



Lunenburg Public Library

Trustees of Lunenburg Public Library, Meeting minutes November 19th, 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, Michael-Ray Jeffreys, Susan Elbag

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 a remote meeting.

Agenda Items

- **New YA Librarian**
 - The new YA librarian Susan Elbag introduced herself to the board.
- **Approval of Minutes**
 - The minutes for October 15th were reviewed and accepted as amended.
- **Director's Report**
 - We are five months into FY21. Some invoices have come in but we are still a bit behind schedule. There is still one staff vacancy.
 - The special town meeting was on Tuesday (11/17) The capital plan included \$120k for the carpet in the library. Muir will start working with the DPW on coordinating.
 - The clerical union contract was approved with a 2% cost of living adjustment for union members. The library currently has three union members.
 - Lydia, Susan, and Debbie will be working together on the Beanstack winter reading challenge for all ages.
 - The library will be hosting author JD Wells in coordination with the Lancaster library on Dec. 15th.
 - The library will be hosting a stress reduction Yoga class.
 - Muir received some quotes from Millennium alarm for upgrading the security cameras.
 - There are no major changes with reopening plans. The numbers have been steady. Dick voiced approval of the pace of reopening and the services currently provided. Harry noted that he has seen patrons parked at the library using the Wifi. Muir said he has statistics that confirm this.
 - The pop-up book sales have been going very well. It had been planned for four weeks but it may be extended. The sale has raised more than \$400 in two weeks.
- **Collection Development Policy Update**
 - Has been posted on the library website. Included a copy of the ALA Library Bill of Rights.
 - Guides how materials are selected and the process followed in case there are objections to materials.
 - Policy details the procedure for complaints.
 - Muir reviewed the 'Request for Reconsideration of Library Materials' form used for complaints.
 - Michael-Ray suggested using Google drive or something similar to upload documents for meetings.
- **Strategic Plan Subcommittee Update**
 - The subcommittee has met twice. Met with MLS consultant. Receiving proposals from prospective consultants. Will look at proposals and meet with consultants to choose a final candidate. We are focusing on a three-year plan. Hope to vote on the plan in mid-June 2021 and submit to MBLC in the Fall.
- **Friends of LPL Update**

- Letarte family poetry fund has been the main topic lately. Looking at changing the investment strategy for the fund. Discussed giving a representative the authority to make investment decisions if needed.
 - Pop-up book sale has been very successful.
- **Director's Evaluation Update**
 - The BOT reviewed and finalized the annual review for Muir.
 - Kate made a motion to approve review as submitted and Donna seconded. It was approved unanimously.
 - The BOT discussed Muir's Salary increase. Dick made a motion to accept a salary increase of 5% as discussed. Maia seconded. The motion passed unanimously.
- **Board Comments**
 - Thanks to Dick for his work on salary comparisons of area library directors.
- **Adjourn**
 - Motion to adjourn by Dick, seconded by Laura. Meeting was adjourned at 8:35 p.m.
- **Attached Documents**
 - November 19th 2020 Agenda
 - November 2020 Director's Report
 - November 2020 YA Report
 - November 2020 Teen Room Highlights



Lunenburg Public Library

AGENDA

Lunenburg Public Library Board of Trustees

Thursday November 19, 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/83326153518>

or from a telephone, dial the toll free number (877) 853-5257 and enter Webinar ID: 833 2615 3518#

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
 - New Hire Susan Elbag, YA Services Librarian
 - Approval of Minutes of October 15, 2020
 - Director's Report
 - o FY 2021 Budget Update
 - o Staff Update
 - o Programs Update
 - o Technology Update
 - o Building & Maintenance Update
 - o Reopening Update
 - Collection Development Policy Update
 - Strategic Plan Subcommittee update
 - Friends Update
 - Directors Evaluation Update
 - Board Comments
 - Other
- Adjourn

1023 Massachusetts Avenue • Lunenburg, MA 01462 • (978) 582-4140
Agenda Lunenburg Public Library Board of November 19, 2020



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	\$ 27,335	38%
ASST LIBRARY DIRECTOR SA	\$ 48,842	\$ 18,654	38%
LIBRARY STAFF SALARIES	\$ 172,255	\$ 49,475	29%
BLDG REPAIRS & MTC	\$ -		
SEWERAGE DISPOSAL	\$ 1,000	\$ 97	10%
ELECTRICITY CHARGES	\$ 22,500	\$ 5,714	25%
HEATING CHARGES/NATUR	\$ 17,000	\$ 1,385	8%
WATER CHARGES	\$ 800	\$ 337	42%
NETWORK MAINTENANCE	\$ 500	\$ 80	16%
BOOK SERVICE	\$ 4,000	\$ 3,177	79%
PROGRAMS	\$ 5,000	\$ 150	3%
CONTRACTED SERVICES	\$ 5,000	\$ -	0%
CWMARS NETWORK	\$ 11,000	\$ 11,000	100%
POSTAGE	\$ 300		0%
OFFICE SUPPLIES	\$ 4,000	\$ 1,130	28%
CUSTODIAL SUPPLIES	\$ 300		0%
LIBRARY MATERIAL	\$ 67,000	\$ 5,822	9%
MILEAGE REIMBURSEMENT	\$ 900	\$ -	0%
<u>TOTALS</u>	\$ 433,197	\$ 124,355	29%

*FY21 5/12= 41.67% completed

▪ Staff

Susan Elbag has been hired to be our new Young Adult Services Librarian. She will be present Thursday to introduce herself and meet the trustees. She has been a great addition to the team so far. We've been working on training her and getting her in touch with potential partners in the community, like the school librarians and the Boys and Girls Club. She will be focusing on getting comfortable with her responsibilities, and then building on our solid foundation.

