



Lunenburg Public Library

Trustees of Lunenburg Public Library, Meeting minutes May 20, 2021

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

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

- **BOT Reorganization of Officers**
 - Dick made a motion to accept the current slate of officers, seconded by Kate. The motion passed unanimously.
 - Dick asked if anyone wanted to move to another subcommittee. Laura expressed an interest in joining the budget subcommittee. Dick made a motion to accept the subcommittees as amended, seconded by Donna. The motion passed unanimously.
- **Approval of Minutes**
 - Dick made a motion to accept the minutes of April 15, 2021 as amended, seconded by Kate. The motion passed unanimously.
- **Director's Report**
 - For the FY21 budget we are in the 11th month of the fiscal year, near the end. The budget is 71% expended. Some big expenses are coming up in the next month. We will be paying our strategic planning consultant and there are a number of renewals coming up. Library materials, electricity and heating are not showing up yet as expended. Eight programs will be paid for that have already happened in May or are coming up.
 - Michael-Ray asked about the accuracy of the budget. Muir said it was up to date as of May 15th. Michael-Ray asked about the timing of warrants for outstanding payments.
 - Michael-Ray asked about exhausting the budget for the fiscal year. Muir said they would. Library materials and programs will be expended even though they are currently at small percentages: 41% and 22% respectively.
 - Kate asked about the mileage reimbursement – can it be rolled into other budget items if needed. Muir said it would have to be approved by the Town Manager.
 - The FY22 budget was approved at annual town meeting. It will be \$439,541. There will be increases on book service, CWMARS network, office supplies and library materials lines. The staff line is a little lower due to newer, less experienced staff members. The contract services budget line item received a one time \$3000 increase to be used for the strategic plan.
 - The vacant staff position will be posted. Muir is waiting to hear from town counsel about clarifying the details in the job description about education and work experience. This will be posted internally first because it's a union position. Performance reviews will be done in the next month and a half.
 - Michael-Ray asked if staff were part of the clerical union. Muir said some are. Four staff librarians are part of the clerical union. Michael-Ray said the Select Board is currently in negotiation with the clerical union. He suggested Muir check in with the Town Manager regarding this.
 - Laura asked if the survey responses can still be done. Muir said yes.

- We had sixteen people for the teen chess program. The new raised garden bed is in front of the library. The DPW has been helping out with this.
- Dick said he has had some positive interaction with the new DPW head and suggested Muir thank him for their work and interest on behalf of the library and the BoT.
- The summer reading program will be kicking off with a food truck and more.
- Some technology updates are being planned for the end of year to replace some aging computers.
- The new cleaning crew is doing very well. The carpet project will be going on between June 10 to the 29th. The moving company will be working around the installer to clear the areas and replace everything. The library will be closed during this renovation.
- Kate asked if the carpet work could be done before the summer reading kick-off. Muir said probably not but the kick-off will be entirely outside.
- Maia asked if books could be checked out without staff in the building. Muir said it could possibly be done with WiFi and a laptop with a scanner.
- Donna asked why the carpet work couldn't be done during the shut-down. Muir said the timing didn't work out for that. It wasn't approved until November 2020 and the planning process was fairly lengthy.
- Maia and Harry asked about some possible alternatives for continuing some kind of limited service during the carpet project closure. Muir suggested possibly changing to regular full hours before the carpet closure.
- Harry asked about the possibility of offering vaccinations at the library. Michael-Ray said there are now many regional clinics that are available. The problem now is getting people to go and get them. The senior center offers assistance to people looking for vaccines.
- On re-opening, we will respond to the relaxing of restrictions as they develop. Browsing is currently M-Th 10 a.m. to 2 p.m. Curbside pickup is M-Th 2 p.m. to 7:45 p.m. Muir said he will look at expanding browsing hours based on the discussion tonight.
- **Strategic Plan Subcommittee Update**
 - The survey went very well. 350 responses were received. Barbara will be working on preparing the plan. It should be available for the next BOT meeting.
 - Muir briefly reviewed the survey summary results.
- **Trustee Handbook Discussion**
 - We covered Chapter Three: Legal Responsibilities.
- **Trust Fund Update**
 - House bill number 3727 has been assigned to the home rule petition so we can check on the progress of the bill. The bill has been referred to the Committee on Municipalities and Regional Government.
- **Friends of LPL Update**
 - Discussion with the skate park group is ongoing. The pop-up book sale has generated \$2400 so far which is more than the usual semi-annual book sale.
 - They are getting ready for their annual meeting in July.
 - The miniature golf fundraiser discussion has been tabled until the fall.
- **Fine-free discussion**
 - Muir presented some statistics on circulation and items returned late or never returned and how much money in fines was generated to the past 5 fiscal years.
 - Discussion ensued on the pros and cons of going fine free. Fines go into the revolving fund at Town Hall and then come back to the library to be used for library materials.
 - Dick made a motion to go fine free starting July 1st seconded by Maia. Motion passed unanimously.
 - Michael-Ray asked if we plan on having a voluntary donation option in place of fines.
- **Update On Future Meetings**
 - Next meeting in June will be in person.

