



Lunenburg Public Library

Trustees of Lunenburg Public Library, Meeting minutes August 20, 2020

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, Maia Wentrup, Michael-Ray Jeffreys

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

Public Comment

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

Agenda Items

- **Approval of Minutes**
 - The July 23rd minutes were reviewed and accepted as amended. Dick made a motion to accept, seconded by Maia. Passed unanimously.
- **Director's Report**
 - All budget lines should be expended except for electricity charges. Waiting for a few invoices and vouchers to go through,
 - FY21 is still in the early stages. Mostly just salary expended at this time. CWMARS membership and Book Service fees will be due next month. Have been some delays due to a server going down.
 - The YA job has been posted. The assistant Town Manager, along with the new HR director is reviewing some six resumes with relevant experience. No applications have been received through MBLC but will post again there. The experience level has been low for the applicants thus far.
 - Summer reading – had at least 179 readers from June 26th through July 27th, about four weeks. It was about half the normal number but good under the circumstances.
 - Still waiting for plexiglass shields that have a useable slot at the bottom for passing books back and forth.
 - Had some server problems during July.
 - Looking to reopen for browsing on Sept. 1st. Will be two hours a day for 40-minute slots. Can handle 10 reservations per hour. The first of those hours will be for vulnerable patrons. The front door entry will have hand sanitizer. Masks will be required. Any handled books will be quarantined.
 - Dick asked if we can provide gloves for patrons? Muir said that hand sanitizing should be sufficient. There will also be wall-mounted units for this.
 - Maia asked if curbside pickup will continue. It will still be available. Also asked about times of day for browsing. Browsing will be available the times when the library is normally staffed.
 - Dick asked about the Children's area? It will be available. No age limits for children will be in place. Toys, etc. have been put away. Upholstered furniture has been put away and computers will not be available. There will be a self-checkout station in the Children's area.
 - Muir said the library has been getting a lot of requests for home schooling materials. Debbie has put together some book bundles.
 - Harry asked if we can provide masks if needed? Muir said we can. State recommendation for masks is age 2 and up.
 - Lydia is working on 'My Next Great Read' surveys to assist patrons in finding books. It's a reader's advisory based on what they have enjoyed in the past and uses potential matches that are currently available in the library.

- Debbie is working on an outdoor storytime. She is also working on a Lunenburg-wide story time on the public access channel.
- **Friends of LPL Update**
 - Dick and Harry went to the annual meeting. Said it was well attended. A new budget was approved. Some of the library passes were looked at carefully because of closures and loss of opportunity to attend.
- **Update on Potential Board Candidate**
 - Kate has a candidate to recommend: Laura Boussem. Kate read a statement from Laura and made a motion to consider Laura for the temporary appointment. Dick seconded. Motion passed unanimously.
 - The BOT will meet with the Selectman on Sept. 8th to process the appointment.
- **Board Comments**
 - Dick: Thank you to Muir and the library staff for all the services they have provided and kept up. Harry and Donna both mentioned that they have used the curbside pickup and it has been great. Sherry has been very helpful with getting books.
 - Michael-Ray said he has been redesignated as the BOT liaison for the next year.
- **Adjourn**
 - Motion to adjourn by Dick, seconded by Donna. Meeting was adjourned at 7:48 p.m.
- **Attached Documents**
 - August 20th 2020 Agenda
 - August Director's Report
 - August 2020 Adult Services Report
 - August 2020 Children's Area Report



Lunenburg Public Library

AGENDA

Lunenburg Public Library Board of Trustees

Thursday August 20, 2020 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, at least partially, 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:

To Participate Remotely: From a computer, please use the link below to join the public meeting webinar:

<https://us02web.zoom.us/j/82377520306>

or from a telephone, dial the toll free number (877) 853-5257 and enter Webinar ID: 823 7752 0306 #

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 for July 23
- Director's Report
 - FY 2020 Budget Update
 - FY 2021 Budget Update
 - Staff Update
 - Programs Update
 - Technology Update
 - Building & Maintenance Update
 - Re-Opening Update... Progress, Plans, Challenges, Considerations
- Friends Update
- Update on Potential Board Candidate
- Board Comments
- Other
- Adjourn

