



Lunenburg Public Library

Trustees of Lunenburg Public Library, Meeting minutes

January 16, 2020 Sudolnik Meeting Room, Lunenburg Public Library

Attending: Kate McCarron, Muir Haman – Director LPL, Bob Conroy, Harry Kubetz, Lars Widstrand, Maia Wentrup, Dick Mailloux, Donna Saiia, Michael-Ray Jeffreys – BOS

The LPLBT special meeting was called to order at 6:46 p.m. by Chairperson Harry Kubetz.

Public Comment

- Harry welcomed Michael-Ray Jeffreys to the BOT meeting.
- Harry mentioned the clearing of the public walkways during and after snowstorms. Michael-Ray said the library should be covered under the town's public building insurance if there are any liability concerns.

Approval of Minutes

- The minutes for December 19th, 2019 were reviewed. Motion to approve minutes was unanimously approved with a few edits.
- Minutes for the December 29th special meeting were also approved.

Agenda Items

• Director's Report

- We are 58% through the fiscal year. Teen material spending is a bit behind.
- Budget requests have been submitted to the town. The Town Manager's target FY21 budget is effectively flat.
- A request has been submitted to fund an outside consultant for the strategic plan.
- A new line for programs has been requested. Program attendance has been very high.
- Muir met with the Town Manager and with FinCom on 2/20 to discuss the requests.
- Some discussion followed on a few line items:
 - Michael-Ray asked why building repairs were double in FY21 from the previous year. FY20 was 1k. Muir said the Friends have been funding some of these projects.
 - Harry asked about the Friends' total contribution. Muir: around 50k.
 - Michael-Ray mentioned that he is advocating for a town facilities manager so the town can have a more proactive approach.
- Harry: The grant from Hannaford for the new shelf in the Children's room has gone through.
- The library is partnering with a Hannaford nutritionist for an all ages programs in February. February is Happy Healthy Me month.
- The Fiction/Non-Fiction signs have been removed and will be replaced after some painting is done.
- The fifth grade visits are going very well. Muir said the goals are being met. Harry asked that we invite school teachers and administrators to attend a BOT meeting to reconnect and touch base.

• Fine Free Discussion

- Muir recommended a two-stage implementation.
- 1) Remove fines associated with most items for a juvenile audience <18.
- 2) Expand to adult items if data from stage one supports a positive impact.
- Some discussion followed on the amount of fines collected and current policies on collecting fines.
- Harry polled the board for opinions on the new proposal.
- A motion to support Muir was proposed by Lars, seconded by Donna and approved by the board.

• Trust Funds – Next Steps

- Muir is meeting with the town counsel to work on the language for the town meeting warrant article.

- **Friends of LPL Update**
 - The cookie walk brought in around \$1300.
 - They are considering a chocolate tasting fundraiser possibly in coordination with the June 6th book and bake sale.
- **Director Evaluation Completion**
 - Harry reviewed the completed evaluation with the board.
 - Some minor changes were discussed and the board voted to accept the review as amended. Dick made the motion and Kate seconded.
 - The board agreed on a 4%/\$2800 salary increase along with the review. Dick made a motion to accept the salary increase seconded by Kate and the motion was approved.
- **Board Comments**
 - Donna will be absent for the February meeting.
 - Harry offered condolences to Kate on the loss of her mother.
 - Dick thanked Michael-Ray for attending the meeting.
 - Michael-Ray said he would look into a few issues that came up in the meeting: insurance coverage, whether there is a public bus stop at the library, snow removal, and trust funds; and he also complimented Muir on a good job.
- **Adjourn**
 - Meeting adjourned at 8:57 p.m.
- **Attached Documents**
 - January 16, 2020 Agenda
 - January Director's Report
 - FY2021 Budget document
 - Fine Free Recommendation document
 - January 2020 Adult Services Report
 - January 2020 YA Report
 - January 2020 Children's Area Report



Lunenburg Public Library

AGENDA

**Lunenburg Public Library Board of Trustees
Thursday January 16, 2020 6:45 p.m.
Lunenburg Public Library
Sudolnik Conference Room**

- Public Comment
- Agenda Items
 - Approval of Minutes
 - December 19, 2019
 - Director's Report
 - FY 2020 Budget Update
 - FY 2021 Budget Update
 - Staff Update
 - Programs Update
 - Technology Update
 - Building & Maintenance Update
 - Children's Area Report
 - Young Adult Area Report
 - THES Reading Program Update
 - Fine Free Discussion
 - Trust Funds – Next Steps
 - Friends Update
 - Director Evaluation Completion
 - Board Comments
 - Other
 - Adjourn

If attending meeting after 8 p.m., please go to Community Wing side door.