- **Board Comments**

- Dick expressed his pleasure at being a member of the board.

- **Adjourn**

- Motion to adjourn by Dick seconded by Maia. Meeting was adjourned at 9:16 p.m.

- **Attached Documents**

- Board of Trustees member list
- May 20, 2021 Agenda
- May 2021 Director's Report
- May 2021 Youth Services Report
- May 2021 Teen Services Report

Board of Trustees 2021

Harry Kubetz, Chair

Richard Mailloux, Vice Chair

Robert Conroy, Secretary

Kate McCarron

Donna Saiia

Maia Wentrup

Laura Boussom

Subcommittee Assignments

Personnel Subcommittee: Harry Kubetz, Kate McCarron, and Maia Wentrup

The Friends Endowment Subcommittee: Harry Kubetz and Robert Conroy

Budget Subcommittee: Richard Mailloux and Donna Saiia, Laura Boussom

Policy Subcommittee: Richard Mailloux, Maia Wentrup, Kate McCarron,
and Robert Conroy

Trust Fund Investment Subcommittee: Donna Saiia, Harry Kubetz,
and Richard Mailloux

Strategic Plan Subcommittee: Richard Mailloux, Maia Wentrup,
and Laura Boussom



Lunenburg Public Library

AGENDA

Lunenburg Public Library Board of Trustees

Thursday May 20, 2021 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 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:

Join Zoom Meeting

<https://us02web.zoom.us/j/89878249122>

Meeting ID: 898 7824 9122

or from a telephone, dial the toll-free number (877) 853-5257 and enter Webinar ID: 898 7824 9122

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
 - Board Reorg of Officers and Sub-Committee members
 - Approval of Minutes of April 15, 2021
 - Director's Report
 - FY 2021 Budget Update
 - FY 2022 Budget Update
 - Staff Update
 - Programs Update
 - Technology Update
 - Building & Maintenance Update
 - Re-opening Update
 - Strategic Plan Subcommittee Update
 - Trustee Handbook Discussion
 - Trust Fund Update
 - Friends Update
 - Fine-free Discussion
 - Update on Future Meetings (remote / in-person / hybrid)
 - Board Comments
 - Other
- Adjourn

1023 Massachusetts Avenue • Lunenburg, MA 01462 • (978) 582-4140
Agenda Lunenburg Public Library Board of May 20, 2021



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	\$ 64,837	89%
ASST LIBRARY DIRECTOR SA	\$ 48,842	\$ 44,096	90%
LIBRARY STAFF SALARIES	\$ 172,255	\$ 120,638	70%
BLDG REPAIRS & MTC	\$ -		
SEWERAGE DISPOSAL	\$ 1,000	\$ 331	33%
ELECTRICITY CHARGES	\$ 22,500	\$ 17,188	76%
HEATING CHARGES/NATUR	\$ 17,000	\$ 14,352	84%
WATER CHARGES	\$ 800	\$ 625	78%
NETWORK MAINTENANCE	\$ 500	\$ 200	40%
BOOK SERVICE	\$ 4,000	\$ 3,177	79%
PROGRAMS	\$ 5,000	\$ 1,109	22%
CONTRACTED SERVICES	\$ 5,000	\$ -	0%
CWMARS NETWORK	\$ 11,000	\$ 11,000	100%
POSTAGE	\$ 300	\$ 193	64%
OFFICE SUPPLIES	\$ 4,000	\$ 2,266	57%
CUSTODIAL SUPPLIES	\$ 300		0%
LIBRARY MATERIAL	\$ 67,000	\$ 27,695	41%
MILEAGE REIMBURSEMENT	\$ 900	\$ -	0%
<u>TOTALS</u>	\$ 433,197	\$ 307,706	71%

