is still under discussion but no plans have been made yet. The pop-up book sales are ongoing and doing very well. A full book sale will be planned for June.
  - They are trying to come up with ideas to make members feel more appreciated such as discounts or early admission to the semi-annual book sales.
  - They are also looking for ideas on how to attract new members and new members for management positions.
- **Approval of Minutes**
  - Dick made a motion to accept the minutes of February 17, 2022 as amended. Seconded by Kate. The motion passed unanimously.
- **Director's Report**
  - We are 75% of the way through the fiscal year. Utilities expenses have been as expected. 60% of the salary budget has been expended. The Digital Services position is still open. There are materials expenses that will be coming up in the spring. Some periodical renewals will also be coming up.
  - The presentation to the Finance Committee on 2/24 went very well.
  - The funding for the Friday hours has been included in the FY23 budget. This will be a ½ day or four additional hours. It will include two new staff positions. Laura asked whether the utility increase was approved.
  - The technology funding request for \$8k is not currently in the FY23 budget. Michael-Ray pointed out that the technology request did not have a detailed list on exactly what would be funded. Muir said he would provide this.
  - Teen behavior has been a problem in the afternoon in the past few weeks. Muir said they had a few strategies for dealing with this.
  - The movie app Kanopy has seen a lot of usage.
  - The LSTA grant is still in progress. Most proposals will be funded. LPL has applied for a \$10K grant.
  - The library will be switching over to a new version of Evergreen in April
  - Muir is working with Lydia on improving engagement for programs. The number have been up and down. The take home kits are still very popular. Children's programs in general have been very well attended.
  - There have still been some issues with the security cameras but these have been resolved. Four cameras were not recording and had some remote access issues.
  - The library will be working to move some files over to Google docs. Muir would like to replace the thin clients and he will get a detailed list to the town manager.

- **By-Laws Review Discussion**
  - Muir met with the town counsel. A formal, legal set of by-laws would have to go through town meeting and be voted on. Any subsequent changes would need to go through the same process.
  - Town counsel recommended that we change the name to 'Rules and Regulations of the Lunenburg Board of Library Trustees' to maintain a more informal document.
  - Maia asked if we maintain an informal document would it be possible for some future bad actor to make unwanted changes to policies? Harry pointed out that changes require a majority vote of the board and Muir said he would question the town counsel further regarding this.
  - The document needs to be consistent with the town charter.
  - Trustees should read the current document in the February google folder and we will vote on approval at the next meeting.
  
- **Trustee Handbook Discussion**
  - Muir covered the Chapter 8 review – Library Support: Fundraising, Foundations and Friends.
  - Muir discussed sources of funding: funding from the town, fundraising and the Friends group.
  - Also covered in chapter 8 is the libraries relationship with the Friends: understanding roles and working together.
  
- **Board Comments**
  - Dick noted that he and Donna attended the town caucus and both were nominated for another term as Library Trustees.
  
- **Adjourn**
  - Motion to adjourn Dick by seconded by Donna. Meeting was adjourned at 8:37 p.m.
  
- **Attached Documents**
  - March 17, 2022 Agenda
  - March 2022 Director's Report
  - March 2022 Youth Services Report
  - March 2022 Teen Services Report



**Lunenburg Public Library**

## **AGENDA**

**Lunenburg Public Library Board of Trustees  
Thursday March 17, 2022 6:45 p.m.  
Lunenburg Public Library  
(in-person meeting)**

- Public Comment
- Agenda Items
  - Friends Update (Robin Venezia guest presenter)
  - Approval of Minutes of February 17, 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 8 from Trustee Handbook
  - By-Laws review, discussion, and vote
  - Board Comments
  - Other
- Adjourn



## LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

### ▪ FY22 Budget Update

	<u>FY22 Budget</u>	<u>Budget Expended</u>	<u>% Expended</u>
LIBRARY DIRECTOR SALARY	\$ 76,175	\$ 56,836	75%
ASST LIBRARY DIRECTOR SALARY	\$ 49,847	\$ 36,186	73%
LIBRARY STAFF SALARIES	\$ 169,419	\$ 101,923	60%
BLDG REPAIRS & MTC	\$ -		
SEWERAGE DISPOSAL	\$ 1,000	\$ 235	23%
ELECTRICITY CHARGES	\$ 22,500	\$ 14,229	63%
HEATING CHARGES/NATURAL GAS	\$ 17,000	\$ 9,677	57%
WATER CHARGES	\$ 800	\$ 482	60%
NETWORK MAINTENANCE	\$ 500	\$ 160	32%
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	\$ 2,176	45%
CUSTODIAL SUPPLIES	\$ 300		0%
LIBRARY MATERIAL	\$ 70,000	\$ 25,169	36%
MILEAGE REIMBURSEMENT	\$ 900		0%
<b><u>TOTALS</u></b>	<b>\$ 439,541</b>	<b>\$ 267,000</b>	<b>61%</b>

