



## **Lunenburg Public Library**

Trustees of Lunenburg Public Library, Meeting minutes April 21, 2022

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

The LPLBT meeting was called to order at 6:45 p.m. by Chairperson Harry Kubetz.

### **Public Comment**

- No public comment.

### **Agenda Items**

- **Approval of Minutes**
  - Dick made a motion to accept the minutes of March 17, 2022 as amended. Seconded by Kate. The motion passed unanimously.
- **Director's Report**
  - We are in the 10<sup>th</sup> month, 83% of the way through the fiscal year. Utilities expenses are up a bit but still within normal range and will come in under 100% for the year.
  - There is still a staff vacancy. There will be a salary surplus that may be transferred to technology. The job description for the staff librarian has been finalized and will go to the personnel committee and then town meeting next year to reclassify the position as Assistant Director.
  - Second interviews for the Digital Services position have been held and an offer will go out soon. The search for Colby's replacement will begin soon. This is eight hours per week.
  - The LSTA grant was submitted. We requested \$12k for STEM related programs and activity kits.
  - Muir put together a detailed estimate for the technology budget and sent it to Michael-Ray. The total is \$19k to replace nine thin clients and software licenses. Muir extended his thanks to Michael-Ray for his assistance.
  - This month is Poetry month. There are ongoing Beanstack reading programs. 200 puzzles were swapped in the spring puzzle swap.
  - Bids are due this week for the LED project. A new idea for EV charging stations came up in the pre-bid meeting.
  - Mango, the new language learning resource is now live.
- **Trustee Handbook Discussion**
  - We covered Chapter 9 – Advocacy. Covered how Trustees can advocate for the library by connecting with State Legislators, through public relations and other ways.
  - One of the topics was library/school cooperation. Harry asked about the school visit program and when it might resume. Muir said the logistics have been difficult with COVID but they will probably start up again at some point. Muir will reach out to Heidi regarding this.
- **Trust Fund Update**
  - This is still working its way through the State Legislature.
  - Harry asked about a plan for the funds once we gain control of them and he volunteered to investigate our options.
- **By-Laws Review Discussion**
  - Laura asked about the purpose of the By-Laws. Are they necessary because duplicate information is in the town charter and other sources? Muir said that the purpose is to codify our practices and provide information for new members in one place. It gives some strength and clarity to the structure within which we operate.

- Laura suggested some new edits.
  - Muir will do some more editing and we will review again at the next meeting.
- **Friends of LPL Update**
  - There was some discussion about the library copy machine and whether the cost should be moved to the library/town operating budget. The Friends own the machine and pay for supplies. It was decided to work on moving the expenses to the operating budget they should be in. A new machine will need to be acquired during the next budget cycle. The \$.10 cents per copy would go to the library revolving fund.
  - The Friends will be doing a plant sale.
  - Museum passes were renewed.
  - There will be a book sale on June 4<sup>th</sup>. The Friends will do a members-only pre-sale, probably the day before.
  - The Friends received a donation from the Cole family.
- **Board Comments**
  - Harry reminded us that the annual board reorganization is coming up in the June meeting.
- **Adjourn**
  - Motion to adjourn by Dick by seconded by Laura. Meeting was adjourned at 8:27 p.m.
- **Attached Documents**
  - April 21, 2022 Agenda
  - April 2022 Director's Report
  - April 2022 Teen Services Report



**Lunenburg Public Library**

## **AGENDA**

**Lunenburg Public Library Board of Trustees  
Thursday April 21, 2022 6:45 p.m.  
Lunenburg Public Library  
(in-person meeting)**

- Public Comment
- Agenda Items
  - Approval of Minutes of March 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 9 from Trustee Handbook
  - Trust Fund Update
  - By-Laws review, discussion, and vote
  - Friends Update
  - 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	\$ 62,674	82%
ASST LIBRARY DIRECTOR SALARY	\$ 49,847	\$ 4,055	8%
LIBRARY STAFF SALARIES	\$ 169,419	\$ 113,199	67%
BLDG REPAIRS & MTC	\$ -		
SEWERAGE DISPOSAL	\$ 1,000	\$ 361	36%
ELECTRICITY CHARGES	\$ 22,500	\$ 17,522	78%
HEATING CHARGES/NATURAL GAS	\$ 17,000	\$ 13,191	78%
WATER CHARGES	\$ 800	\$ 621	78%
NETWORK MAINTENANCE	\$ 500	\$ 180	36%
BOOK SERVICE	\$ 4,500	\$ 3,337	74%
PROGRAMS	\$ 5,000	\$ 3,103	62%
CONTRACTED SERVICES	\$ 2,500		0%
CWMARS NETWORK	\$ 14,000	\$ 14,000	100%
POSTAGE	\$ 300	\$ 190	63%
OFFICE SUPPLIES	\$ 4,800	\$ 2,299	48%
CUSTODIAL SUPPLIES	\$ 300		0%
LIBRARY MATERIAL	\$ 70,000	\$ 29,192	42%
MILEAGE REIMBURSEMENT	\$ 900		0%
<b><u>TOTALS</u></b>	<b>\$ 439,541</b>	<b>\$ 263,923</b>	<b>60%</b>

