



Lunenburg Public Library

Trustees of Lunenburg Public Library, Meeting minutes January 21st, 2021

Remote meeting via conference call and video link. All votes were done by roll call. Meeting was recorded.

Attending: Kate McCarron, Muir Haman – Director LPL, Bob Conroy, Harry Kubetz, Dick Mailloux, Laura Boussom, Maia Wentrup, Michael-Ray Jeffreys

Absent: Donna Saia

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

Public Comment

- No public comment.
 - Harry did a roll call for attendance.
 - Harry read the requirements for remote meetings.
 - Laura mentioned a Facebook post about giving thanks mentioned Debbie and the library staff.

Agenda Items

- **Approval of Minutes**
 - Kate made a motion to accept minutes of December 17 as amended. Seconded by Laura. Motion passed unanimously.

- **Director's Report**
 - It's the end of the 7th month of the fiscal year – about 58% of the year is completed. The budget is on schedule, salaries are steady. We are entering into the higher cost months for electricity and heating.
 - The CWMARS network membership has been paid. Have some catching up to do on library materials.
 - We have been paying for the strategic plan consultant.
 - Annual membership fees and subscriptions are coming up in the spring.
 - FY22 budget: Muir got the target budget from the town mgr. Budget requests were submitted. Muir has a meeting on Monday morning to discuss those.
 - The Finance meeting is coming up in February.
 - Debbie Laffond attended annual CWMARS resource meeting.
 - Muir submitted the continuity of operations outline plan. This documents lists processes for town-wide operating during the pandemic or any other emergency situation.
 - Programs are still going on virtually at the library including a Creepy Christmas program and a home downsizing program. We are aiming for at least one adult program per month on Zoom. A series of programs on travel is coming up to be presented along with some other libraries.
 - STEM programs have been presented about once a month.
 - Laura asked about programs being recorded and posted on YouTube. Muir said some programs are but it's dependent on the permission of participants.
 - The library has purchased a GoPro camera to help create content. It was funded from the library materials budget.
 - Muir has been working on a technology plan for upgrades, etc.
 - In-Library browsing has been averaging around 200 patrons per month. The plan is to continue along with curbside pickups. The browsing still keeps the library below the 25% capacity limit.

- **Trustee Handbook Review**
 - Muir recommended we re-read/review the Trustee handbook.

- He reviewed the new trustee checklist and some highlights from the Trustee handbook such as 'Ten important things you should have', 'Trustee's Responsibilities' and 'Eight Essential Tips for Success'.
- **Strategic Plan Subcommittee Update**
 - The selection of Barbara Friedman as consultant was finalized. The Subcommittee has met with her 3 times. They have gone over focus group questions and will be going over survey questions that will be sent out after the focus groups.
 - Dick noted that she has exceeded expectations on pulling together information and being proactive in time between meetings. She has also helped keep meetings focused.
 - Harry thanked the subcommittee members for their time working on this.
- **Friends of LPL Update**
 - No January meeting. The pop-up book sale is still going on weather permitting.
- **Board Comments**
 - Dick signed up for Kanopy today – to watch the movie Wave for the upcoming Zoom discussion. He noted that it was a great service.
 - Harry thanked Michael-Ray for helping to move up Muir's salary increase to January.
 - Michael-Ray met with the town manager and our state representatives and said the initial indications from the state are positive revenue-wise. Town revenue is on target.
- **Adjourn**
 - Motion to adjourn by Dick, seconded by Kate. Meeting was adjourned at 7:49 p.m.
- **Attached Documents**
 - January 21st 2021 Agenda
 - January 2021 Director's Report
 - January 2021 Adult Services Report
 - January 2021 Youth Services Report
 - January 2021 Teen Room Highlights



Lunenburg Public Library

AGENDA

Lunenburg Public Library Board of Trustees
Thursday January 21, 2021 6:45 p.m.

Lunenburg Public Library

Note that this meeting is in accordance with the
"Executive Order on Remote Participation"
and will be conducted remotely.

In accordance with the requirements of the Open Meeting Law, please be advised that this meeting is being recorded and will be available for viewing over the Lunenburg Public Access YouTube channel within 24 hours after the meeting.

The Town of Lunenburg, in response to the COVID-19 (Corona Virus) is currently following the guidance from the Lunenburg Board of Health, Massachusetts Department of Public Health and the CDC regarding the virus and steps communities can take to prevent the spread and all town facilities are currently closed to the public. In accordance with the Governor's Order Suspending Certain Provisions of the Open Meeting Law, G. L. c. 30A, § 20, all public meetings are being conducted remotely. This meeting will not be broadcast live. It will be recorded and will be able to be found on the LunenburgAccess YouTube channel within 24 hours after the meeting.

The following information is also provided for members of the public who would like to participate in the meeting remotely:

Join Zoom Meeting

<https://us02web.zoom.us/j/89520659073?pwd=OVA4RE12UFNFd1d2VUJpsdWhVbTdoZz09>

Meeting ID: 895 2065 9073

Passcode: 123456

or from a telephone, dial the toll-free number (877) 833-5257 and enter Webinar ID: 895 2065 9073 Passcode: 123456

If you have not registered with Zoom you will be asked for your name and an e-mail address.

