



Lunenburg Public Library

Trustees of Lunenburg Public Library, Meeting minutes

February 27, 2020 Sudolnik Meeting Room, Lunenburg Public Library

Attending: Kate McCarron, Muir Haman – Director LPL, Bob Conroy, Harry Kubetz remotely via Skype, Dick Mailloux, Maia Wentrup

Absent: Lars Widstrand, Donna Saiia

The LPLBT meeting was called to order at 6:47 p.m. by Chairperson Harry Kubetz.

Public Comment

- Dick congratulated Muir on his presentation to the town Finance Committee.

Approval of Minutes

- The minutes for January 2020 were reviewed. Motion to accept minutes as amended by Dick, seconded by Maia. Motion was unanimously approved.

Agenda Items

- **Director's Report**

- We are 2/3's of the way through the fiscal year.
- Heating charges were up the past month but are still under budget overall.
- Materials spending is a bit behind schedule. 95k was spent on materials in FY19. State regulation requires 16% of the budget be allocated to materials. Muir said this should not be a problem for the current year.
- Muir has received the FY21 budget from the Town Manager and has sent back requests. The Town Manager has submitted the preliminary FY21 budget.
- Muir noted that the FY21 budget has zero allocated for building maintenance. That cost will be transferred over to the DPW budget which will be increased to cover it.
- Dick was happy to note that the 5k requested for programs was left intact.
- Muir will attend a User's Council meeting on March 17th.
- The annual report was submitted on February 15th.
- Lydia will be getting a new desk.
- The drains backed up in one of the bathrooms on 2/20 and a plumber had to be called.
- Muir presented some changes to the meeting room policies. You must have a library card to make a reservation. There was also a change to the wording regarding room usage by groups.
- Dick made a motion to accept the policy change, seconded by Maia, and passed unanimously.
- Muir reported on his presentation to FinCom. It went well. He received some positive comments and thoughtful questions. He also talked with them about the proposed fine free policy.
- Muir expressed his gratitude to the board for his positive performance evaluation, was pleased that we noted staff morale and collaboration, and said it was good to have clear goals explicated.

- **Fine-Free Discussion**

- Fines have been dropping off. Proposal is for fines to be replaced by voluntary donations for overdue materials.
- Circulation is up 14% from FY19 for the July through Feb time period.
- Muir is gathering data with Marabeth to determine before and after differences.

- **Trust Funds – Next Steps**

- Muir has been working on the warrant article with the town counsel.

- Jim Besarkarski – Chairman of Trust Fund Commission expressed an interest in combining the library warrant article with other town trust fund changes. Muir said it would be clearer for the town and voters to have a separate library article.
- **Friends of LPL Update -**
 - A chocolate tasting is being discussed for April 25th with a wish to include an instructional element.
 - The next book and bake sale will be scheduled for June 6th, 2020.
 - The annual meeting is scheduled for July 18th.
- **Board Comments**
 - Dick noted that the town caucus is on March 16th and that Kate and Harry are both up for reelection.
 - Harry notified the board that Lars is resigning as of June 30th, 2020.
 - Harry congratulated Muir on his review and stated that he constantly exceeds our expectations and that he is also an excellent ambassador for the library and the town.
 - Harry passed on a message from Michael-Ray Jeffreys to convey to him any concerns we might have to bring to the BOS.
- **Adjourn**
 - Motion to adjourn by Dick, seconded by Bob. Meeting was adjourned at 8:11 p.m.
- **Attached Documents**
 - February 2020 Agenda
 - February Director's Report
 - FY2021 Budget document
 - February 2020 Adult Services Report
 - February 2020 YA Report
 - February 2020 Children's Area Report



Lunenburg Public Library

AGENDA

Lunenburg Public Library Board of Trustees
Thursday February 27, 2020 6:45 p.m.
Lunenburg Public Library
Sudolnik Conference Room

- Public Comment
- Agenda Items
 - Approval of Minutes
 - January 16, 2020
 - 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
 - THHS Reading Program Update
 - Meeting Room Use Policy Tweaks
 - FinCom Meeting Update
 - Fine-Free Update
 - Trust Funds – Next Steps
 - Fine-Free Update
 - Friends Update
 - 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

