



Lunenburg Public Library

Trustees of Lunenburg Public Library, Meeting minutes January 19, 2023

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

The LPLBT meeting was called to order at 6:56 p.m. by Chairperson Harry Kubetz.

Public Comment

- No public comment.

Agenda Items

- **Approval of Minutes**
 - Kate made a motion to accept the minutes of December 15, 2022 as amended, seconded by Laura. The motion passed unanimously by roll call vote.
- **Director's Report**
 - The FY23 budget is 48% expended and we are 58% through the fiscal year. Heating costs have still been somewhat low.
 - Muir received the FY24 target budget from the Town Manager. It's a flat budget, as usual. Muir met with the budget subcommittee and got requests submitted by January 11th. He will meet again with the Town Manager.
 - Some budget items include the MBLC 16% materials requirement, small increases for mileage and training, and postage. Some slight increases will also be requested for heating and electricity.
 - Muir has a Finance Committee presentation scheduled for February 23rd.
 - Francesco will present ADA accessibility training.
 - There will be a legislative breakfast at the Lancaster Library on February 17th.
 - Muir and Dick attended a Pathways meeting with the superintendent of schools, our local legislative representatives and Michael-Ray Jeffreys.
 - There will be interviews this week for the Library Assistant opening. There are two candidates who will be invited back. Muir is considering splitting the positions to better adapt to the candidates.
 - The reclassification of the Staff Librarian to Assistant Director is in process.
 - There were 50 people for the Polar Express program, 14 for All About Bears, and 14 people showed up for the new Open Mic.
 - The new book groups are going well.
 - There have still been HVAC issues. The heat was out on the weekend of 1/14-1/16.
 - A dedicated workstation for parents has been installed in the Children's area.
 - Bob noted recent news articles about Drag Story Hours and asked if that had ever been considered here. Muir said the library always attempts to serve target audiences but there hasn't been an identified demand there. There are policies in place for possible situations in the Children's area. We have not generally had any controversial programs but keeping it in mind particularly in the YA area for materials development.
- **Trust Fund Update**
 - The Edward Jones account hasn't been opened yet. Harry had to provide additional information to the town and designate signatories. The type of organization is not defined in the context of town investments.
 - There is a little over \$80k in the current accounts.
 - Harry is just about ready to request the transfer of funds from the town. He noted that we should have input in the investment options.
- **Library Sign Discussion**

- Muir presented a few pictures from the architects with 'Public Library', in 30 inch letters, in the space above the entrance. A suggestion was made to add an additional 'Lunenburg' line above.
- **ARPA Funds Update**
 - Muir discussed this with the budget subcommittee, Laura and Dick. Requests under consideration are the redesign and construction of the HVAC system, estimated to be around \$150k and a backup generator, estimated to be around \$25k. Some other ideas under consideration are \$50 for the memorial garden, a possible expansion of the teen room into the Director's office space.
- **Outreach Ideas**
 - The board decided to skip over this agenda item for this month.
- **Rules and Regulations Review, Discussion, and vote**
 - Dick suggested we move this up in the agenda and review during the February meeting.
- **Friends of LPL Update**
 - No Update. The Friends are on hiatus until March.
- **Board Comments**
 - Kate mentioned that Jean Proctor can come to the February meeting to discuss ideas for the memorial garden.
- **Adjourn**
 - Motion to adjourn by Laura. Seconded by Kate. Meeting was adjourned at 8:24 p.m.
- **Attached Documents**
 - January 19, 2023 Agenda
 - January 2023 Director's Report
 - January 2023 Adult Services Report
 - January 2023 Teen Services Report
 - January 2023 Youth Services Report



Lunenburg Public Library

AGENDA

Lunenburg Public Library Board of Trustees
Thursday Jan 19, 2023 6:45 p.m.
Lunenburg Public Library
(in-person meeting)

