



Lunenburg Public Library

Trustees of Lunenburg Public Library, Meeting minutes February 18th, 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, Donna Saiia, Laura Boussom, Maia Wentrup, Michael-Ray Jeffreys

The LPLBT meeting was called to order at 6:30 p.m. by Chairperson Harry Kubetz.

Public Comment

- No public comment.
 - Harry did a roll call for attendance.
 - Harry read the requirements for a remote meeting.

Agenda Items

- **Approval of Minutes**
 - Dick made a motion to accept minutes as amended, seconded by Kate. The motion passed unanimously.

- **Director's Report**
 - FY21 budget – Feb is the 8th month of the fiscal year. We are two thirds through the year. Heating and electricity costs are catching up to normal levels. Salaries are still a bit low with one vacancy still to fill. There are no major hiccups budget-wise.
 - Dick asked about custodial supplies. Muir said it is covered under the DPW budget. Muir said they have been trying to be conservative in the first part of the year and are on track.
 - FY22 – have received preliminary budget and sent requests back. Muir is meeting with the Finance committee tonight.
 - Staff updates – finished annual report for the town.
 - Marabeth is working on an inventory of library materials, scanning every item. This enables us to delete records of unaccounted for items and should improve catalog searches for patrons.
 - The Beanstack winter reading program has concluded – was a big hit. There were predominantly children participating but all ages also did.
 - Lots of virtual programs are coming up including Armchair Travel, the short film discussion group, free photography course and a garden program.
 - Susan has been doing teen take home kits.
 - STEM programs have been expanded to accommodate more attendees.
 - Security camera upgrades have been postponed until March.
 - Request for proposals for the carpet replacement is in process.
 - The phone system needs some updating. Muir is working on getting estimates for maintenance.
 - No change in reopening plans. The library guidance from the state hasn't changed. The library will continue with curbside pickup and limited browsing.

- **Strategic Plan Subcommittee Update**
 - The committee has met a few more times with Barbara. They have finished up invitation letters for the focus group.
 - Letters/invitations are ready to be mailed out.
 - Focus groups will be the first week of March.
 - They are ready to send out a survey after the focus group sessions have been completed.
 - Barbara is working on an outline of the report to be done after all the analysis is done.

- Hannaford has given gift certificates to give to the focus group participants via a random drawing.
- **Friends of LPL Update**
 - The Friends met in February. They discussed plans for their website and social media updates and revisions.
 - Their plan is to work on a Friend's Facebook page. They made some small revisions to the Friend's portion of the library website.
 - Pop-Up book sales are still going on and going well. They are discussing whether or not to do a larger sale and plan on continuing the pop-ups to cycle through the inventory they currently have.
 - They have invited skate park representatives to talk about collaborating on a fund raiser in the spring.
 - They have discussed ways of using the Letarte poetry fund this year and are planning some virtual poetry events for April.
- **Board Comments**
 - No board comments.
- **Adjourn**
 - Motion to adjourn by Donna seconded by Kate. Meeting was adjourned at 7:09 p.m.
- **Attached Documents**
 - February 18th 2020 Agenda
 - February 2021 Director's Report
 - February Adult Services Report
 - February 2021 Youth Services Report
 - February 2021 Teen Room Highlights



Lunenburg Public Library

AGENDA

**Lunenburg Public Library Board of Trustees
Thursday February 18, 2021 6:30 p.m.**

(Note that this is 15 minutes earlier than usual)

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/87355902410>

Meeting ID: 873 5590 2410

or from a telephone, dial the toll-free number (877) 853-5257 and enter Webinar ID: 873 5590 2410
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 January 21, 2020
 - Director's Report
 - FY 2021 Budget Update
 - FY 2022 Budget Update
 - Staff Update
 - Programs Update
 - Technology Update
 - Building & Maintenance Update
 - Re-opening or Shutting-down Update
 - Strategic Plan Subcommittee Update
 - Friends Update
 - Board Comments
 - Other
- Adjourn @ no later than 7:25 p.m.
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	\$ 47,325	65%
ASST LIBRARY DIRECTOR SA	\$ 48,842	\$ 32,489	67%
LIBRARY STAFF SALARIES	\$ 172,255	\$ 87,776	51%
BLDG REPAIRS & MTC	\$ -		
SEWERAGE DISPOSAL	\$ 1,000	\$ 224	22%
ELECTRICITY CHARGES	\$ 22,500	\$ 11,448	51%
HEATING CHARGES/NATUR.	\$ 17,000	\$ 8,865	52%
WATER CHARGES	\$ 800	\$ 456	57%
NETWORK MAINTENANCE	\$ 500	\$ 140	28%
BOOK SERVICE	\$ 4,000	\$ 3,177	79%
PROGRAMS	\$ 5,000	\$ 654	13%
CONTRACTED SERVICES	\$ 5,000	\$ -	0%
CWMARS NETWORK	\$ 11,000	\$ 11,000	100%
POSTAGE	\$ 300	\$ 193	64%
OFFICE SUPPLIES	\$ 4,000	\$ 1,445	36%
CUSTODIAL SUPPLIES	\$ 300		0%
LIBRARY MATERIAL	\$ 67,000	\$ 26,606	40%
MILEAGE REIMBURSEMENT	\$ 900	\$ -	0%
<u>TOTALS</u>	\$ 433,197	\$ 231,798	54%