	<u>FY20 Budget</u>	<u>Budget Expended</u>	<u>% Expended</u>
LIBRARY DIRECTOR SALARY	\$ 72,547	\$ 45,420	63%
ASST LIBRARY DIRECTOR SA	\$ 49,154	\$ 29,383	60%
LIBRARY STAFF SALARIES	\$ 170,176	\$ 108,164	64%
BLDG REPAIRS & MTC	\$ 1,000	\$ 573	57%
SEWERAGE DISPOSAL	\$ 600	\$ 345	58%
ELECTRICITY CHARGES	\$ 22,500	\$ 11,441	51%
HEATING CHARGES/NATURAL	\$ 12,000	\$ 8,029	67%
WATER CHARGES	\$ 650	\$ 506	78%
NETWORK MAINTENANCE	\$ 500	\$ 160	32%
BOOK SERVICE	\$ 3,700	\$ -	0%
CONTRACTED SERVICES	\$ 2,000	\$ -	0%
CUMMARS NETWORK	\$ 11,000	\$ 11,000	100%
POSTAGE	\$ 300	\$ 166	55%
OFFICE SUPPLIES	\$ 3,700	\$ 1,288	35%
CUSTODIAL SUPPLIES	\$ 300	\$ -	0%
LIBRARY MATERIAL	\$ 66,000	\$ 28,654	43%
MILEAGE REIMBURSEMENT	\$ 600	\$ 438	73%
TOTALS	\$ 416,727	\$ 245,567	59%

*FY20 8/12= 67% completed

• FY21 Budget

Fin Comm presentation was received well. Lots of questions and interest, and the committee made some supportive comments. The TM's preliminary budget does actually meet most of our requests for FY21, with only a small number of compromises that should still be sufficient for our operating purposes. Especially promising is the inclusion of an additional \$10K in the DPW budget for library building maintenance needs.

• Staff

Users council meeting March 17th, that I will attend and Bylaws Committee recommendations should be voted on. I'm hopeful there might be some membership fee discussion, too. I finished up the Annual report for the department and submitted it February '15. Trust fund warrant has been prepared and I will be on the agenda at BOS sometime in March before it is due for final submission for a discussion. Follow up with town counsel 2/27 at 1:40.



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

Nicole will be attending a board game conference and scoping out some new potential additions to the collection. Lydia and I are discussing with Peter and Jo of the Local Access channel a Videography class with the goal of creating new volunteers for Lunenburg Access work.

Lydia and I have been working closely with the pages to ensure that a high level of shelf reading is happening, especially with the adult collection. Not one of the highly glamorous pieces of the job, but it will create a noticeable difference for users and in the appearance of the collection, especially in the NF section.

Lydia also attended the MW Reader's advisory group meeting, which discussed adapted graphic novel versions of classic works and to whom to recommend reading these versions.

▪ Programs

Healthy You February was successful, with 42 attendees at the health fair, and more than a dozen children at the nutrition program. Almost 40 people came out to the adult winter sowing program, too! Some from as far as Northampton, MA. Full calendar for the Spring, and the team is working on pulling together another chock-full Summer Reading Program.

▪ Technology

The huddlefly has been hardwired into the network to prevent the disconnection/updates issues that the brown out created.

▪ Building & Maintenance

Fiction/Non-Fiction signs in the Main Hall have been placed appropriately. The signs will be removed, the walls repaired/repainted, then the signs will be replaced in the appropriate location. Expecting delivery of the new staff desk next week, and the children's shelving has been ordered and the Friends have received the check from Hanaford. Kit and I took a walk through and around the building preceding the Fin Comm presentation to discuss building maintenance that might be a priority, and details that need a little more research/information.

Thursday 2/20 the drains in the bathrooms backed up and plumbers had to be called. Quick response got the problem fixed before too long. Feminine hygiene products were the cause of the blockage. Signs have been placed in the bathrooms reminding users to not flush objects down the toilet.

▪ THES Visits

So far, the students have appreciated the targeted display for them. Visits continue to be highly rewarding for staff, and the kids seem to be really enjoying them, too.

▪ Fine Free

Incidentally, the Fin. Comm. asked about the potential of going fine free in Lunenburg, impacts and feasibility, etc.

