



Lunenburg Public Library

Trustees of Lunenburg Public Library, Meeting minutes May 19, 2022

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

The LPLBT meeting was called to order at 7:03 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 April 21, 2022 as amended. Seconded by Kate. The motion passed unanimously.
- **Director's Report**
 - We are in the final month, 91% of the way through the fiscal year. Utility costs are still ok. Some invoices will be coming in. The library materials budget line is still short but the funds will be expended before the end of the year. Harry asked what happens to any unspent money. Muir said it goes back to free cash for next year.
 - We have a new Digital Services Librarian, Francesco Buccella. Muir is discussing some new IT upgrades.
 - Susan will be attending the MLA conference.
 - The FY23 budget is \$492k and will include two new positions for Friday opening. The hours will be 2 to 6 P.M. This will hopefully start on July 1st. Planning to do food trucks on Friday afternoons.
 - We need to hire two part-time employees. This should be done before the school year starts. Also interviewing for library pages this week.
 - The union employees will be getting retroactive pay for the past 11 months to match the new bargaining agreement.
 - The summer reading program has been planned and there will be an outdoor kick-off party. Harry asked Muir if he had reached out to Main Street Bank for some funding and Muir said he will be meeting with them.
 - Muir talked to Heidi about restarting the school/library cooperative program this fall.
 - Muir had a meeting on the LED project. It should take about five days to complete. Security camera domes have been cleaned. They were accumulating moisture.
 - Replacements for the front desk computers, Maribeth's computer and the cataloging computer are in the works.
 - There was an incident with three teen girls regarding changing screen savers in the Children's area to disturbing images.
 - The LSTA grant is waiting to be voted on but it looks good.
- **Trustee Handbook Discussion**
 - Decided to skip chapter 10 – Building a Library, as it is not applicable.
- **Trust Fund Update**
 - There was a question about whether these funds should be taxable. We thought not, but Michael-Ray will look into the tax status.
 - We had some discussion on appointing a Treasurer to manage this process. Dick suggested that the Treasurer role should be added to the new By-Laws document.
 - Dick made a motion, seconded by Harry, to agree to go forward with Edward Jones and meet with their rep. Motion passed unanimously. Maia asked who other libraries use. Muir said he would check.
- **By-Laws Review Discussion**

- Discussed adding the Treasurer role under 'Officers of the Board'. Sign-off / directives would require two board members: the Treasurer and the Chair.
- Dick made a motion, seconded by Harry, to postpone the vote to accept the By-Laws until the June meeting. Motion passed unanimously.
- **Friends of LPL Update**
 - The book sale will be held on Saturday June 4th. Setup will be Friday morning at 9 am.
 - There will be a members-only pre-sale on Friday night.
 - Robin gave an update on the plant sale and there was a treasurer's update.
- **Board Comments**
 - Harry went to a Craig Grossi presentation, author of 'Craig and Fred: A marine, a stray dog, and how they rescued each other'. He recommended that we get him to give a presentation in Lunenburg, possibly in coordination with the schools.
 - Harry spoke to Michael-Ray. He will be becoming chair of the Select Board but he will continue as the library liaison.
- **Adjourn**
 - Motion to adjourn by Dick by seconded by Kate. Meeting was adjourned at 8:45 p.m.
- **Attached Documents**
 - May 19, 2022 Agenda
 - May 2022 Director's Report
 - May 2022 Teen Services Report



Lunenburg Public Library

AGENDA

Lunenburg Public Library Board of Trustees
Thursday May 19, 2022 6:45 p.m.
Lunenburg Public Library
(in-person meeting)

- Public Comment
- Agenda Items
 - Approval of Minutes of April 21, 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 10 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

	FY22 Budget	Budget Expended	% Expended
LIBRARY DIRECTOR SALARY	\$ 76,175	\$ 68,511	90%
ASST LIBRARY DIRECTOR SALARY	\$ 49,847	\$ 43,924	88%
LIBRARY STAFF SALARIES	\$ 169,419	\$ 124,264	73%
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	\$ 200	40%
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	\$ 2,362	49%
CUSTODIAL SUPPLIES	\$ 300		0%
LIBRARY MATERIAL	\$ 70,000	\$ 29,222	42%
MILEAGE REIMBURSEMENT	\$ 900		0%
TOTALS	\$ 439,541	\$ 320,807	73%

May is 11/12=91.7% complete

▪ FY23 Budget Update

The library budget approved at Town Meeting was for just over \$492,000, which includes funding for two new library assistant positions to give us the necessary resources to open the library on Fridays. There was no discussion of the library budget specifically at the meeting, though the warrant booklet included prominent mention of the plan to hire two new PT employees to open Fridays.