*FY21 8/12= 66.67% completed

▪ FY22 Budget

TM's preliminary budget funds almost all of our requests, with a difference of \$1766. The main differences coming in the energy lines, where her budget keeps our funding flat. Tonight will be the Library's presentation to the Finance Committee.

▪ Staff

The annual report for FY20 for the town report book is completed and submitted.

Staff was excited to hear about the possibility of participating in the strategic planning process, and are looking forward to our upcoming slate of virtual events.

Marabeth is working on completing an inventory of library materials, so when completed she will have touched every item in the library. This type of project doesn't always get completed regularly, but it is invaluable to operations, as it will enable us to delete a number of records of items which are unaccounted for since the migrations to Evergreen years ago. This cleaning of the database should then result in a better user experience for patrons searching our catalog.



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

▪ Programs

The Beanstack winter reading program was a hit, and the team is preparing the next challenge. Thanks again to the Friends who have made the resources available with their funds.

Lydia has organized a plethora of virtual programs for the next few weeks, including armchair travel, then short film discussion group, a free photography course from Nick De Pasquale, and a garden program. The garden program has more than 100 people registered.

Teen take-home kits have been gaining popularity, and Susan has organized another free video game program.

The STEM programs have been expanded, so that we can accommodate a few more attendees each month, and Robin Venezia's winter sowing program was a huge success with more than 60 kits picked up.

▪ Building & Maintenance

Security camera upgrades and additions are scheduled for the first week of March now, with funding from the Friends endowment. The request for proposals for the carpet replacement is being prepared by the architect, so we should be able to proceed with that soon.

▪ Technology

The phone system need some maintenance, our second phone line has developed interference, and one of our handsets at the front desk needs replacing. I am working on reaching out for estimates, and hope to have the repairs done quickly.

▪ Reopening Update

We are monitoring the guidance from the state, and nothing has officially changed yet in the library specific guidelines. We will continue to offer limited browsing and curbside appointments with no changes to the arrangement.

Trustee Report
Adult Services
February 2021

We started 2021 with some outstanding successes for programming at the library and strive to carry that momentum into the rest of the year!

Starting off, we had quite a successful Adult Winter Reading Challenge on Beanstack. By the end of the challenge we had 17 active readers who participated regularly and logged more than 53,000 minutes over the duration of the program. This was more than twice the turnout we had for last summer's reading challenge! Based on this level of engagement from our adult readers, I will be offering a Spring Reading Challenge that will run from mid-March through April to bridge the gap until this summer.

The winter sowing kits we offered during the week of February 8th were quickly spoken for and picked up with enthusiasm. There were 64 individual kits created and reserved for this program. I think a program like this could be done again in the future with the same levels of success, especially if we can do it as a group in-person next winter.

Another programming success was the Zoom presentation on Artists' Gardens in New England at 7:00 pm on Wednesday February 17th with Jana Milbocker. Prior to the event, we had 108 people register to attend - our highest registration list for a virtual program to date. I capped the registration to fit our Zoom meeting restrictions with a short waitlist, otherwise I'm sure there would have been even more sign-ups. I'm looking forward to a high turnout for the actual event!

The Library's Instagram presence remains steady. Each post seems to engage with a core group of followers who are regular library users. We currently have 352 followers and have created 262 content posts. Social media is a new facet of adult services, and one that I struggle with at times, but also find rewarding to accomplish. Cheryl and I work on new series or types of posts each week and I find it enriching to have those projects to work on together.

