



Lunenburg Public Library

Trustees of Lunenburg Public Library, Meeting minutes October 15, 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, Laura Boussom, Maia Wentrup.

The LPLBT meeting was called to order at 6:45 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 minutes for September 17th were reviewed and accepted as amended.
- **Director's Report**
 - We are four months into FY21. The budget is 22% expended, a bit behind schedule as is usual in the fall. Book service invoice is not in yet. They have been a bit behind schedule. Salary expenditure is a bit under budget because we currently have two vacancies.
 - The heating boiler was not working for a month. A part has come in and has been installed so it is now fixed.
 - Two candidates for the YA position have had second interviews. We have a clear front runner and may make an offer early next week.
 - Annual reports have been completed and sent to MBLC. This is required for state aid.
 - Circulation has been significantly up in FY20 between July and February. Overdrive circulation (electronic resources) is also up by 29%. Most of the increase in FY20 has been during the pandemic.
 - The Friends will be doing small pop-up book sales on a book cart outside the front door of the Library. The Friends have also been looking into funding upgrades and additions to the security cameras.
 - The Fall reading challenge is still going well with 39 readers. We have been looking into partnering with nearby libraries to share virtual programs.
 - Harry asked if we are now fine-free? Muir said we are not quite yet. Children's materials' overdue fines were eliminated in June. This will be evaluated and the next step is to make everything fine-free. The time frame has been pushed back a bit. There has been some discussion CWMARS-wide on going fine-free.
 - Dick asked about a reopening update? Muir said he was not aware of any libraries opening to browsing without appointments. The MA state reopening plan is currently in phase 3 step 2. We can open the building to 50% capacity and gatherings for up to 25 people are permitted. The demand for browsing is still low.
 - Kate asked about other libraries having any problems with materials missing or picked up in error on outside tables? Muir said he didn't know.
 - Donna asked about setting up a table in the vestibule with the front door open? Would possibly be easier in cold weather and minimize the contact and broaden the timeframe for pickup? Muir said opening the front door would impact the HVAC system. They would not have control over entry to the library with the front door open. Muir also said that staff can be pretty flexible for scheduling the pickups. Appointments don't have to be exact times.
 - Kate asked about utilizing the community room for programs or meeting space for groups. Muir pointed out that the space is currently used for book quarantine.
- **Director's Evaluation Update**

- The Director's evaluation should be completed by the December meeting so Muir can plan the budget with an accurate Director's salary number.
- The budgeting process starts in late November. This is when the library submits budget requests. The preliminary town budget is in February and the final one at the annual town meeting so the December time frame is good for completing the evaluation.
- Harry will send out blank forms and figure out a target date for getting them back for the subcommittee to review and compile.
- **Policy Review/Update**
 - Muir presented an updated weather closure policy and asked for input. After short discussion it was voted unanimously to accept the policy as presented.
- **Strategic Plan Subcommittee Update**
 - The subcommittee met and discussed when to target 3-6 months of planning. The aim is to bring a plan to the BOT by June 2021 for review and a vote. We are targeting a three-year plan. Will meet with the MA library system consultants for assistance. Also reaching out to consultants for proposals and estimates. The committee has read some basic documents and will read some more in-depth documents going forward.
- **Friends of LPL Update**
 - The Friends had a meeting on October 5th. They discussed changes in the reopening. Also discussed museum passes and put a few on hold due to the pandemic circumstances. They are changing the investment options on the Letarte family poetry endowment. They will be trying pop-up book sales with books on carts outside the front door of the Library.
 - Dick asked about the poetry endowment. Mary Ellen Letarte has a writing group and helps organize poetry programs. The Letarte family donated money to the Friends to keep poetry programs going.
 - Laura asked if the Friends are accepting book donations. Muir said they are not at the moment. They don't have the storage space.
- **Board Comments**
 - Harry passed on an update from Michael-Ray (BOS). He has requested an earmark for \$40K to convert the lights at the library to LEDs. Muir noted that this has been an ongoing problem and was suggested to the town manager last year.
- **Adjourn**
 - Motion to adjourn by Kate, seconded by Dick. Meeting was adjourned at 7:53 p.m.
- **Attached Documents**
 - October 15th 2020 Agenda
 - October 2020 Director's Report
 - October 2020 Adult Services Report
 - October 2020 Children's Area Report
 - Closure Policy revised and adopted 10-15-20



