



Lunenburg Public Library

Trustees of Lunenburg Public Library, Meeting minutes
May 23, 2019 Sudolnik Meeting Room, Lunenburg Public Library

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

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

Public Comment

- There was no Public Comment

Agenda Items

- **Approval of Minutes**
 - The minutes for April 18, 2019 were reviewed. Some amendments were suggested. Motion to approve minutes as amended was unanimously approved by roll call.
- **BOT Reorganization/Election of Officers**
 - Chair: Harry Kubetz was nominated for chair by Kate McCarron. Dick Mailloux was nominated for chair by Lars Widstrand. Harry Kubetz was elected chair by a roll call vote.
 - Voting for Dick were Lars, Donna, and Dick.
 - Voting for Harry were Maia, Kate, Bob, and Harry.
 - Vice-Chair: Kate McCarron was nominated for vice chair by Harry and was unanimously approved.
 - Secretary: Bob Conroy was nominated for secretary by Kate and was unanimously approved. Donna Saiia volunteered as backup for the secretary.
 - Subcommittees: After some discussion on whether the Library Director should be a member of some committees and how many members each committee should contain, the following were appointed:
 - The Policy subcommittee was re-established with Donna, Dick, Maia, Bob and Kate as members.
 - The Personnel subcommittee: Donna, Kate and Harry.
 - Budget subcommittee: Dick and Donna.
 - Friend's Endowment: Harry, Bob, Kate.
- **Director's Report**
 - FY19 is 91.6% complete. At the moment we are 82% spent. By the end of FY19, virtually our entire budget will be spent. Muir presented an update to the FY20 Budget. LPL is flat-funded for FY20.
 - A new Library Assistant and a new Page have been hired
 - Muir continues to work on new Staff hiring to fill the remaining Staff librarian opening. Three interviews are scheduled for the week of May 27th. One is a second interview.
 - There was some discussion around the role of 'Assistant Director'. The town job title is Staff Librarian.
 - Muir will provide the BOT with an org chart at a future meeting.
- **Signature Authorization Form**
 - BOT signed and submitted a new form to allow Muir, as the new Director, the authority to pay bills.
- **Supplemental Funds Report** – Submitted by Dick. These are funds the library holds outside of the town budget. See Attachment.
- **Director Evaluation**
 - Muir holds a 15-month contract so the timing of his evaluation will be changed to coincide with the Town's budget planning cycle.
 - The board determined that the evaluation forms should go out after the Sept. 2019 meeting – around Oct. 21st and be back by Nov. 7th to give the Personnel Committee time to review the evaluations and make salary recommendations for the Director.

- The Director evaluation needs to be timed between the Nov. town budget and the Director's meeting with the town manager in Jan. 2020.
- The evaluation and salary recommendation should be completed for the Dec BOT meeting.
- **THES Reading Program Update**
 - Muir has followed up with the school and library staff and will continue to work on building a collaborative relationship with the schools.
 - Discussion centered around the philosophy and logistics of interacting with larger community groups. The BOT is in favor of collaboration and partnership with the schools. Do we need a policy in place to establish the number of people that constitutes a group?
 - Maia suggested a simplified policy: If the size of a group passes a certain threshold (12?) then the Director will determine how that collaboration, in terms of logistics and scheduling, will work.
 - This will be revisited in the BOT Sept. 2019 meeting, in time for any possible group visits.
- **Friends of LPL Update**
 - It was noted that the Friends meet the first Monday of the month and any representative of the BOT is welcome and encouraged to attend.
 - The Book and Bake sale is scheduled for Saturday June 1st.
 - A new Friends initiative/project on bee pollination lead by Robin Venezia was noted. A related presentation is scheduled for June 26th.
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- **Board Comments**
 - Donna asked about the staff hierarchy of the library in order to fulfill her role on the personnel committee. Muir will provide an org chart.
 - Harry noted that the BOT should interact and support Muir but not be involved in any internal library issues. Muir should also feel free to consult the BOT whenever needed.
- **Agenda Items for upcoming meetings**
 - Trustees' Pocket Guide
 - Trustee Goal Setting
 - Library Strategic Plan
 - Library/School Interactions – THES reading programs
 - Supplemental Fund Use
 - Plan for Director Evaluation
 - Group Policy – Hopefully this will go to the Policy sub-committee prior to general meeting
- **Adjourn**
 - The meeting was adjourned at 9:25 p.m. Lars made the motion to adjourn, seconded by Donna. Motion unanimously approved.
- **Attached Documents**
 - 2019 04 18 Library Director's Report
 - Children's Room Trustee's Report for March 2019
 - YA April 2019 Trustee Report
 - Supplemental Funds Report