Note: No participant ID is needed, just press # when asked. Telephone users may dial *9 to request to speak after joining the meeting. Computer and app users may use the "raise hand" feature to request to speak.

The agenda lists all the topics which may be discussed at the meeting and are those reasonably anticipated by the Chair. Votes may be taken as a result of these discussions. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by Open Meeting Law.

- Public Comment
- Agenda Items
 - Approval of Minutes of December 17, 2020
 - Director's Report
 - FY 2021 Budget Update
 - FY 2022 Budget Update
 - Staff Update
 - Programs Update
 - Technology Update
 - Building & Maintenance Update
 - Reopening or Shutting Down Update
 - Trustee Handbook Review
 - Strategic Plan Subcommittee Update
 - Friends Update
 - Board Comments
 - Other
- Adjourn

1023 Massachusetts Avenue • Lunenburg, MA 01462 • (978) 582-4140
Agenda Lunenburg Public Library Board of January 21, 2021



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

Financials

▪ FY21 Budget

	<u>FY21 Budget</u>	<u>Budget Expended</u>	<u>% Expended</u>
LIBRARY DIRECTOR SALARY	\$ 72,800	\$ 41,281	57%
ASST LIBRARY DIRECTOR SA	\$ 48,842	\$ 28,620	59%
LIBRARY STAFF SALARIES	\$ 172,255	\$ 77,037	45%
BLDG REPAIRS & MTC	\$ -		
SEWERAGE DISPOSAL	\$ 1,000	\$ 224	22%
ELECTRICITY CHARGES	\$ 22,500	\$ 9,092	40%
HEATING CHARGES/NATUR.	\$ 17,000	\$ 4,656	27%
WATER CHARGES	\$ 800	\$ 337	42%
NETWORK MAINTENANCE	\$ 500	\$ 120	24%
BOOK SERVICE	\$ 4,000	\$ 3,177	79%
PROGRAMS	\$ 5,000	\$ 300	6%
CONTRACTED SERVICES	\$ 5,000	\$ -	0%
CWMARS NETWORK	\$ 11,000	\$ 11,000	100%
POSTAGE	\$ 300		0%
OFFICE SUPPLIES	\$ 4,000	\$ 1,412	35%
CUSTODIAL SUPPLIES	\$ 300		0%
LIBRARY MATERIAL	\$ 67,000	\$ 13,420	20%
MILEAGE REIMBURSEMENT	\$ 900	\$ -	0%
<u>TOTALS</u>	\$ 433,197	\$ 190,676	44%

*FY21 7/12= 58% completed

▪ FY22 Budget

FY22 budget requests were submitted 1-7-21, and I will be meeting with the town manager to discuss in the next few weeks.

▪ Staff

Debbie attended the annual resource sharing meetings for the CWMARS network and will share info with us at our next staff meeting.

▪ Programs

The Beanstack winter reading program has been going very well with more than 30000 minutes read about half way through the challenge. It has been a real benefit to have these challenges available to readers throughout the year. Thanks again to the Friends who have made the resources available with their funds.



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

Lydia organized a very successful Creepy Christmas program with Jeff Belanger. We had more than 35 people sign up to attend the virtual event. The January home downsizing program was also very successful with 35 attendees.

We are completing our summer reading program planning and scheduling out programs through the rest of FY21.

▪ Building & Maintenance

No major updates with the building again. Security camera upgrades and additions are scheduled for February with funding from the Friends endowment. Cleaning contract bids are being collected by the DPW and we have had a handful of visits related to these bids, organized by Kit.

▪ Technology

We purchased a Go Pro camera and related equipment, so that we can record program content in-house and so that staff did not need to use their own devices and equipment to create our virtual content. We will also circulate this equipment as a kit in our Library of Things eventually, too. Robin Venezia is providing her expertise and guidance again this year with a winter sowing program, and her demo for the program is the first content we recorded with the new equipment.

▪ Reopening Update

In-Library Browsing Appointment Data 2020						
		September	October	November	December	Totals
Monday	6:00	7	6	11	15	39
	7:00	8	12	21	19	60
Tuesday	2:00	27	23	21	31	102
	3:00	41	34	20	29	124
Wednesday	10:00	12	17	10	15	54
	11:00	24	23	13	29	89
Thursday	2:00	15	12	21	13	61
	3:00	33	47	25	13	118
Saturday	10:00	6	20	12	9	47
	11:00	18	24	26	14	82
Totals		191	218	180	187	776

Trustee Report
Adult Services
January 2021

Happy New Year! 2021 is off to a busy start in adult services!

Our Adult Winter Reading Challenge on Beanstack has been doing very well. As of January 19th we have 15 active readers who participate regularly. They have logged a total of over 30,000 minutes at this halfway point.

An interesting data point to note for this reading challenge is the average age of our adult readers. We have more readers in their 30s than any other age bracket - a notoriously difficult group to engage with library services! This feat alone makes this Winter Reading Challenge a huge success for our department.