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	\$ 21,756	30%
ASST LIBRARY DIRECTOR SA	\$ 48,842	\$ 14,861	30%
LIBRARY STAFF SALARIES	\$ 172,255	\$ 38,650	22%
BLDG REPAIRS & MTC	\$ -		
SEWERAGE DISPOSAL	\$ 1,000	\$ 97	10%
ELECTRICITY CHARGES	\$ 22,500	\$ 3,988	18%
HEATING CHARGES/NATUR	\$ 17,000	\$ 931	5%
WATER CHARGES	\$ 800	\$ 199	25%
NETWORK MAINTENANCE	\$ 500	\$ 60	12%
BOOK SERVICE	\$ 4,000	\$ -	0%
PROGRAMS	\$ 5,000	\$ -	0%
CONTRACTED SERVICES	\$ 5,000	\$ -	0%
CWMARS NETWORK	\$ 11,000	\$ 11,000	100%
POSTAGE	\$ 300		0%
OFFICE SUPPLIES	\$ 4,000	\$ 1,055	26%
CUSTODIAL SUPPLIES	\$ 300		0%
LIBRARY MATERIAL	\$ 67,000	\$ 2,632	4%
MILEAGE REIMBURSEMENT	\$ 900	\$ -	0%
<u>TOTALS</u>	\$ 433,197	\$ 95,229	22%

*FY21 4/12= 33.33% completed

▪ Staff

Two candidates will have second interviews on Wednesday, October 14, for the YA Staff Librarian position. Decisions on the next step, hiring or continuing the search will be made after those interviews.

ARIS and the annual Financial Report have been completed, signed, and submitted to MBLC. Circulation was significantly up between July and February compared to the previous year, while visits were up only slightly. Electronic material circulation saw a huge jump after we closed the building.



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

Circulation										
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	TOTAL	% Increase
FY20	9,134	7,775	6,634	6,812	6,021	5,298	6,406	6,807	54,987	15.96
FY19	7,993	6,696	5,395	6,161	5,287	4,772	5,904	5,210	47,418	
Visits										
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb		
FY20	6603	5257	5713	6555	5018	3967	5578	5007	43698	3.52
FY19	5989	5536	5235	6475	4652	4593	5195	4537	42212	
Overdrive Circ										
	EBOOKS	E-AUDIO	TOTALS	% increase						
FY20	9185	5492	14677	29.39						
FY19	6590	4753	11343							

The Friends will be offering a series of "pop-up" book sales over the next few weeks. Using one of the library book trucks, the books will be placed out front so that visitors can browse outside and exchange an at-will donation for any books they wish to keep. The plan is for each sale to last a week, then different books will replace the last batch.

■ Programs

With the Fall Reading Challenge using Beanstack, 39 readers have been regularly participating through the first 5 weeks of the 7 week challenge. With school starting up, these seem like remarkably good numbers after about 100 total readers during the summer reading program.

One programming solution that libraries have been utilizing, since program presenters are not charging less for virtual programs, is to partner with neighboring libraries to bring virtual programs to several communities at once, splitting the cost. We are considering this and reaching out to potential partners.

■ Building & Maintenance

Kit is still waiting for Royal Steam to receive the part that was order for the boiler several weeks ago. He will be looking for other contractor options for the future.

■ Technology

Millennium Alarm is expected for an onsite visit on Tuesday, October 13 to begin working on an estimate to upgrade the last three low-resolution security cameras and install several additional cameras to cover some of the gaps in our exterior coverage. The Friends have committed to funding these upgrades from their endowment. Thank you, Friends of the LPL!

■ Capital Plan Update

I discussed the FY22 capital plan priorities with Kit on 10/6. The carpet project will either go on the final FY21 Capital Plan, as it was initially approved before the pandemic, or will be on the FY22 plan



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

automatically. Kit and I agreed that a second boiler, higher priority for replacing the rood units, and the front door replacement (if that is priced as a capital project) would all qualify as higher priorities for this year's process.