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

Financials:

| | <u>FY19 Budget</u> | <u>Budget Expended</u> | <u>% Expended</u> |
|--------------------------|--------------------|------------------------|-------------------|
| LIBRARY DIRECTOR SALARY | \$ 72,547 | \$ 69,052 | 95% |
| ASST LIBRARY DIRECTOR SA | \$ 47,680 | \$ 35,976 | 75% |
| LIBRARY STAFF SALARIES | \$ 164,181 | \$ 127,544 | 78% |
| THES Salaries | \$ 7,200 | \$ 2,506 | 35% |
| BLDG REPAIRS & MTC | \$ 1,000 | \$ 202 | 20% |
| SEWERAGE DISPOSAL | \$ 550 | \$ 460 | 84% |
| ELECTRICITY CHARGES | \$ 27,544 | \$ 10,828 | 39% |
| HEATING CHARGES/NATUR | \$ 10,000 | \$ 10,403 | 104% |
| WATER CHARGES | \$ 650 | \$ 487 | 75% |
| NETWORK MAINTENANCE | \$ 561 | \$ 200 | 36% |
| BOOK SERVICE | \$ 3,600 | | 0% |
| CONTRACTED SERVICES | \$ 2,000 | \$ 1,475 | 74% |
| CWMARS NETWORK | \$ 10,000 | \$ 9,000 | 90% |
| POSTAGE | \$ 300 | | 0% |
| OFFICE SUPPLIES | \$ 5,900 | \$ 3,385 | 57% |
| CUSTODIAL SUPPLIES | \$ 200 | | 0% |
| LIBRARY MATERIAL | \$ 74,046 | \$ 55,706 | 75% |
| MILEAGE REIMBURSEMENT | \$ 600 | \$ 356 | 59% |
| | | | |
| <u>TOTALS</u> | \$ 428,559 | \$ 327,579 | 76% |

▪ Staff

Job Descriptions

Three job descriptions have been tweaked to take advantage of the transitions: library director, staff librarian (adult services librarian), and the library assistant (serials/programming). Rebalancing several of the responsibilities streamlines activities, allows for the library director to focus more on strategic/long-term planning than has been possible in the past, and enables the trio to work closely together to improve services and work flow.

The staff interviewed two candidates for the Staff Librarian position. They met with Muir first, then with Debbie, Heather, Nicole, and Marabeth. The job posting has been reposted in hopes of drawing additional candidates into the process.

Muir will be presenting to the personnel committee reasons for starting the new Library Assistant above the minimum pay-rate on the evening of 4/22. Muir and Dick will meet with the town counsel on 4/24 to discuss the current charter and Salary Admin Plan.

Muir will be out of the library for a few days next week. Martha will be helping to supervise and cover shifts. She will be working on file maintenance (physical and digital) while she is here, as well.

Sage Scorse, Library Page, will finish working at the library at the end of April. She has been exemplary employee and contributed invaluable assistance across the board, but especially for Miss Debbie and the Children's Room displays. Job Req will be opened today.

▪ **Programs**

The library hosted an info session, Saturday 4/13, for town residents on the Nexamp solar project, and we had overwhelming turnout. Had a dozen or more people who were not allowed into the room and who sat in the café and asked one of the reps questions. Two other April programs have been cancelled or rescheduled: Gravedigger, cancelled, and FSU's Elizabeth Gordon's Climate Change talk rescheduled for May 1. So, the May programming slate will be absolutely packed! Including May 20th, the announcement/kick-off event for Dementia Friendly Lunenburg.

The annual celebration of Poetry Month (April) with the Louise Bogan poetry group will be April 29 from 6:30 to 8. If you're interested in reading a favorite poem, please contact MaryEllen Letarte.