- Public Comment
- Agenda Items
 - Approval of Minutes of December 15, 2022
 - Director's Report
 - FY 2023 Budget Update
 - FY 2024 Budget Update
 - Staff Update
 - Programs Update
 - Technology Update
 - Building & Maintenance Update
 - Trust Funds
 - Update
 - Investment Policy Discussion
 - Library Sign Discussion
 - ARPA Funds Follow-up
 - Outreach Ideas
 - Schools
 - Pearl Brook
 - By-Laws Review, Discussion, and Vote
 - Friends Update
 - Director's Review
 - Board Comments
 - Other
- Adjourn



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

▪ Financials

	<u>FY23 Budget</u>	<u>Budget Expended</u>	<u>% Expended</u>
LIBRARY DIRECTOR SALARY	\$ 80,746	\$ 45,168	56%
ASST LIBRARY DIRECTOR SALARY	\$ 51,611	\$ 29,252	57%
LIBRARY STAFF SALARIES	\$ 211,119	\$ 102,739	49%
BLDG REPAIRS & MTC	\$ -		
SEWERAGE DISPOSAL	\$ 1,000	\$ 247	25%
ELECTRICITY CHARGES	\$ 22,500	\$ 8,458	38%
HEATING CHARGES/NATURAL GAS	\$ 18,500	\$ 3,963	21%
WATER CHARGES	\$ 800	\$ 376	47%
NETWORK MAINTENANCE	\$ 500	\$ 120	24%
BOOK SERVICE	\$ 4,500	\$ 3,294	73%
PROGRAMS	\$ 8,000	\$ 2,688	34%
CONTRACTED SERVICES	\$ 2,500	\$ -	0%
CWMARS NETWORK	\$ 19,880	\$ 17,380	87%
POSTAGE	\$ 300	\$ 333	111%
OFFICE SUPPLIES	\$ 4,800	\$ 3,953	82%
CUSTODIAL SUPPLIES	\$ 300	\$ 291	97%
LIBRARY MATERIAL	\$ 76,000	\$ 22,574	30%
MILEAGE REIMBURSEMENT	\$ 900	\$ 491	55%
<u>TOTALS</u>	\$ 503,956	\$ 241,328	48%

January is 7 out of 12 (58.3%)

▪ FY24 Budget Update

I met with Heather Lemieux informally in late December to discuss the requests I anticipated making. I met with the budget subcommittee of the BoT on January 3, and submitted our requests on January 11. I will meet with her again to discuss those requests in the next few weeks, no time set yet.

▪ Staff

Francesco will be leading an ADA accessibility training for relevant staff members in the next couple weeks regarding our website, so that we can improve our compliance.

Legislative breakfast for our area will be held Feb 17 at 8am at Thayer Memorial Library, in Lancaster. You are all invited, please let me know by Friday, if you want to attend. Great opportunity to network with legislators and advocate for libraries.

I continue to meet with the CWMARS Bylaws committee to help hone their policies each month.

We have had a number of interviews this week for library assistant positions.



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

I have discussed the reclassification of Staff Librarian-Adult Services into Assistant Director with Heather L, and the HR Director, Julie, and included a request for the funding to pay the salary difference.

▪ Programs

50 attendees came to our Polar Express PJ Story time on December 20th, and 27 to the All About Bears program. Our inaugural Common Grounds Open Mic night had good turn out at 14, though more performers would be helpful. Each of the new book groups has had solid turn out, too, with half a dozen coming to the 100 Books Bucket List group and 8 coming to the Not So Young group.

Upcoming highlights include: Atlantic White Shark Conservancy's Intro to Shark Biology for Kids on 2/22, A Celebration of American Composers by Quint-essential Winds on 1/25, Teen Video Game Night on 1/20 with One Up Games, and Museum of Russian Icons Nesting Doll Program on 2/1.

▪ Building & Maintenance

HVAC continues to be an issue. Boiler was out the weekend of 1/14-16, and full heat was restored 1/17.