Our January Zoom presentation by Mike Ivankovich, about evaluating household items for downsizing your home, took place on the evening of Tuesday January 12th. We had 37 attendees who were very engaged in the program and were thrilled with the topic.

In February we are focusing on gardening, flowers, and bringing color into this final stretch of winter. During the week of February 8th to 13th patrons can register to take home a winter sowing kit which they can use to jump start their gardens. Kits will be put together by our Friends of the Library volunteer Robin Venezia. She's been a huge help to the library and we appreciate her assistance with this project!

Continuing on our floral theme, Jana Milbocker is booked to present a gardening program on Zoom. She will be giving a presentation on Artists' Gardens in New England at 7:00 pm on Wednesday February 17th. Part lecture, part armchair travel, I hope our patrons will enjoy a brief respite from winter with us for the program.

Additionally, our Instagram presence continues to grow. We currently have 327 followers and have created 240 content posts. Our next project is to share a series of "2020 Staff Bookshelves" with cover images for the books we read last year situated on a picture of a bookcase. I think it will be a nice way to include staff in our social media without taking photos or being too invasive.

We continue to brainstorm ideas to keep adult services informative and engaging, and look forward to the opportunities that await us in this new year!

Respectfully submitted,
Lydia Gravell

January 2021 Youth Services Area Trustee Report

ACTIVITY	NUMBER	ENGAGEMENTS
Recorded Story Time on YouTube and FaceBook	3	25
Special StoryTime Event- Polar Express	1	33
Polar Express Candy Train Kits	1	49
December Holiday To Go Kits	2 kits : Christmas & Hanukkah	Christmas:75 Hanukkah: 8 Total: 83
LPL Kids Book Club	1	4
S T E M Event	1	9

ACTIVITIES FOR REMOTE LEARNING/PATRON INTERACTION:

December Activities 2020:

- **Beanstack Winter Challenge For All Ages**
3 separate postings were made on Facebook regarding our upcoming Beanstack Challenge. We had 20 engagements.
- **Weekly Story Times Monday mornings @ 11:00**
Our recorded virtual story times that are viewable on YouTube and Facebook are still engaging viewers, not with the same participation as our live storytimes on the patio but that is to be expected. Spring will give us the opportunity to be back out there- really looking forward to that! Patrons are continuing to request weekly craft kits that are related to the stories we share.
- **Holiday Storytime To Go Kits**
On December 2nd we announced the opportunity for patrons to request Holiday Story Time-To-Go Kits and we had 131 engagements on Facebook! Again with the help of our library pages, kits were put together that included holiday books (both Christmas and Hanukkah), activity sheets and a craft kit. These were very popular- we gave out a combined total of 83 kits!
- **Polar Express StoryTime**
Thanks to the expert and engaging storytelling of Mark "Doc" Haman, we were able to provide our annual Polar Express Storytime this year. Mark is a wonderful storyteller who made this event come alive with his marvelous reading of this beloved classic and his accounting of how he became Santa's favorite elf. He is a true gift to our library!
- **S T E M Activity with Renaissance Kids**
Chris Rodrigues of Renaissance Kids presented a simple machines activity for our S T E M event this month. Kits were available for curbside pickup and the event was present via Zoom on Dec 2nd. Chrhis was again very informed and engaged with the kids- he is very passionate about sharing STEM with kids and his enthusiasm is contagious! The response from families for these events is very positive and we will continue to offer them on a monthly basis.

January 2021 Teen Services Trustee Report

Overview:

Activity	Number	Engagements
Super Smash Bros Online Tournament (video game)	7	
Beanstack Winter Teen Reading Challenge	2	
Teen Instagram	20 posts (in the last 30 days)	95 interactions (in the last 30 days)

In Detail:

January 2021 Activities (as of 1/14/2021):

- **NEW Instagram Account for Teens**

On November 25th I set up a new Instagram account for the Teen Room (@lunenburglibraryteens) as a way to market YA books and Teen activities/programs. We're up to 140 followers (most are other library accounts but we're slowly gaining individual followers) and in the last 30 days I've made 20 posts plus 3 stories and we've reached 235 accounts with 95 content interactions. Posts have been about upcoming programs, "what Susan is currently reading", and virtual book displays highlighting new items in our collection.

- **Super Smash Bros Online Tournament**

On Thursday, January 14th at 3:30pm we're offering an online Super Smash Bros. Ultimate tournament through One Up Games where tweens and teens can virtually play Super Smash Bros. Ultimate on their Nintendo Switch. I'll be monitoring the chat room through Discord while the participants play. As of Noon, we have 7 people signed up to play and are hoping to get a few more before the game starts. **cancelled due to not enough people registered to effectively hold a tournament along with some miscommunication on what apps/programs were needed to participate. Will reschedule for some time in March and April and will most likely choose a different game.

- **Beanstack Winter Teen Reading Challenge**

Running for the entire month of January, we are hosting a Winter Reading Challenge for each age group through Beanstack. As of January 14th, we have 2 teens registered and active. Registration is open for the month and tweens and teens log number of hours read along with completing themed challenges to gain tickets they can put towards two different prize packs. Winners will be selected after the 31st.

Respectfully submitted,

Susan Elbag, Teen Librarian