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

Financials

	FY20 Budget	Budget Expended	% Expended
LIBRARY DIRECTOR SALARY	\$ 72,547	\$ 37,405	52%
ASST LIBRARY DIRECTOR SA	\$ 49,154	\$ 23,694	48%
LIBRARY STAFF SALARIES	\$ 170,176	\$ 88,869	52%
BLDG REPAIRS & MTC	\$ 1,000	\$ -	0%
SEWERAGE DISPOSAL	\$ 600	\$ 345	58%
ELECTRICITY CHARGES	\$ 22,500	\$ 9,927	44%
HEATING CHARGES/NATUR	\$ 12,000	\$ 4,701	39%
WATER CHARGES	\$ 650	\$ 506	78%
NETWORK MAINTENANCE	\$ 500	\$ 120	24%
BOOK SERVICE	\$ 3,700	\$ -	0%
CONTRACTED SERVICES	\$ 2,000	\$ -	0%
CWMARS NETWORK	\$ 11,000	\$ 11,000	100%
POSTAGE	\$ 300	\$ -	0%
OFFICE SUPPLIES	\$ 3,700	\$ 511	14%
CUSTODIAL SUPPLIES	\$ 300	\$ -	0%
LIBRARY MATERIAL	\$ 65,000	\$ 27,855	43%
MILEAGE REIMBURSEMENT	\$ 600	\$ 438	73%
TOTALS	\$ 418,727	\$ 205,370	49%

*FY20 7/12- 58% completed

• FY21 Budget

Our FY21 Budget requests were submitted to the town manager, and she and I met to discuss January 9. She will continue to meet with department heads to hear requests, then formulate a complete balanced budget before presentations to the Fin. Comm. The library presentation to the Fin. Comm. will be Feb. 20th at 7:30pm, snow date Feb. 23rd.

• Staff

MBLC added 5 databases at the New Year, so we will no longer have to pay for HeritageQuest online for our own subscription. Marabeth has updated links and resource pages on the website to reflect the current resource offerings.

Debbie has re-ordered some of her resources in anticipation of the new shelf for the Children's area. This change improves usability and ease of access for the items that are most in demand. The shelf will be the final piece in the redesign of a "tween" space in the Children's Room.

A new desk for the Adult Service Librarian has been ordered, funding will be provided by the Friends endowment. Should be installed by the end of February, I hope.



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

▪ Programs

The community puzzle continues to be a hit with the teens in particular. The puzzle swap, as well, was an excellent choice for programming. We had more than 100 puzzles included in the swap and definite interest in our offering an ongoing/repetitive program in Lunenburg.

▪ Technology

The brown out experience across town on 1/13 had quite an effect on some devices. One wireless access point was malfunctioning until the afternoon. The Children's Area printer needed to be reset, as did the Huddiefly. Both of those devices were returned to normal operation by Wednesday morning. The computer in the Children's Room Work Office is also still drastically behind on software updates, and may need to be replaced.

▪ Building & Maintenance

The removal of the Fiction/Non-Fiction signs in the Main Hall has been scheduled. The signs will be removed, the walls repaired/repainted, then the signs will be replaced in the appropriate location.

▪ THES Visits

Miss Debbie and our team has offered to add an element to the visits in response to a need from the students. She has observed that many are looking for read-alikes to what each class is reading out loud, and would like to create a tailored display highlighting those read-alike titles to help students find them. The teaching teams seem interested in this development and we have agreed to trial it.

I have received notification that the library will be receiving a \$3500 grant from Hannaford. This will fund the entirety of a new shelf for the children's room, as mentioned above.