1023 Massachusetts Avenue • Lunenburg, MA 01462 • (978) 582-4140
Agenda Lunenburg Public Library Board of August 20, 2020



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

Financials

	<u>FY20 Budget</u>	<u>Budget Expended</u>	<u>% Expended</u>
LIBRARY DIRECTOR SALARY	\$ 70,000	\$ 70,000	100%
ASST LIBRARY DIRECTOR SA	\$ 46,920	\$ 46,920	100%
LIBRARY STAFF SALARIES	\$ 160,307	\$ 160,307	100%
BLDG REPAIRS & MTC	\$ 573	\$ 573	100%
SEWERAGE DISPOSAL	\$ 575	\$ 575	100%
ELECTRICITY CHARGES	\$ 19,500	\$ 17,687	91%
HEATING CHARGES/NATUR	\$ 13,685	\$ 13,685	100%
WATER CHARGES	\$ 636	\$ 636	100%
NETWORK MAINTENANCE	\$ 239	\$ 239	100%
BOOK SERVICE	\$ -	\$ -	
CONTRACTED SERVICES	\$ -	\$ -	
CWMARS NETWORK	\$ 11,000	\$ 11,000	100%
POSTAGE	\$ 279	\$ 279	100%
OFFICE SUPPLIES	\$ 5,612	\$ 2,647	47%
CUSTODIAL SUPPLIES	\$ -	\$ -	
LIBRARY MATERIAL	\$ 89,426	\$ 88,179	99%
MILEAGE REIMBURSEMENT	\$ 438	\$ 438	100%
<u>TOTALS</u>	\$ 419,190	\$ 413,165	99%



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

▪ FY21 Budget

	FY21 Budget	Budget Expended	% Expended
LIBRARY DIRECTOR SALARY	\$ 72,800	\$ 10,599	15%
ASST LIBRARY DIRECTOR SA	\$ 48,842	\$ 7,274	15%
LIBRARY STAFF SALARIES	\$ 172,255	\$ 18,392	11%
BLDG REPAIRS & MTC	\$ -	\$ -	
SEWERAGE DISPOSAL	\$ 1,000	\$ -	0%
ELECTRICITY CHARGES	\$ 22,500	\$ 2,786	12%
HEATING CHARGES/NATUR	\$ 17,000	\$ -	0%
WATER CHARGES	\$ 800	\$ 125	16%
NETWORK MAINTENANCE	\$ 500	\$ 40	8%
BOOK SERVICE	\$ 4,000	\$ -	0%
PROGRAMS	\$ 5,000	\$ -	0%
CONTRACTED SERVICES	\$ 5,000	\$ -	0%
CWMARS NETWORK	\$ 11,000	\$ -	0%
POSTAGE	\$ 300	\$ -	0%
OFFICE SUPPLIES	\$ 4,000	\$ -	0%
CUSTODIAL SUPPLIES	\$ 300	\$ -	0%
LIBRARY MATERIAL	\$ 67,000	\$ -	0%
MILEAGE REIMBURSEMENT	\$ 900	\$ -	0%
<u>TOTALS</u>	\$ 433,197	\$ 39,216	9%

*FY21 2/12= 16.67% completed

▪ Staff

The YA librarian position has been posted. The external posting expired Friday, and applications are being reviewed.

Curbside demand has evened out, and staff has been comfortable adjusting to the volume. ILL's have been coming in, and patrons have been especially interested in help finding books for homeschooling their children.

I've been home welcoming and adjusting with my new son, and the staff has been doing great in my absence.

▪ Programs

Summer reading was a huge success, with 179 readers reading for more than 108,000 minutes. Building on that success, Lydia and Debbie have been developing a fall reading challenge lineup with



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

▪ Building & Maintenance

Kit has been working on finalizing some building prep for limited browsing, waiting on a few final pieces.

▪ Technology

Dan worked for what ended up being several weeks to restore our server with Acronis (backup software company). As anticipated, we had to work from the June 21 backup, but we are back in action. Dan has also updated and revised our backup practices to be better prepared for future issues.

▪ Reopening Update

I'm targeting September 1 as the date we might be able to open for limited browsing. MBLC has an interpretation of the quarantine requirement of the governor's guidelines that makes browsing more workable than we were anticipating when we last discussed.