The library team has been working on our portion of the townwide Continuity of Operations Plan. The first stage, a function inventory, is about to be submitted. Working on documenting everything we do as a staff has been very beneficial.

Special Town Meeting will be tomorrow night. The Capital Plan additions will include the carpet project for the library.



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

▪ Programs

Lydia, Susan, and Debbie are working together on a winter reading challenge to kick off in January. This project will be an excellent way for them to explore their future potential for collaboration and to get to know the new addition better.

Programming partnerships with surrounding libraries is continuing in the planning stages. We will be helping Lancaster to help host author JD Wells author of *The Kidnapping Club: Wall Street, Slavery and Resistance* on Dec. 15 at 6:30 on Zoom. Hopefully additional collaborations can come out of our communications with other local libraries.

We are working on bringing a stress reduction and yoga class targeted for seniors to our Youtube/Facebook audiences from a Lunenburg resident who worked with the Townsend Senior Center initially.

▪ Building & Maintenance

No updates, though heating season has begun.

▪ Technology

I've received Millennium Alarm's quotes for security camera upgrades and the totals come in a bit above what Friends have approved, so I will be bringing a request to them at their next meeting.

Dan Nadareski has also been, as usual, integral help, in getting our computer set up for the new hire. He also installed additional RAM in Susan's computer to help the machine run at a suitable speed.

▪ Reopening Update

No major changes here. We have seen steady numbers with curbside and with browsing appointments. The busiest appointments continue to be those where a single family brings 4-5 individuals at a time. Very few computer and copier users, though there are a few.

Youth Services Area Trustee Report for November, 2020

CHILDREN: Beanstack Fall Challenge for All Ages

Number of Beanstack Active Readers	43
Number of Beanstack Badges Earned	282
Number of Activities Completed	157
Number of Minutes Read	62,530

ACTIVITY	NUMBER	ENGAGEMENTS
Al Fresco Story Time- live on Patio	2	32
Recorded Story Time on YouTube and FaceBook	4	51
Story Walk	1	Many families have stopped by to read our story.
STEAM Activity with Chris Rodrigues	10 registrants	6 participants

ACTIVITIES FOR REMOTE LEARNING/PATRON INTERACTION:

October 2020:

Fall activities:

- Beanstack Fall Challenge For All Ages with timed reading challenges, craft (offered as curbside pick-up kits) and active activities, reading lists has ended. Our craft kits, reading rewards for kids and weekly book bundle prizes kept readers of all ages engaged as they logged their minutes spent reading to earn Book Bundle Prizes and small rewards for achieving minutes read goals.
- Weekly Story Times are continuing Monday mornings @ 11:00 outside on the patio as "Al Fresco Tales" and as virtual story times recorded and viewable on YouTube and Facebook. We have learned many Italian words brought to us each week by Mr. Fresco! We were able to host 2 storytimes on the patio- it's getting a little chilly but families are still persevering.
- STEAM Saturday- 6 kids participated with Chris Rodrigues of <https://renaissancekid.org/> Chris is knowledgeable and experienced with presenting STEM programming for kids and provided an educational and fun activity. Here's a description of our activity:
Crash Test Challenge: While we build rubber band race cars, we will learn about the engineering and design process. We will also learn about potential and kinetic energy. After we build our cars, we will try to stop inertia by building a protective container for delicate passengers. Bonus, students take home their cars!
Thanks to the town's appropriation of funds for programming, we are now able to offer programs of this caliber for our patrons. We have another program by Chris scheduled for early in December.

- We had 12 creative pumpkins on display in our windows for Halloween for our first annual Non-Carved Decorated Pumpkin Display- not bad for our first year! While we are not sure how many patrons stopped by on Halloween to see our festive, lighted display, it looked awesome! Thanks to Marabeth and Colby for helping to create this great display for our families.

Respectfully submitted,

Debbie Laffond, Children's Services Librarian



Some of our pumpkins!

The Teen Room will be winding down 2020 with 3D Paper Snowflake take-home craft kits (teens can pick up kits Dec 1-14) and a writing contest. The theme is 2020 in Six Words, teens can submit their responses to Susan until December 21st, all entries will be reviewed and a winner for each grade will be chosen before the end of the year. Winners will receive a book bundle along with having their story shared on our website and social media. In January, there will be a Beanstack teen reading challenge that will accompany the adult reading challenge. We are also working on setting up a virtual video game event in January for teens to play a Super Smash Bros. tournament online.