FY2021 Budget
Library

Lunenburg Public Library

Personnel

LIBRARY CL 0100-S-ELI	83550.30	83551	29389.35	71547	70000	72800	72800	0.25
ASSI LIBRA 0100-S-ELI	58476.47	58477.34	17976.7	49154.15	49849.4	48849.4	48849.4	-0.63
LIBRARY ST 0100-S-ELI	180947.4	180949.4	60912.71	171853	172254.7	172254.7	172254.7	-0.22
FILES FILE 0100-S-ELI	2525.53	7200			0	0	0	n/a
LENGEV 15 0100-S-ELI	3000-00-00-00-1	514002			0	0	0	n/a
SICK LEAVE 0100-S-ELI	3000-00-00-00-1-517004				0	0	0	n/a
Total Personnel:	201879.8	260577.8	117228.3	294340.2	291057.1	293897.1	293897.1	-0.15

Purchase of Services

BOOK REPA 0100-S-ELI	202.75	202		1000	1000	2000	2000	100
SPWFRAS 0100-S-ELI	575	575	115	600	600	1000	1000	66.67
ELECTR C 0100-S-ELI	17234.80	18005	7500.08	22500	22500	24750	24750	10
HEATING 0100-S-ELI	15117.85	15117	5709.27	17000	17000	21500	21500	80
WATER CH 0100-S-ELI	616.78	650	301.5	650	650	800	800	23.08
NETWORK 0100-S-ELI	239.4	240	75.8	500	500	500	500	0
BOOK SER 0100-S-ELI	3000-00-00-00-2	524400		3700	3700	4000	4000	8.11
PROGRAM 0100-S-ELI	3000-00-00-00-2-530000				0	5000	5000	n/a
CONTRACT 0100-S-ELI	1475	1475		2200	2000	6000	6000	220
CONTRACT 0100-S-ELI	12784.4	12844	11000	11000	11000	15000	15000	36.36
POSTAGE 0100-S-ELI	3000-00-00-00-2-534000			800	800	800	800	0
Total Purchase of Services:	48239.14	45103	23305.35	54250	54250	80950	80950	49.22

Supplies

OFFICE SUP 0100-S-ELI	4775.34	4950	778.77	3700	4000	4200	4200	13.51
CUSTODIA 0100-S-ELI	3000-00-00-00-2-511001			300	300	300	300	0
LIBRARY M 0100-S-ELI	70703.83	70832	12582.8	66000	66000	73000	73000	10.61
Total Supplies:	75479.17	75782	15261.07	70000	70300	77500	77500	10.71

Other Charges and Expenses

LEASE R 0100-S-ELI	572.85	620	301.14	500	500	900	900	50
Total Other Charges and Expenses:	572.85	620	301.14	500	500	900	900	50

Total Lunenburg Public Library:

Total Library:	406171.3	412262.8	153095.8	413106.2	415047.1	453247.1	453247.1	8.12
----------------	----------	----------	----------	----------	----------	----------	----------	------

8.12 increase

Fine Free Recommendation

Libraries enrich all members of the community, even indirectly those who do not use the library. Those individuals and families most in need of the services offered by the library are disproportionately affected by obstacles to using the resources like overdue fines.

The little research that has been done suggests that removing overdue fines, creates a positive affect on library operations. Goodwill is generated, there are fewer negative and challenging interactions for staff at the front desk, fewer resources are used to chase down minimal revenue, those who are able to pay often continue to donate money when they are late and framed in such a way are often more generous than when they are assessed "fines."

Fines and Fees at the Library Recap

Two types of fees are related to circulating materials at the LPL: overdue fines, and lost item replacement fees. Overdue fines add charges for each day something is late, while replacement fees are billed to someone to cover the cost of replacing an item presumed stolen.

Main Considerations

Fines run contrary to the concept of access to information, a core value for libraries. Withholding access for a nominal difference in return rates of borrowed items is counter-intuitive and counter-productive. The small loss of income that we might face in Lunenburg if we instituted some form of fine-free/amnesty program will be far outweighed by the good will and expected increase in usage.

Incremental change allows us to gather and evaluate data and ensures we can make the appropriate choices to best improve services. Data is the core of assessment, and trialing a small change in our fines policy that we are invested in keeping will allow us to assess whether additional changes to the policy are appropriate and beneficial.

Children's access to the library is a key concern. They often have no control over when they come to the library, and sometimes cannot raise funds to pay for late fees. They are "the people who can't afford to buy books themselves." Children are also one of our most important demographics, their access to information strengthens community and returns on investment. The impression we create today with them will inform their library use patterns in the future.

Plan for instituting fine-free LPL

Stage 1 (any time with adequate time to prepare communication materials)

Remove overdue fines associated with most items intended for juvenile audience (<18), i.e. children and teen collections. Most children's books, DVDs, audiobooks, teen books, DVDs, audiobooks (retain overdue fines for video games). Collect data, and assess impact on rate of late returns, and number of active patrons. Put out guilt can or conscience box for those patrons who might return something late but who don't need to pay overdue fines. Retain "Lost fees" for replacement of items not returned. Pair this change in fees with an amnesty period where fines accrued for items that no longer have fees are forgiven if a patron returns or resolves all overdue or lost items.