Trustee Report
Adult Services
August 2020

The Library continues to be busy as we work on new ideas and programs to roll out in the fall. We saw tremendous success with Beanstack for our summer reading program, which led Debbie and I to build a new fall reading program using the same platform.

By the conclusion of our summer reading program, on Saturday July 25th, there were 26 active readers who earned a total of 322 badges in the adult challenge. The collective reading time for adults concluded with 25,151 minutes for the duration of the four week program. I was thrilled to see the continuous engagement from a demographic that has historically been difficult to reach with reading programs. The feedback I received from participants was overwhelmingly positive as well. I think setting up Beanstack in time to meet the summer deadline was time well spent!

Going forward, Debbie and I discussed ways to build on this momentum while taking into account that our programming future is unclear. Being unsure how we can support our town with programming in these uncertain times, we sought to create a literacy focused program that would not be too taxing on students or parents, easily adaptable for changing circumstances, and a positive experience for all ages. I believe that we have successfully built such a program in Beanstack with our All Ages Fall Reading Challenge.

Starting September 13th and running through October 31st, anyone can register on Beanstack to participate in one of the four weekly themed activity challenges to earn that week's badge. Earning a weekly badge automatically enters you into a drawing to win that week's book bundle prize. Activities range from seeing a virtual storytime, picking up craft kits, checking out books on a theme, and more. We included logging badges for reading time as well. Mini treat bag incentives, geared for kids 5-12, are offered as rewards for each milestone reached. This fall will be challenging for many of us, but our hope is that this simple programming challenge will be viewed as a fun opportunity for learning and respite for patrons of all ages.

Additionally, the "My Next Great Read" surveys have been regularly submitted during our closure to the public. As of August 18th, I have replied to 13 requests for reading suggestions.

We also continue to market and publicize library news on Instagram. We currently have 227 followers and 151 posts. There are weekly posts about virtual book displays, new additions to our collection, and library news.

I am hopeful that our programming efforts this fall will be successful as we adapt to the ever changing events around us. We will continue to strive for our best!

Respectfully submitted,
Lydia Gravel

Youth Services Area Trustee Report for August, 2020

CHILDREN:

ACTIVITY	NUMBER	ENGAGEMENTS
Number of Popular Author Read-Alike Lists Posted	3	21
Number of At Home Alphabet Scavenger Hunts	2	11
August Calendar of Reading Challenges	1	24
Eric Carle Museum Post	1	10

ACTIVITIES FOR REMOTE LEARNING/PATRON INTERACTION:

July/August 2020:

- Posted 3 different lists of books for kids and families with book suggestions if you like the author Raina Telgemeier, Rick Riordan, and a general post for 2nd and 3rd grade readers.
- Continuing to offer options for outdoor activities around home with postings of our At Home Alphabet Hunts- lists of 8-10 letter themed things to find right in your own big backyard
- Created an August Calendar entitled "A Month of Madness" with challenges each day for funky places to read a good book, do a simple craft activity or engage in some type of physical activity
- Posted an article about the Eric Carle Museum which included some educational links connected to their current exhibits

Fall activities:

- Beanstack Fall Challenge For All Ages with timed reading challenges, craft(offered as curbside pick-up kits) and active activities , reading lists. Lydia has created craft kits, reading lists and challenges for Teens.
- Weekly Story Times are scheduled for Monday mornings @ 11:00 beginning September 14th either outside on the patio as "Al Fresco Tales"- complete with a new library pal called Al Fresco- or virtual story times recorded and viewable on YouTube and Facebook



Meet Mr Fresco

Collaboration with PACC's Jo McLaughlin and Pete Lincoln to create a weekly story time on PACC's new Kids Educational Channel. The focus for the cable story time will be weekly guest readers who will be filmed reading their favorite book(s). As you can see by the flyer, this is to be a Lunenburg Storytime- not specifically a Lunenburg Library Storytime; however I appreciate the opportunity to assist with this project and feel that it will be a great literacy activity for local kids and families. I have offered the library as a resource for books, and reader advisory for guest readers. Peter and I are the first readers and will be recorded this Thursday, August 20th.



Respectfully submitted,

Debbie Laffond, Children's Services Librarian