▪ Staff

Clerical union staff members will be getting retro pay to match up with the new bargaining agreement in the next few weeks, and new pay steps will be effective moving forward. The staff have received materials for evaluations and will be completing the self-eval portion in the next two weeks. I will then meet with each staff member to discuss goals and accomplishments, and suggested areas of focus.

Digital Services Librarian Francesco Bucella begins on Wednesday this week. We are excited to have him on board and look forward to getting to know him. We are also interviewing for library pages this week in the afternoons. Finally, I anticipate that the new library assistant position will be posted



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

by the time we meet. If this is the case, we are on a tight, but I hope manageable schedule to begin Friday hours with the new fiscal year.

▪ Programs

Summer Reading Program is on its way, and library staff is excited! June will be our first month with only in-person programs for adults, and our beading necklace incentives will be in full swing for young readers.

Our SRP kickoff this year will highlight Diance Edgecomb, a storyteller, and offer local refreshments at our outdoor kickoff party! Our programs this year look incredible, including Biomimicry for Teens and Tweens, a Shinrin Yoku lecture, and lots more!

▪ Building & Maintenance

I will be meeting with a rep from the company who was awarded the LED bid, and they anticipate the library will not need to close for the work and that the work should take around five business days total.

Millennium Alarm came to clear the security camera domes throughout the facility. Two of the domes had accumulated some moisture that was obscuring nighttime views, and that is now fixed.

▪ Technology

With Francesco on board, I am working on ordering replacements for our front desk computers and Marabeth's cataloging computer. All of these devices have been showing their age, and running slower than is ideal, and Marabeth's cataloging computer has been difficult to get software updates for. This expense will come out of this year's state aid award.

Dan has been helping us with our Huddlefly's which have been disconnecting from the network since a recent software update. The problem is intermittent.

Trustee Report
Adult Services Department
May 2022

It has been a busy spring in Adult Services at the Library!

Our April programs went well, with some virtual and in-person events, and I have received overwhelmingly positive responses from the participants. We had a total of 30 attendees for April adult programs; 12 at a virtual lecture/presentation, and 18 for the in-person craft labs. Though the attendance numbers are lower than I would like them to be, those who attended had positive feedback for the events which is encouraging!

We are also adapting to the trends we are seeing with our patrons and changing some of our events for May and June to hopefully better fit into their schedules and comfort levels. I think Zoom/virtual events no longer appeal to the majority of our patrons, but there is still a hesitancy about attending in-person events indoors. Taking this anecdotal feedback into account, I will be trying to book some outdoor in-person events and offer take-home kits during the warmer months to strike a balance between these needs.

An upcoming program that I am particularly looking forward to will be with the North County Land Trust next Wednesday at the Peabody Conservation Area in town. We will be taking a guided walk through the conservation area with mycologist Lawrence Millman. He will be describing the various types of fungi to be found in our region. I am most looking forward to making this connection with the North County Land Trust and working together again in the future. One of my department goals is to work with a variety of community partners to improve visibility of Library resources, and I hope this program is a good first step with them.

Looking further into June, we will have new Library collection kits for adults to take home. Based on the success and excitement we have seen from patrons checking out the mystery travel kits and the mystery biography kits, I will be expanding into movie binge boxes for the summer months. For this kit, patrons can complete a Google Form survey and request a "binge box" containing 5-6 Library DVDs, activity sheets, coloring pages, and a snack or two all related to a specific theme. Patrons choose their top four themes and we decide based on availability which one they will get. They can request up to 6 unique "binge boxes" between June and August, simply filling out a new survey request when they're ready for the next one.

As always, we also have the Summer Reading Program starting at the end of June. Debbie, Susan, and I are working on getting the final pieces into place for it and we are excited for another busy summer at the Library!

Respectfully submitted,
Lydia Gravell