March is 9/12=75% complete

### ▪ FY23 Budget Update

My presentation to the FinComm went well on Feb 24. They asked good questions and clearly were interested and engaged. Furthermore, several of them spoke with personal support for the work the library does.

The TM's preliminary budget is \$10,000 less than our requests. The difference is no funding in the library budget for purchase of technology, and a corresponding decrease to our Lib. Materials line (expenditures from which must be 16% of the total expenditures in a given year).

### ▪ Staff

Teen behavior in the afternoons has been an issue the last few weeks. The staff has done an admirable job stepping up our management activity, and this week will tell if we have turned a corner. Nothing has been criminal or atrociously out of line, but overall the activity has been spiraling in the wrong direction.

Kanopy is a resource added last winter, and it has seen solid adoption and usage. Here is a summary:



#### LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

- Over 7,041 people have accessed your Kanopy website and accessed 8,735 films
- 40.2% of users are watching on mobiles; 5.6% on tablets (ipads etc)
- 45 patrons have created playlists and added films to their watchlists

I met with Shelley our MBLC LSTA consultant and received very constructive and helpful criticism and resources to improve our application. It seems that there is a good chance most if not all applicants will be able to be funded.

User's council will be this week.

I was invited to make a short presentation to the Lunenburg Women's Club, and I did so on March 4. I spoke to them of our strategic plan, our hopes for an LSTA project, upcoming programs and more. They were kind enough to donate \$75 to the library.

#### ▪ Programs

Lydia and I have been working hard on programming ideas and have been reaching out to colleagues in the region. All feedback is that everyone is seeing the same inconsistent engagement with programs (virtual and in-person). Take home kits are the only thing working consistently for any libraries.

Children's programming continues to see the most consistent and significant engagements. Paper Bag Princess storytime saw more than 37 attendees, for instance.

#### ▪ Building & Maintenance

With the teen behavior in need of address, we discovered two other issues with our security camera DVR that Dan helped us to resolve.

Kit is on medical leave, so our next steps on the state earmark have been slightly detoured. Still on track to have the project completed this fiscal year.

#### ▪ Technology

This upcoming month (April) will be first steps on our thin client situation, ordering at least some devices to begin the switchover.

We will also be working on getting all of our files onto the CWMARS Google Drive accounts as backup.

#### ▪ Reopening Update

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

MARCH 2022 Youth Services Area Trustee Report

**JANUARY STATS:**

ACTIVITY	NUMBER	PARTICIPANTS
Children's Preschool Story Time	3	81 (51 CHILD/30 ADULT)
Early Learning Center Story Time	1	7 (6 CHILD/1 ADULT)
Book in a Bag Book Club for 1st & 2nd Graders	1	12
Popcorn and a Book for 3-4th Graders	1	10
LPL Kids Book Club	1	10
S T E M Program	1	12 (10 CHILD/2 ADULT)
KIDS PAINT WORKSHOP	2	52 (32 CHILD/20 ADULT)
Family Craft Lab	2	56 (34 CHILD/22 ADULT))

**February Activities 2022:**

**PRESCHOOL STORY TIME Mondays @ 11:00**

"Celebrate Shapes and Shadows" was the theme for this month. Continuing to have good participation in this weekly activity. New faces every week :)

**EARLY LEARNING CENTER STORY TIME, Wednesdays @ 10:00**

Due to scheduling, cold weather and school vacation week, we only had one visit from this awesome group of kiddos this month.

**'BOOK IN A BAG' FOR 1ST AND 2ND GRADERS, February 1ST**

For February the kids read from the Choose YOur Own Adventure series written by R A Montgomery.

**"POPCORN AND A BOOK" FOR 3RD & 4TH GRADERS, February 1st**

Once a month between the 1st and the 10th, kids in grades 3 and 4 can register and stop by to pick up a kit that has a book by a featured author, some microwave popcorn and a few fun activity pages. This month the featured series was The World According to Humphrey by Betty Birney.