Looking forward to March we will have some new Zoom programs to share with patrons. Including a lecture and Q&A session about the workings of the U.S. government with a representative from the Edward M. Kennedy Institute for the Senate in Boston, a history presentation on Irish immigration to Boston from colonial times through the 20th century, and the first in five armchair travel programs presented with Clinton Bigelow Free Public Library about traveling in the U.S. National Parks. It will certainly be busy here, but hopefully busy in the best ways!

Respectfully submitted,
Lydia Gravell

February 2021 Youth Services Area Trustee Report

ACTIVITY	NUMBER	ENGAGEMENTS
Recorded Story Time on YouTube and FaceBook	3	25
LPL Kids Book Club	1	5
S T E M Event	1	10
Beanstack Winter Challenge	1	19

ACTIVITIES FOR REMOTE LEARNING/PATRON INTERACTION:

January Activities 2021:

- **Beanstack Winter Challenge For All Ages**
Our January 2021 Beanstack Winter Challenge Results:
 - 19 Readers participated in reading challenge
 - 11,000+ minutes spent reading!
 - 57 activities completed
 - 4 prizes awarded to 4 happy readers
 -"Little Reader Prize Bag"
 -"Let's Get Creative Prize Bag"
 "Warm and Cozy Prize Bag"
 -"Relax... Prize Bag"
 Fun way to keep kids engaged with reading and active challenges!
- **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. For January our theme was "Baby, It's Cold Outside!" as we read stories and did activities and crafts related to winter. We planned a Winter Snow Painting on the Patio but we had no snow! We will reschedule for February- lots of snow this month!
- **S T E M Activity with Renaissance Kids**
[Chris Rodrigues](#) of Renaissance Kids made Snowball Catapults with the kids this month. He explained how ballistic catapults work using terms like projectile, trajectory, and kinetic energy. Chris does a great job explaining the science involved with each of his fun activities and I feel that the kids are gaining a good basis in understanding some scientific theories and properties. He is also introducing the kids to the scientific method of exploration and discovery as they process each month's lesson.
- **LPL Kids Book Club** The kids in the book club were enthusiastic about our book this month- *Stargazing* by Jen Wang. "Wang tells a story that will ring true to just about any middle-schooler who's dealt with shifting friendships, but her additional insights into navigating differences within the Chinese American community will be a balm to readers in similar situations." —*Booklist*, starred review

Graphic novels are a new format for me and I have discovered that I need to train myself to "read the pictures" as well as the text. This format is certainly popular with the kids!

- **New GoPro Camera!** We now own a GoPro camera for library use for recording videos. As with all new technology, there was a learning curve but we have become successful with this new tool. It makes the recording and downloading of videos a more streamlined process.

Respectfully submitted,

Debbie Laffond, Children's Services Librarian

February 2021 Teen Services Trustee Report

Overview:

Activity	Number	Engagements
Computer Science Unplugged	7	
Birdseed Ornaments	7	
Among Us Game Night	1	
Teen Instagram	21 posts (in the last 30 days)	183 interactions (in the last 30 days)

In Detail:

February 2021 Activities (as of 2/11/2021):

- **Teen Instagram Account**

We're up to 162 followers (most are other library accounts but we're slowly gaining individual followers) and in the last 30 days I've made 21 posts plus 1 story and we've reached 322 accounts with 183 content interactions. Posts have been about upcoming programs, "what Susan is currently reading", and virtual book displays highlighting items in our collection. For Black History Month I'm posting each week featuring books in the YA collection written by black authors. Each week is a different genre. I also started making posts of "these books came out today and are waiting for you to check them out" to help promote new books as they come in.

- **Computer Science Unplugged (take home activity)**

We have 7 patrons signed up for the take home Computer Science activity kits and will be offering a drop-in Zoom hour on Thursday, Feb 18th where participants can work on the kit together or just chat. We received a total of 10 kits to pass out.

- **Birdseed Ornaments and Activity Take Home Kits**

Debbie and I partnered up to offer take home kits for children of all ages to make birdseed ornaments we have 7 patrons signed up so far for the tweens & teens kits.

- **Among Us Game Night**

I decided to offer up an Among Us game night during February break to see if anyone was interested in playing. The event is set up for Wed, Feb 17th in the afternoon, right now there is only 1 sign up but am hoping to get a few more kids interested in playing. If successful I'll host regular Among Us game nights (some for middle grade and others for tweens and teens).

Respectfully submitted,

Susan Elbag, Teen Librarian