Stage 2 (at the outset of a future fiscal year, July 1, 2021?)

Expand range of removal of overdue fines to adult items, if data from stage 1 supports the positive overall impact. Retain fines for unusual and more expensive items, like the Library of Things, video games, etc. Potentially assess a flat-rate "biling fee" for items which are kept long enough to be billed but eventually returned, and gather data to evaluate the effectiveness of this deterrent. Continue to utilize the guilt can or conscience box for those patrons who might return something late but who don't need to pay overdue fines. Retain "Lost fees" for replacement of items not returned. Pair this change in fees with an amnesty period where fines accrued for items that no longer have fees are forgiven if a patron returns or resolves all overdue or lost items.

Adult Services Programming Report

2020 is off to a great start! A major success in programming for the new year is the 4-week chair yoga series. I have received positive feedback from all the attendees, and there is continued interest in hosting another series for a new group. I am considering asking the instructor back for additional series in the future. It is wonderful to see our community respond well to a serial program involving physical activity.

Along the same lines, a major program I am currently working on is putting together vendors and resources for a health and wellness fair on Wednesday February 5, 2020. Debbie and I discussed programming around the theme of "Happy, Healthy Me Month" for February, and this is the major adult event corresponding to the theme.

There have been several positive responses from local businesses and nonprofits specializing in areas like fitness, healthcare, nutrition, and more. Compassion Massage in Leominster is generously donating a gift basket of their products to be raffled off as a door prize, which I hope will help boost interest and attendance for the event.

In addition to offering the general public a diverse selection of health and wellness resources, this endeavor is also beneficial for the library as a means of establishing community partnerships. I hope that this will strengthen our ties to the community and improve future collaborative initiatives in 2020 and beyond!

Upcoming February events:

- Sat February 1, 2020 11:30-1:30 pm, Winter Sowing Project
- Wed February 5, 2020 4:00-7:00 pm, Health & Wellness Fair
- Thurs February 6, 2020 7:00-8:00 pm, Self-Expression Dance with Rose Follett
- Fri February 14, 2020 6:00-8:30 pm, Food & Flicks: Harriet
- Tues February 18, 2020 10:30-11:30 am & Wed February 19, 2020 6:30-7:30 pm, Craft Lab: Beaded Jewelry, Earring Set
- Wed February 26, 2020, 6:00-8:00 pm, Documentary Series: In Pursuit of Silence
- Recurring events:
 - Mon February 2, 10, 24, 2020 & Tues February 18, 2020 6:30-8:30 pm
 - Photography with Nick Depasquale
 - Tues February 4, 11, 18, 25, 2020 4:00-6:00 pm
 - Stitchcraft: Knitting & Crochet Group
 - In February we are collecting chemo caps for Crochet for Cancer. Deadline for donations: Tues February 25, 2020.

Respectfully submitted,
Lydia Gravell

YOUNG ADULT SERVICES

January 2020

In December, 103 teens and tweens visited and asked 6 reference questions. So far in January, 95 teens and tweens have visited and asked 3 reference questions.

POWER HOUR WITH THE BOYS' AND GIRLS' CLUB:

During the month of December, 74 teens/tweens participated in power hour.

GAMING:

Video game night was postponed until February 3. February's video game night will be held on February 10.

Board game night was held on December 16 and had 7 attendees; 2 were new participants. It will be held again on January 27.

DUNGEONS & DRAGONS/RPG GAMES:

- Now a 2nd group

In December, 15 teens attended official D&D night. So far in January, 29 teens have attended official D&D night. There is now a second D&D group of all new teens that meets Tuesday afterschool in the teen room as they heard that Tuesday is D&D day. They have now met twice and plan to continue meeting in the teen room.

MAGIC THE GATHERING (MTG):

MTG was held on December 18 with 3 attendees. It will be held again on January 22.

PROFESSIONAL DEVELOPMENT:

During the month of December I attended a webinar, *King Arthur but in Space! Mixing Genres and Tropes in Teen/Tween Titles*. This webinar discussed current trends in teen literature and recommended new titles. I also registered for two upcoming January webinars: *The Future is Queer* and *Girls Who Code*. *The Future is Queer* is about new Teen LGBTQIA+ literature and *Girls Who Code* is about the Girls Who Code organization and what is required to start a club in the library.