### **LPLKids Book Club, February 15th**

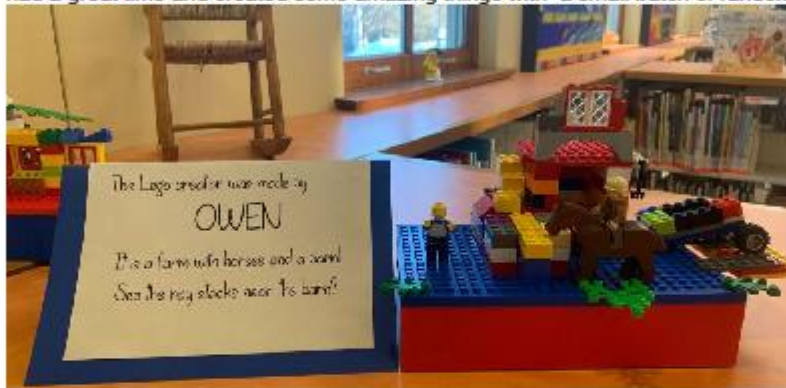
This month our book selections were from the biography genre. Each child got to choose a person that they were interested in learning about. They then shared their impression of the person and a few facts about the person's life.

### **S T E M WITH CHRIS, February 16th-**

This month CHRIS and the kids or January the kids made catapults. Chris, in addition to helping the kids build a cool catapult, gave them an historical background about the various types, and uses, of the catapults. He also led them in a discussion about trajectories and kinetic energy.

### **LEGOS AT THE LIBRARY RETURNS!, February 22nd**

We have individual storage kits with a variety of random Legos and a mini figure or two available for each participant to use. At the end of the hour, their creations are put on display here in the library for about a week for everyone to see and admire! At the end of this time, the builds are dismantled, disinfected and then stored back in the kit for the next builder. The kids had a great time and created some amazing things with a small batch of random Legos!



**KIDS PAINT WORKSHOP- FEB SCHOOL VACATION WEEK ACTIVITY, FEB 23RD**  
2 SESSIONS: There were 4 stations set up for kids to try their hand at various art/painting techniques. They were encouraged to try as many as they could during these 45 minute programs-most tried them all!

### **FEBRUARY SCAVENGER HUNT- FIND THE 12 THINGS THAT ARE SYMBOLS OF LOVE**

#### **UPCOMING EVENTS FOR MARCH:**

- Preschool Story Times- March 7,14, 21, 28th
- ELC StoryTimes- March 2,9,16, 23,30
- Book in a Bag- March 1st
- Popcorn and A Book Kits -March 1st
- S T E M Zoom Event-March 24th
- LPL Kids Book Club- March 15th
- Legos at the Library!- March 22nd

Respectfully submitted,

Debbie Laffond, Children's Services Librarian

## March 2022 Teen Services Trustee Report

### Overview:

Activity	Number	Engagements
YA Blind Date with a Book	10 books on display	4 books checked out
Take Home Craft Kits: Llama Coffee Cozy! (2/10)	13	
Virtual Craft: Felted Fox (2/24)	15 kits picked up	11 participated in actual event
March Random Reads Grades 5-8	2 signed up	0 picked up
March Random Reads Grades 9-12	2 signed up	1 picked up
Teen Instagram: 315 followers	17 posts (past 30 days)	141 interactions (past 30 days)

### In Detail (as of 3/12/2022):

- **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 Llama Coffee Cozy**

All 13 kits were taken. 2 kits that someone signed up for never picked them up after multiple attempts to get in touch with them so I gave them to Cheryl for her teens.

- **Virtual Teen Craft: Felted Fox**

Virtual events with Pop Up Art continue to be popular, all 15 kits were picked up, however 1 family of 4 never showed up for the actual event. We'll be having them back for summer reading.

- **Blind Date with a Book**

YA Blind Date with a Book wasn't all that popular, but it was easy enough to put together.

- **Random Reads**

March Random Reads interest lagged a bit, but 2 of the 4 tweens/teens registered are new people so I'm getting a wide range of interest, just not many repeats.

- **Changes to the Teen Room**

Colby and I are slowly working on reorganizing the Teen Room. We've moved the anime DVDs out to be next to the rest of the DVDs and I've noticed more are starting to circulate. We took down the cork board and chalk board to add more shelving and are now working on moving the collection around so make room to bring YA nonfiction into the Teen Room. Once that is completed we'll look at removing the spinners to add more seating.

Respectfully submitted,

Susan Elbag, Teen Librarian