▪ Technology

We are setting up a dedicated station in the Children's Room for parents who need to print, so they can feel like they don't need to go into the main hall to use a computer.

Trustee Report
Adult Services Department
January 2023

There are so many wonderful things planned for the adult services department this year!

Music events have been a hit with our patrons, so we continue to encourage participation through monthly open mics and concerts. Our inaugural session of "Common Grounds: Coffee & Acoustic Open Mic" on Saturday January 7th was attended by 14 people, which was a superb start to the series. However everyone came for coffee, donuts, and to watch live music - we had no volunteers to perform! Despite the lack of performers this does not dim our enthusiasm for continuing with the series, and there is optimism for growth in the coming months.

Next Wednesday evening, January 25th at 6:30 pm, will be our next concert in the monthly music series with a visit from Quint-Essential Winds, a wind quintet from New Hampshire. They will perform a collection of songs by American composers, discuss why they selected each one, and stay for a Q&A about classical music, instruments, or any other inquiry from attendees.

For longterm programming, the Winter Bingo Challenge on Beanstack started December 1st and runs through February 28th. As of Tuesday January 17th, there are currently 17 active readers who have logged over 55,000 minutes and completed 174 activities.

A recent success includes the Tuesday morning "100 Books Bucket List" book club that met on January 3rd. There have been 6 people coming to every meeting so far, with 2 or 3 consistent members and a few who have floated in and out. This is an encouraging sign for membership growth in the future. We have also been discussing some heavy or difficult titles, and every conversation has been thoughtful and respectful of the diverse beliefs each person holds. It has been more of a pleasure than anticipated to run these discussions with the group.

Additional upcoming programming for February includes an in-person lecture on the Russian matryoshka nesting dolls with Laura Garrity-Arquitt from the Museum of Russian Icons on Wednesday February 1st. We are also hosting a craft lab making clay leprechaun gnomes for St. Patrick's Day on Wednesday February 15th, our winter puzzle swap will be held on Saturday February 18th, a virtual author talk on Zoom with Earnestine Lovell Jenkins will be in the evening of February 23rd, and a performance of Celtic music by Tom O'Carroll rounds out the month as part of our monthly music series on Monday February 27th.

We will also be bringing back our "blind date with a book" display for February which should help reinvigorate patron interactions with materials, and be a fun way for us to interact with our readers. I am partnering with Susan to pull some books from both adult and teen materials to give a variety of options.

These programs and events will be an opportunity to try some new things, bring back some old favorites, and emphasize a few of the multitude of ways our library can serve our community.

Respectfully submitted,

Lydia Gravell

January 2023 Teen Services Trustee Report

Overview:

Activity	Number	Engagements
Anime Club (12/14)	2 registered	1 showed up
Dan Burns Swords Talk (12/15)	5 registered	9 showed up
Drop-In Craft: Perler Beads (12/21)	N/A	0 showed up
Tween & Family Craft (12/28)	9 registered	N/A (event cancelled)
Random Reads (January)	2 registered	2 participated
Craft: Snowflake Suncatchers (1/4)	5 registered	0 showed up
(Not So) Young Adult Book Club (1/8)	12 registered	8 showed up
Teen Instagram: 385 followers	19 posts (past 30 days)	102 interactions (past 30 days)

In Detail (as of 1/11/2023):

- **New Book Club Collaborations**

Working with both Adult and Children's Departments, I'm starting two new book clubs this year. The first has already met this month to great success. The (Not So) Young Adult Book Club is a book club for adults and teens and will feature YA books and will meet on the 2nd Sunday of the month. The first meeting had 12 people registered, 8 showed up and one was a teen! A mother and daughter are participating together. The second book club will be for grades 5-7 and will be held the 3rd Wednesday of the month with the goal of targeting the kids aging out of Debbie's book club.

- **Random Reads**

The Random Reads program continues to be popular with 5th graders, and we're seeing new names signing up, so far no luck in getting high school kids to sign up. Debbie is now helping to market this by mentioning it to her book club kids to pick up more 5th graders.