CHILDREN AREA NEWS:

We are continuing to make progress with the revamping of the Juvenile Area.

First, and foremost, we have procured funding for the reconstruction of the bookshelves! Hannaford Supermarket has committed to paying for this work which is to be done by Tucker Library Interiors.

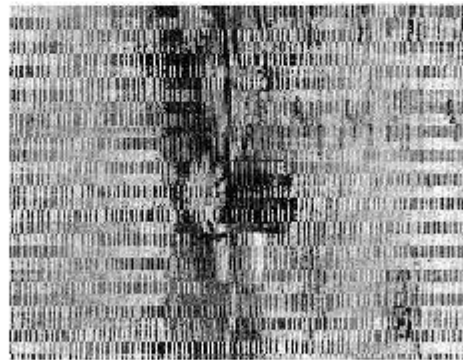
Work in progress:

1. The non-fiction collection has been weeded and moved to its new location.
2. Beginning Chapter Book collection has been relocated which enables this popular collection to be located and browsed with much greater ease.
3. Graphic novels, an increasingly popular choice for all our readers, are now being shelved together rather than being interspersed with the entire juvenile fiction books.
4. Remaining juvenile fiction collection is currently being shifted, and weeded, to redistribute the collection for ease of access.

UPCOMING EVENTS:

- **January 6-27**- Monday morning Little Tykes Story Time. Weekly gathering for kids ages 0-3.
- **January 1-29**- Wednesday Morning Preschool Story Time for kids ages 4+ and their siblings as well as weekly visits for kids from Early Learning Center
- **January 7-28** Weekly Tuesday afternoon visits from fifth graders of THES.
- **January 15**- Winter story time visit with Doc Haman
- **January 16** - Lego Club
- **January 18**- S.T.E.A.M. Saturday
- **January 21**- LPL Kids Book Club.

Respectfully submitted, Debra Laffond, Children's Librarian



All aboard!

**Children's Area Report January, 2020
For the Month of December**

Children's computer usage	76
Number of story times & activities offered	11
Number of children's special programs offered	3
Program Attendance (children & adults)	517 -includes THES stats
Use of Story Craft Room(includes all program usage)	26

Story Time Theme for 2019-20 "Our Town" -Story times, events, and guest readers will feature local sights and people.

Program Highlights:

- **"Little Tykes Story Time"**- Half hour gathering for kids ages 0-3 with stories, songs, finger plays and a simple craft. Our theme for December was "Our Family Holidays".
- **"Preschool Story Time"**- This get together is for kids ages 4+ and includes book sharing, readiness activities, music and movement and crafts. In December we explored local and family traditions during the holiday season.
- **"Family Craft Night"** Great turn out again this year for this event! Children and their families started arriving around 6:15, after the Tree Lighting Ceremony, and quickly filled the Children's Area with happy noise as they made their ornament. By the end of the evening, 60 ornaments had been made! Thanks to a few terrific teen volunteers, everything from set up to clean up went smoothly. As each ornament was labeled "LPL Family Craft Night, 2019" families have yet another treasure to savor thanks to the Lunenburg Public Library!
- **"LPL Kids Book Club"** Children's Book Group
This club, which meets on the third Tuesday of each month, features some great kids' books for readers in grades 3-5. Our book for this month was The Great Tree House War by Lisa Graff. The kids were excited by the storyline in this book- It's kids vs. parents in epic fashion, and Graff's not-quite-fantasy world is every kid's dream...to live in a real treehouse barricaded from your family- and it's problems. Enthusiastic response to this one!
- **STEM Saturday** One Saturday each month children and their families will have an opportunity to participate in a fun activity involving at least one of these disciplines: Science, Technology, Engineering, or Math (STEM). For December - Christmas STEM Challenge: Candy Cane Calamity! The children had to design packaging that would enable a candy cane to be "delivered" to the North Pole without breaking. The challenge was that this needed to be accomplished using prescribed criteria and specific constraints.
- **"Polar Express Story Time Event"** This annual event had a great turnout again this year! Sixty children and family members gathered in the Children's Room for a reading of this wonderful holiday classic followed by a favorite craft- candy trains. While Santa was not able to attend our event this year, one of his favorite elves showed up in his place! Doc Haman, a.k.a. Doc Elf attended our event, participated in the sharing of this wonderful story, and then spent time with the kids gathering wishes to take back to Santa. Doing this event in conjunction with the Friends Cookie Walk enables both events to enjoy lots of participants.