Town of Lunenburg
Town Manager's FY2021 Budget Recommendation

2/12/19

	Object	Description	FY20 Final Budget	FY21 TM Target Budget	FY21 Requested Budget	FY21 TM Recommended Budget
Library						
610 - LUNENBURG PUBLIC LIBRARY						
	611000	SALARY LIBRARY DIRECTOR	\$ 72,547.00	\$ 70,000.00	\$ 72,800.00	\$ 72,800.00
	611002	SALARY ASST LIBRARY DIRECTOR	\$ 49,154.16	\$ 48,842.40	\$ 48,842.40	\$ 48,842.40
	611003	SALARIES STAFF	\$ 172,639.00	\$ 172,254.68	\$ 172,264.68	\$ 172,254.68
	611027	THIS PILOT READING PROGRAM				
	610310	CONTRACT EVALUATION STIPEND				
	611002	LONGEVITY	\$ -	\$ -	\$ -	\$ -
	611012	CUSTODIAL & MTC SALARIES				
	Personnel Sub-Total:		\$ 294,340.16	\$ 291,097.08	\$ 293,897.08	\$ 293,897.08
	621004	BLDG REPAIRS & MTC	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00	\$ -
	621005	SEWERAGE DISPOSAL	\$ 500.00	\$ 600.00	\$ 1,000.00	\$ 1,000.00
	621011	ELECTRICITY CHARGES	\$ 22,500.00	\$ 22,500.00	\$ 24,750.00	\$ 22,500.00
	621025	HEATING CHARGES/NATURAL GAS	\$ 12,000.00	\$ 12,000.00	\$ 21,800.00	\$ 17,000.00
	623001	WATER CHARGES	\$ 850.00	\$ 650.00	\$ 800.00	\$ 800.00
	624300	NETWORK MAINTENANCE	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
	624400	BOOK SERVICE	\$ 3,600.00	\$ 3,700.00	\$ 4,000.00	\$ 4,000.00
		NEW PROGRAMS			\$ 5,000.00	\$ 5,000.00
	631003	CONTRACTED SERVICES	\$ 2,300.00	\$ 2,000.00	\$ 6,000.00	\$ 5,000.00
	634400	POSTAGE	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
	640000	OFFICE SUPPLIES	\$ 3,800.00	\$ 4,000.00	\$ 4,200.00	\$ 4,000.00
	641100	CUSTODIAL SUPPLIES	\$ 200.00	\$ 300.00	\$ 300.00	\$ 300.00
	651000	LIBRARY MATERIAL	\$ 66,300.00	\$ 68,000.00	\$ 73,000.00	\$ 67,000.00
	631021	NETWORK (CWMARS)	\$ 11,000.00	\$ 11,000.00	\$ 15,000.00	\$ 11,000.00
	671000	MILEAGE REIMBURSEMENT	\$ 300.00	\$ 300.00	\$ 800.00	\$ 900.00
	Expenses Sub-Total:		\$ 124,400.00	\$ 124,850.00	\$ 159,350.00	\$ 139,300.00
	610 - LUNENBURG PUBLIC LIBRARY - Total		\$ 418,740.16	\$ 415,947.08	\$ 453,247.08	\$ 433,197.08

2/24/2020

Adult Services Programming Report

February 27, 2020

In February we had several successful programs, including the winter sowing project and the health & wellness fair. All of the supplies for the winter sowing project were donated by local volunteers, which resulted in 31 happy attendees leaving with their seedlings!

For the health fair, we had 11 total vendors participate, and had 42 visitors come to the library to learn more about their local health resources. It was a great opportunity for me to network with community partners, and learn more about how to improve any health fairs we might offer in the future. Hosting an outdoor event at a time with better weather and more representatives might be our next health fair attempt.

We also continue to see a great turnout for our monthly programs - stitchcraft knitting/crocheting group, Friday movie night, and the craft lab. It is reassuring to see familiar faces return time and time again to their library for a dependable event.

Coming up in the spring months, we will be hosting more lectures and informative programs for evening events. I was hesitant to book too many programs during the early winter nights, but next year I hope to book more and see how the response will be. Some slated spring events include: a cooking talk and demonstration by chef Liz Barbour, a presentation on language and the dictionary by Merriam-Webster's editorial ambassador Emily Browster, and a lecture on gardening ecology by botanist Judith Sumner. I am excited to bring these programs to Lunenburg and look forward to planning more for the summer!

Upcoming March events:

- Tuesdays March 3, 10, 17, 24, 31, 4:00-6:00 pm - Stitchcraft
 - We are making 8 inch squares for Knt-A-Square charity in Africa
- Wednesdays March 4, 11, 18, 10:15 - 11:00 am - Mama's Bootcamp: Fitness Classes for Moms & Their Little Ones
- Wednesday March 4, 6:00-8:00 pm - Liz Barbour Feasting from Literature
- Friday March 13, 6:00-8:00 pm - Friday Night Food & Flicks
 - Appetizer snacks, and watching *A Beautiful Day in the Neighborhood*
- Sunday March 15, 2:00-3:30 pm - St. Patrick's Day Concert by Denya LeVine
- Tuesday March 17, 10:30-11:30 am & Wednesday March 18, 6:30-7:30 pm - Adult Craft Lab: Miniature Terrariums
- Wednesday March 25, 6:00-8:00 pm - Documentary Viewing & Discussion Series: Worlds of Ursula K. Le Guin

Respectfully submitted,
Lydia Gravell

YOUNG ADULT SERVICES

February 2020

In January 182+ teens and tweens visited the library and asked 5 reference questions. So far in February, 123 teens and tweens have visited and asked 2 reference questions.