- **Teens in the Library**

Program attendance/interest is low and less than ideal behavior is high. In speaking with other Teen Librarians in New England, this seems to be what the majority of public libraries are experiencing since this school year has started. We'll switch up how we've been addressing teen behavior and see if that helps, a Middle School teacher suggested we reach out to Assistant Principal Robert McGrath so that the school can help support the library

- **Anime Club**

I have decided to cancel this program (for now) due to low attendance, but I have mentioned it to teens saying if there is enough interest, I'd be happy to start again.

Respectfully submitted,

Susan Elbag, Teen Librarian

JANUARY 2023 Youth Services Area Trustee Report

DECEMBER STATS:

ACTIVITY	NUMBER	PARTICIPANTS
Preschool "Little Listeners" Story Time	3	139 (81 Child/58Adult)
Pre-K StoryTime	2	(Child 61/29Adult)
LPL Kids Book Club	1	14 (13 Child/1 Adult)
Book in a Bag Kits	1	participants
Popcorn and a Book Kits	1	participants
Zumbini	1	32 participants (20 Child/12 Adult)
"Let's Make A ..." December Drop in Craft	1	42participants (30 Child/12 Adult)
Family Craft Night	1	~90 participants
Polar Express Event- P J Story Time	1	50 participants (30 Child/ 20 Adult)
Legos at the Library	1	7 (4 Child/3 Adult)
All About Bears Program	1	25 (15 Child/10 Adult)
Family Crafternoon	2	64 (42 Child/22 Adult)

December Highlights:

- **Family Craft Night, December 1st**- Annual event for kids and families following Lunenburg Tree Lighting Ceremony. We had a good turn-out for this event and 65 ornaments were made!

- **Popcorn and A Book and Book in a Bag Kits-** Julie and I have developed kits for kids in 1st & 2nd and 3rd & 4th grades to get a bag of books, some activity sheets, a book review to fill out and a treat. Both kits are available for at least 12 children and are all circulating.
- **Zumbini Class with Julie Quirk-** Last class of this very popular series. We are planning on bringing Julie back for another 7 week session in the new year.



- **LPL Kids Book Club, December 10th** - Monthly meetings with kids ages 9-11. This month we read Yummy: A History Of Desserts, a non-fiction graphic novel by Victoria Grace. The kids all loved this one! We also got to taste several types of ice cream that were mentioned in the book.
- **“Let’s Make a …” Drop In Craft, December 15th** Monthly drop in craft for kids of all ages. This month the kids made Candy Cane Reindeer.
- **The Polar Express P J Story Time, December 20th** Mark Hamon, one of Santa's favorite elves, was here to share this classic Christmas story by Chris VanAllsburg. This story time was followed by the kids getting to make a candy train!
- **Legos at the Library, December 27th** Open to kids of all ages, a challenge will be offered or the kids can just build.
- **All About Bears Story Time Event with MA Audubon, December 28th** - Kathy Kennedy Education Coordinator from Wachusett Meadow Wildlife Sanctuary, Mass Audubon came to the library to present a wonderful program about bears, focusing on our local black bears.
- **Family Crafternoon, December 29th** Kids and families made rice filled- snowmen.



DECEMBER SCAVENGER HUNT- Kids had fun searching for the gingerbread men who were in disguises and hiding in the library!

UPCOMING EVENTS FOR JANUARY:

- **January 9-30th - “Little Listeners Storytime”** for infants-preschoolers

- **January 3rd- Book in a Bag Kits**
- **January 3rd- Popcorn and a Book Kits**
- **January 10th - LPL Kids Book Club**
- **January 12th- Watercolor Class with BCAW**
- **January 17th- Legos at the Library Night**
- **January 19th- Drop In Craft “Let’s Make A …”**

Respectfully submitted,

Debbie Laffond, Children’s Services Librarian