▪ **Technology**

CWMARS installed a new router on 4/17, and System/Networking Supervisor Anne Savoie visited and reviewed some network policies and hardware installations with Muir and Heather. We got some good information about streamlining our network services with the CWMARS network: it would be possible to put all of our computers onto the same network with CWMARS, a fiber connection, with just a small increase in network fee for a bump in bandwidth. CWMARS also offers wireless support as part of our membership. We will gather a more concrete estimate of cost from CWMARS for planning purposes.

The Web Client was upgraded to version 3.2 Patriots Day weekend, and the transition has been smooth so far this week. Some added functionality with this version, including new alert messages in for the staff in the catalog, color coding in the bills screen, and the ability to place multiple holds at once (book clubs).

▪ **Building & Maintenance**

Nick Harrison painted the community wing hallway, paid through State Aid. Panic buttons are at assigned locations, and panic button procedure has been written and distributed to staff. They have requested additional training in emergency procedures and managing higher stress situations, and I will work on bringing in several types of training. Our discussion of the panic button procedure was an excellent staff meeting.

Children's Area Report April 2019 For the Month of March 2019

| | |
|--|-----|
| Children's computer usage | 55 |
| Number of story times & activities offered | 8 |
| Number of children's special programs offered | 3 |
| Program Attendance (children & adults) | 288 |
| Use of Story Craft Room(includes all program usage) | 23 |

Story Time Programs 2019 –Theme for this school year: "Reading Is Your Window to a New World".

Program Highlights:

- "Little Tykes Story Time"- Our theme for March was "It's a Windy Day!"- lots of books, activities and crafts involving wind, kites and spring!
- "Preschoolers Story Time"- The children in this group traveled to France this month- ooh, la,la. We learned about the people, places and wonderful foods of this great destination! We also talked about the magnificent French painters and created our own "Bridge Over the Water Lily Pond" impressionist paintings. Some examples of these are on the door to the Story Craft Room- check it out if you have a chance.
- "Legos at the Library Club"- Our challenge for this month was to "Build Something All of One Color!" - not as easy as it sounds...
- "Children's Book Group- Tuesdays with Stories" This month's book was The Bicycle Spy by Yona Zeldis McDonough. Lots of interesting opinions about personal behavior and safety during war times.
- "STEM Saturday", March 16th @ 11:00 **FLOATING POTS OF GOLD**
Using a list of supplies, STEM groups created a floating pot of gold that is designed to carry as much gold (pennies) as possible! The competition component of this activity really got the kids excited and creative with their use of the supplies. Each participant also got three tries to perfect their floating boats

UPCOMING EVENTS:

- April 1-29 - Little Tykes Story Time Weekly gathering for kids ages 0-3
- April 3-14 – Preschool Story Time for kids ages 4+ and their siblings
- April 2- Tuesdays with Stories Book Club
- April 13 – S.T.E.M. Saturday
- April School Vacation Week Activities:
 1. Tuesday, April 16- Kite Workshop- "Kites in the Classroom"
 2. Wednesday, April 17- "Armadillo Story Time with Evie and Andy"
 3. Thursday, April 18- "Meet the Alpacas!"
- April 18- Legos at the Library Club

Respectfully submitted,
Debra Laffond, Children's Librarian

YOUNG ADULT SERVICES

April 2019

In March, approximately 80 teens and tweens visited the teen room to hang out and use the space. They asked 6 reference questions. So far in April, approximately 35 teens and tweens have visited the teen room to hang out and use the space. They've asked 3 reference questions.

POWER HOUR WITH THE BOYS' AND GIRLS' CLUB:

In March, 43 tweens/teens participated in Power Hour. So far in April, 17 tweens/teens have participated in Power Hour.

GAMING:

Video game night was held on March 8 with 9 Attendees. It will be held again on May 13. The library purchased two more Joycon controllers so that the teens can run a tournament without having to bring their own controllers.

Board Game will be held again on April 23. The regular attendees have expressed a wish to keep the program on Tuesdays at least until the end of the school year because it works with their current schedules. I will honor this for the last 3 sessions and try Monday nights starting again in the fall.