*FY21 11/12= 91.67% completed



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

■ FY22 Budget

	<u>FY22 Budget</u>
LIBRARY DIRECTOR SALARY	\$ 76,175
ASST LIBRARY DIRECTOR SALARY	\$ 49,847
LIBRARY STAFF SALARIES	\$ 169,419
BLDG REPAIRS & MTC	\$ -
SEWERAGE DISPOSAL	\$ 1,000
ELECTRICITY CHARGES	\$ 22,500
HEATING CHARGES/NATURAL GAS	\$ 17,000
WATER CHARGES	\$ 800
NETWORK MAINTENANCE	\$ 500
BOOK SERVICE	\$ 4,500
PROGRAMS	\$ 5,000
CONTRACTED SERVICES	\$ 2,500
CWMARS NETWORK	\$ 14,000
POSTAGE	\$ 300
OFFICE SUPPLIES	\$ 4,800
CUSTODIAL SUPPLIES	\$ 300
LIBRARY MATERIAL	\$ 70,000
MILEAGE REIMBURSEMENT	\$ 900
<u>TOTALS</u>	\$ 439,541

■ Staff

The staff librarian vacancy will be posted in the next week. Since it is a union position, it will be posted internally before we can post it to exterior candidates.

Staff reviews will be happening in the next month and a half. I will be meeting with each staff person to review performance and personal goals. They will be asked to complete a self-assessment before the meeting, including a list of quantifiable goals for their responsibilities for FY22 that can be reviewed through the year.

I have been working with the programming to finish purchase requisitions for upcoming programs, with Lydia to order supplies, and preparing to ensure that we are fully expended by the end of the fiscal year. Our final subscriptions and annual renewals are coming up, so the team is reviewing and assessing resources like CreativeBug, Kanopy, WorldBook Online, and others.



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

We've had another good month of programming, 16 attendees at the teen chess program! Debbie's raised bed looks beautiful, thanks to the help of Robin Venezia and Brian Laffond, and the town's DPW for extra mulch to finish the project. We are looking forward to our Summer Reading Program kickoff, with Flying High Dogs. We will have a shaved ice food truck and the Lions Club has signed on to serve food!

We are also reviewing ways to implement resources like CreativeBug in our programming calendar to increase usage.

▪ Building & Maintenance

The new cleaning is doing great. It is a smaller crew than the last one, but they work hard and are very friendly. We are still working with them to ensure everything that needs to get done is completed.

The carpet installer, whichever is selected, will be working between June 10 and 29. The moving company will be moving all materials out of their way before that in one stage, and replacing all items after the carpet is done. Storage will all happen on site, between our non-carpeted spaces and a storage trailer outside. Collections will be stored inside.

▪ Technology

Planning some technology updates for end of year to replace some aging machines.

▪ Reopening Update

We are open for browsing M.-Th., Sat. 10-2, and curbside pickups are available M-Th 2-7:45. We will respond to loosening of restrictions as those developments happen.

May 2021 Youth Services Area Trustee Report

APRIL STATS:

ACTIVITY	NUMBER	ENGAGEMENTS
Recorded Craft Demos on YouTube and FaceBook	4	43
Live Story Times on the Patio	3	49!
Food Explorer's Program	4	27
LPL Kids Book Club	1	5
S T E M Event	1	15
Let's Celebrate Spring Craft Kit	1	15
National Unicorn Day Kit	1	19
April Vacation Week Art Kit: "Project Art: Learning from the Masters"	1	18

April Activities 2021:

- **Weekly Story Times Monday mornings @ 11:00**
Theme for April was "Spring has sprung!" and we all enjoyed reading stories and sharing activities that had warmer weather, returning birds and flowers as their themes. We did return to the patio for live story times and our patrons are so excited to be back together! We have endured some cool, breezy story times but they keep coming back!
- **D I Y Story Time**
Patrons are invited to stop by the back patio of the Lunenburg Library for a "do-it-yourself" story time. On each of our "social distant" tables we have a stack of books (from our donated book stash) some paper and some crayons for their use. And there's music! We also put out our leftover craft kits for them to take as well! This activity will be available each day the weather is conducive to outdoor activities.
- **Food Explorers Program**
This 4 week cooking program provided by Minna Scholten, a dietitian with Hannafords was amazing! She developed a program that had 4 different food regions to explore, including outer space! The kids learned about foods from other cultures and how these foods are sourced. Each week there was a secret locale to explore that the kids had to