▪ Reopening Update

No updates.

Trustee Report
Adult Services
October 2020

There have not been too many new changes to adult services this month but we are steadily working on updating our reader advisory recommendations, wrapping up the Fall Reading Challenge, and building on our program offerings for the future.

The Fall Reading Challenge currently has 39 consistent readers enrolled in the challenge. However, there are only 5 adults who actively log their reading each week or participate in the craft activities. We were hoping for more participation from our adult patrons, but this is a good indication that we need to reassess what appeals to them. I think this was a valuable learning experience and I'm incredibly proud of the program Debbie and I created this Fall. We are already discussing creating some winter challenges in January-February, with a separate focus for each age group, that I think will find more success. We are excited to build the next program - after a break for the holidays!

Building on our reader advisory services, I started a weekly social media campaign on Instagram to introduce "appeal factors" to our readers. The first few posts have been very successful, and our followers have been engaging with the content each week. I started creating a new series on this theme that will be scheduled in November and December. I will take some of the top best sellers of 2020 and break down their appeal factors, then list some suggestions of other titles with the same attributes. It will be a nice way to conclude the year on Instagram, and hopefully boost our circulation statistics for the year's end.

The library's Instagram still gains a couple new followers each month. As of October 8th, we have 251 followers and 178 posts. I periodically check the accounts by other libraries to get new ideas for ways we can improve our own presence online. I see so many great things happening around us, it is easy to feel inspired!

I am also beginning the process of finding some virtual presenters for us to host on zoom. I would like to start offering new programming events online starting later this year, but it has been difficult to find timely topics for a reasonable fee. The search will continue and with any luck, there will be new programs scheduled soon!

Respectfully submitted,
Lydia Gravell

Youth Services Area Trustee Report for September, 2020

CHILDREN:

Number of Beanstack Active Readers	32
Number of Beanstack Badges Earned	100
Number of Minutes Read	22,425

TEEN:

Number of Beanstack Active Readers	4
Number of Beanstack Badges Earned	21
Number of Minutes Read	3999

ACTIVITY	NUMBER	ENGAGEMENTS
Al Fresco Story Time- live on Patio	3	89
Recorded Story Time on YouTube and FaceBook	3	27
Story Walk	1	Many families have stopped by to read our story.
STEAM Saturday	6	

ACTIVITIES FOR REMOTE LEARNING/PATRON INTERACTION:

September 2020:

Fall activities:

- Beanstack Fall Challenge For All Ages with timed reading challenges, craft(offerred as curbside pick-up kits) and active activities , reading lists. Our craft kits, reading rewards for kids and weekly book bundle prizes are happily received.
- Weekly Story Times have begun 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. First two weekly story times have happened- thanks, Mother Nature!- and kids and families are thrilled to be back!
- S T E A M Saturday- 6 kids participated via Zoom and successfully made Homemade Flashlights.
- We have invited our patron families to create a Non-Carved Decorated Pumpkin for display in our many library windows. We are planning to string some lights and have a festive holiday display for Halloween night- along with a special HALLOWEEN Story Walk.

- Collaboration with PACC's Jo McLaughlin and Pete Lincoln to create a weekly story time on PACC's new Kids Educational Channel. First story times have been recorded and posted. Jo McLaughlin reports that 12 affiliates throughout New England have picked up our story times!

Respectfully submitted,

Debbie Laffond, Children's Services Librarian

Weather Closure Policy

In the event of inclement weather or other condition, the Library Director in consultation with the Department of Public Works (if possible) will decide when to close the library or delay its opening. Factors including road conditions, whether the library facilities and grounds are free of safety hazards, and others will be considered in making the decision.

The town manager may also decide to close all town offices due to weather, and in that case, the library will be closed. Generally, school closures do not mean the library will necessarily close, though if the schools are closed, the library may close or have a delayed opening.

If the library is open, LPL continues to hold programs. Patrons may always contact the library to check the status of programs.

If weather conditions are severe, the Library will not open.