April is 10/12=83.3% complete

### ▪ FY23 Budget Update

All of our requests will be funded this year, if the annual budget is approved at Town Meeting. Our request for funding to purchase hardware to replace our 9 remaining thin client stations was approved and will be funded in the IT department budget. I cannot understate my appreciation for the support and assistance of our Selectboard Liaison, Michael-Ray Jeffreys. We would not be where we are without him.

### ▪ Staff

Julie Belliveau and I have finalized an accurate job description for the "Staff Librarian – Adult Services" position. That description will go before the next Personnel Committee meeting for approval. Then, we will be able to take the reclassification of this position to our Fall Special Town Meeting to get it ratified, so that the position can appropriately be classified as an Assistant Director position.

Second interviews are happening this week with two candidates for the Digital Services positions. Both candidates would fill the position admirably and each offers unique characteristics.



## LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

We are preparing to search for Colby's replacement, as he will be looking for more hours during his final summer before college. His last day at the library will be May 19.

I finalized and submitted our LSTA grant in early April, so we will wait to see if the commission approves and funds our proposal, though even if not, I think we could create an excellent program built on the support and ideas we put together. A draft of our grant proposal is in the meeting materials folder, if you wish to look more closely at it. It includes letters of support or commitment from the Recreation depart, the Lunenburg PAC department, the school superintendent, and Smokestack Coffee Roasters. We requested about \$12,000 to put on STEM programs for youth, build circulating STEM activity kits, create a monthly repair clinic program for all ages to be held at the coffee roaster space, and to build circulating repair kits to support the repair clinic.

### ▪ Programs

Poetry Month will celebrate some of our local poets. Last week we had an evening with the Worcester Poet laureates. Next week, Beth Sweeney will also offer a program celebrating poetry.

We are in the midst of two ongoing Beanstack Reading challenges, including a Spring challenge that ends May 31, and a yearlong challenge that should provide some very interesting data.

The Spring Puzzle Swap was quite busy with more than 200 puzzles swapped on Saturday. There are a number remaining, so we've decided to continue to offer the opportunity to trade vouchers for puzzles through this week.

### ▪ Building & Maintenance

Our LED project bids are due this week, and we had a prebid meeting last Wednesday. An interesting though unrelated concept came up during that meeting: EV charging stations. I had read briefly about these at other libraries, and think it might be worth looking into more as a potential resources for our community.

### ▪ Technology

Mango is live! You can begin to learn languages with this new resource now.

### ▪ Reopening Update

No changes to reopening protocols.

## April 2022 Teen Services Trustee Report

### Overview:

Activity	Number	Engagements
Take Home Craft Kits: Yarn Wall Hanger (3/17)	15	
Virtual Cooking: Homemade Pop-Tarts (3/24)	8 signed up	6 showed up
Drop-In Craft: Woven Unicorn Crowns	4	
Take Home Craft Kits: Woven Unicorn Crowns (4/7)	20 kits taken	
April Random Reads Grades 5-8	4 signed up	4 picked up
April Random Reads Grades 9-12	1 signed up	0 picked up
Teen Instagram: 328 followers	17 posts (past 30 days)	150 interactions (past 30 days)

### In Detail (as of 4/14/2022):

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

Numbers have gone down but there is still a steady group coming to the library for the Boys & Girls Club Homework Power Hour.

- **Take Home Crafts**

Take home craft kits are still popular, every yarn wall hanger kit was taken and a total of 20 woven unicorn crown kits were picked up.

- **Virtual Cooking Program: Homemade Pop-Tarts**

Not everyone that registered showed up for the Zoom cooking part of this program, but I did hear back from some participants that 4pm was a little too early (they prefer a 4:30 start time for the cooking programs).

- **YA March Madness**

I tried a March Madness book bracket to see if that's something teens would be interested in. We had only a handful of voters each week, but those that participated had fun and since voting was through Google Forms it wasn't that difficult to set up.

- **Random Reads**

April Random Reads has repeat sign ups from previous months, the majority of participants each month are 5<sup>th</sup> graders.

- **Changes to the Teen Room**

More changes to the Teen Room! YA Romance books are now interfiled with YA Fiction (their call numbers are changed to match but they will keep their Romance stickers and new titles will have stickers as well). I made space for two comfy chairs to provide more seating and with the spinner out, the room feels much more open. I also weeded about 170 titles that haven't been checked out since before 2015.

Respectfully submitted,

Susan Elbag, Teen Librarian