POWER HOUR WITH THE BOYS' AND GIRLS' CLUB:

During the month of January, 143 teens/tweens participated in power hour.

GAMING:

Video game night was held on February 3 and 10 with 5 and 9 attendees respectively. It will be held again on March 9.

Board game night was held on February 27 and had 8 attendees. It will be held again on March 23. I will be going to Total Con, a board game and role play game convention, during February vacation to purchase new board games to add to the collection. I will also try Pathfinder, an RPG similar to D&D, to see if the teens will enjoy it. If it would appeal to teens I will also try to find a DM to run a program.

DUNGEONS & DRAGONS/RPGs:

In January, 40 teens attended official D&D night. So far in February, 21 teens have attended official D&D night. I have added Insanity Cards to the board game collection for use with RPG games. Insanity cards feature 5 different insanity paths (ex. obsession, anger, paranoia) that increase in severity as more cards are drawn. These cards will help the teens better facilitate their character's development and help in creating a character narrative.

MAGIC THE GATHERING (MTG):

MTG was held on January 22 with 4 attendees. It will be held again on February 19.

PROFESSIONAL DEVELOPMENT:

I am registered for a webinar over February break that examines ebooks and audiobooks. *Making the Most of Your Digital Collection* will cover everything from designing a collection to advertising and ensuring the collection is utilized. This will help me better understand how to evaluate our current teen e-resources and give me a better idea of how best to spend the Overdrive Advantage budget.

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

Children's computer usage	71
Number of story times & activities offered	11
Number of children's special programs offered	4
Program Attendance (children & adults)	454 – includes THES stats
Use of Story Craft Room(includes all program usage)	28

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 January was "Brrrr, Baby It's Cold Outside!" We talked about winter fun outdoors, winter clothing, hot cocoa and polar bears.
- **"Preschool Story Time"**- This get together is for kids ages 4+ and includes book sharing, readiness activities, music and movement and crafts. In January we explored how wild animals in our area survive the winter.
- **Doc Haman Story Time**- This month Mark shared his knowledge and experiences with animals in winter. He is a wonderful resource and I really appreciate that he is willing to make monthly visits to our library for story times- the children really look forward to the "Doc Haman story times"!
- **"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 Restart by Gordon Korman. From the #1 bestselling author of *Swindle* and *Slacker*, *Restart* is the spectacular story of a kid with a messy past who has to figure out what it means to get a clean start. Lots of sharing of bulling experiences with this great, thought-provoking book.
- **STEAM Saturday, Saturday, Jan 18th**
For January we partnered with some members of the Friends of the Library group to present a wonderful "winter sowing event". Robin Venezia, Lydia Henshaw and Ginny Albertson shared their expertise with gardening techniques and bee and butterfly pollination and survival. The participants then got to make a mini greenhouse using a recycled milk jug for giving bee balm and milkweed plants a head start for early spring planting. The kids were very excited to take their finished greenhouse home to place in their yards. We also collected email addresses of our participants to ensure that their future seed sowing is successful.

CHILDREN AREA NEWS:

UPCOMING EVENTS:

- **February 1-29-** Monday morning toddler story times
- **February 5-26 -** Wednesday Morning Preschool Story Time for kids ages 4+ and their siblings
- **February 5-26 -**Weekly visits for kids from Early Learning Center
- **February 4-25-** Weekly Tuesday afternoon visits from fifth graders of THES.
- **February 13 –**“Healthy Choices for a Happy Me!”- nutrition and food preparation class with Hannaford dietitian Minna Scholten
- **February 15 -** S.T.E.A.M. Saturday- coding basics
- **February 20-** Lego Club
- **February 25-** LPL Kids Book Club.

FEBRUARY SCHOOL VACATION WEEK ACTIVITIES: “LPL Kids Summer Camp in February”

- Tuesday, Feb 18th- LPLK Camp Crafts- tie dye, friendship bracelets, macaroni art
- Wednesday, Feb 19th-LPL Kids Campfire Stories with Doc Haman followed by Camp Competitions
- Thursday, Feb 20th- LPLK Movie Day – summer movie, summer wear, beach towels, and summer snacks

Respectfully submitted,
Debra Laffond, Children’s Librarian