DUNGEONS & DRAGONS

Tuesday March 9 was the official library D&D night and had one new player join the campaign. The program continues to be popular drawing 6+ attendees per session every Tuesday and Thursday. They are very good about rotating who is Dungeon Master and ensuring that everyone who wants to give it a try has the chance to do so. They are now diverging from the books and other supplementary materials to create their own monsters and boss fights. They're willingly doing math to make sure the new monsters aren't overpowered!

MAGIC THE GATHERING:

Wednesday April 17 I introduced Magic the Gathering (MTG) cards as part of the library's gaming collection with a Magic at the Library program. While only one teen attended, he alerted me to the existence of a strategy gaming club at the high school that focuses on MTG. He plans to ask his club mates and I will reach out to the teacher to see if there is a chance for a partnership or if they teens want to add another MTG game afternoon/evening once a month at the library. I also intend to approach That's Entertainment in Fitchburg as a potential sponsor/place of advertising the new collection.

LOOKING AHEAD- SUMMER READING 2020:

The theme for summer reading 2020 is all Imagine Your Story and focuses on fantasy, mythology, and fairytales. I have arranged to have award winning Khepera Cosplay come to the library to do a presentation on cosplay costuming as well as worbla, a thermoplastic used to make prop armor, jewelry, and weapons. We have begun the process of picking a date. The presentation itself free. The only cost would be materials if a worbla demo was added to introduce a stem component.

Because my D&D group is always clamoring to have DM Justin Ferrante back, I have also arranged for him do four mini D&D sessions, all one shot games so that players need only attend the ones they can make. Each session will be based around a fairytale, titles still TBD. He will show the teens how you can take an existing narrative and rework it to make it into a workable scenario. He will cover story structure and how to make sure a one shot campaign has a beginning, middle, and end.



Lunenburg Public Library

Supplemental funds report

▪ Donations to the Library from the Friends of the Lunenburg Public Library FY 2019

| | <u>FY18 ACTUALS</u> | <u>FY19 BUDGET</u> |
|---------------------------------------|---------------------|---------------------|
| Museum Passes | \$7,219.00 | \$ 6,999.00 |
| Adult Programs | \$6,413.00 | \$ 6,000.00 |
| Adult Program Supplies | \$146.00 | \$ 200.00 |
| Refreshments for Adult Programs | \$274.74 | \$ 300.00 |
| Children Programs | \$955.00 | \$ 1,500.00 |
| Children Supplies & Die Cuts | \$1,090.16 | \$ 2,000.00 |
| Refreshments for Children Program | \$303.09 | \$ 400.00 |
| Young Adult Program | \$616.80 | \$ 1,000.00 |
| Young Adult Supplies | \$908.00 | \$ 1,500.00 |
| Refreshments for Young Adult Program | \$760.53 | \$ 800.00 |
| Copier / Computer Supplies | \$1,262.43 | \$ 1,500.00 |
| Movie license | \$449.00 | \$ 550.00 |
| Office Supplies | \$885.39 | \$ 500.00 |
| Furniture & Equipment | \$0.00 | \$ - |
| Bldg Maintenance | \$1,650.00 | \$ 2,000.00 |
| Landscaping & plantings | \$0.00 | \$ - |
| Website Domain & Hosting | \$146.83 | \$ 200.00 |
| Material Collections | \$548.00 | \$ 1,000.00 |
| Legislative Breakfast | \$75.00 | \$ 75.00 |
| Expenses | \$23,702.97 | \$ 26,524.00 |
| Exp sine museums | \$16,483.97 | \$ 19,525.00 |
| 2/21/2019 Budget Total Updated | | \$ 30,229.00 |

▪ Donations to the Library from the Friends Endowment Fund for Special Projects

| | | |
|---|----|-----------|
| Awning or Shades for south facing windows | \$ | 2,000.00 |
| Battery Back Up System | \$ | 438.00 |
| Network Switchbox | \$ | 609.00 |
| Additional staff computers | \$ | 365.00 |
| Director's desk | \$ | 913.50 |
| Camera | \$ | 187.49 |
| YA Room Renovation | \$ | 8,786.00 |
| | \$ | 13,298.99 |