May 2021 Youth Services Area Trustee Report

figure out and locate on the globe. The recipes included different ingredients & spices and featured a new cooking , food prep technique. Minna was amazing! She was patient and respectful of the different abilities of the kids and made them all feel comfortable. Her excellent time management and organizational skills enabled all of the kids to be successful. The kids who participated in this program are now more confident, experienced cooks who can move comfortably around their kitchens.

- **STEM Activity with Renaissance Kids**

Our STEM - Science, Technology, Engineering and Math-Event for April used the technology called hydraulics- which is used to power everything from car brakes and garbage trucks to motorboat steering and garage jacks! Chris worked with the kids to create a creature that was then able to move about using hydraulics!

- **LPL Kids Book Club**

Dragons in a Bag by Zetta Elliott - the readers liked the fantastical story line of this book but we all felt that the story ended abruptly and really had much more story to tell. I really enjoy chatting with the kids about these books we are sharing- they are such a great group of kids who are willing to share their thoughts and impressions.

- **Cultural Council Grant**

Up-date: We have been notified that they have been able to restaff the Cultural Council! They have indicated that we will now receive our grant monies for FY 2021.

Upcoming Events for May:

- **Children's Herb Garden Project-** Robin and I are making progress with our plans for creating a raised bed herb garden in front of the Children's Area. We have now gathered all our materials, the herbs are growing and we are good to go on Saturday, May 15th.
- **Kids Gardening Program-** [Robin Venezia](#) and I are creating a Kids in the Garden Story Time for the end of May:kits will include seeds, small tomato plants and guidance from Robin for how to grow these vegetables. Robin will explain to the participants the gardening process and demonstrate how to plant and care for their seedlings
- **Meet and Greet Virtual Story Time with Roger Williams Zoo-** and animal ambassador
- **LPL Kids Book Club-** final for this school year

Cross-Over Programming for 10-13 Yr Olds

- **Beginners Chess for all Ages (Virtual Program)**
- **Among Us Virtual Game Event for Grades 4-12**
- **Sculpt Your Own Clay Sloth Virtual Program! Open to Ages 10-18**
- **Sew Your Own Book Bag: Open to Ages 10-18**

Respectfully submitted,

Debbie Laffond, Children's Services Librarian

May 2021 Teen Services Trustee Report

Overview:

Activity	Number	Engagements
Among Us Game Night (4/21)	6	
Intro to Tarot (5/10)	5	
Beginners Chess for All Ages (5/10)	16	
Teen Instagram	31 posts (in the last 30 days)	265 interactions (in the last 30 days)

In Detail:

May 2021 Activities (as of 5/12/2021):

- **Teen Instagram Account**

We're up to 213 followers and in the last 30 days I've made 31 posts and we've reached 740 accounts with 265 content interactions. Posts have been about upcoming programs, "what Susan is currently reading", and virtual book displays highlighting items in our collection. I've also shared some events from other MA libraries that I thought our local teens might be interested in.

- **Intro to Tarot with Sally Cragin**

We had a total of 5 people register with 4 people showing up. Those who did attend actively participated and seemed to enjoy the program. Sally set the program up to be about storytelling with tarot cards which was very interesting.

- **Beginners Chess for All Ages with Glenn Davison**

We had 16 people register and 10 show up – there were a couple tweens/teens but mostly adults. Everyone actively participated and everyone seemed engaged with the content. Glenn ran a great program and think this might be something to offer again.

- **Among Us Game Nights**

Among Us events are starting to slow down. The May event (5/19) may be the last one for a while. We had 6 register for the event on 4/21, but only 3 show up.

- **Upcoming May Programs**

Thursday, May 20th – Virtual program with Pop Up Art to sculpt clay sloths (full – all 15 spots taken)

Thursday, May 27th – In-person program to sew book bags from scraps of cloth – 1 person registered so far

Respectfully submitted,

Susan Elbag, Teen Librarian