



Lunenburg Public Library

Trustees of Lunenburg Public Library, Meeting minutes June 17, 2021

Attending: Kate McCarron, Muir Haman – Director LPL, Bob Conroy, Harry Kubetz, Dick Mailloux, Donna Saiia, Laura Bousso, Maia Wentrup

The LPLBT meeting was called to order at 6:50 p.m. by Chairperson Harry Kubetz.

Public Comment

- No public comment.
- Harry asked the board if we should meet this summer. Muir pointed out that the library will be closed for two weeks for the carpet work and that it should be quiet. Dick suggested we could meet, if necessary, in person or via Zoom. One action item – the strategic plan is due in October and the action plan is due in December. Harry made a motion, seconded by Donna, that we not meet during the summer. The motion passed unanimously.

Agenda Items

- **Approval of Minutes**
 - Dick made a motion to accept the minutes of April 15th, 2021 as amended. Seconded by Kate. The motion passed unanimously.
- **Director's Report**
 - Harry asked about staff vaccinations and mask wearing. Most of the staff are vaccinated. Staff are still wearing masks in the library. Masks are encouraged for non-vaccinated patrons but it's not really enforced.
 - We are close to the end of the fiscal year. The deadline for creating new P.O's has passed.
 - Although we are currently underspent in several areas some money will go into new materials. The salary line is still underspent due to the open staff position. Some money will be spent on office supplies, which is typically left until the end of the year.
 - Water usage is down because the building has been closed.
 - There was a \$2000 expenditure for Barbara Friedman, the strategic plan consultant.
 - There are no changes to the FY22 budget from last month.
 - The staff librarian vacancy posting has been delayed due to changes in the union rep notification process.
 - Monthly staff meetings have resumed.
 - Some programs have been virtual. Some reading programs have been held outside.
 - Project Bread will still be coordinating with the summer reading program to provide lunches for kids.
 - The carpet replacement will begin on Monday August 9th. The library will be closed for two weeks to complete this.
 - The roof HVAC unit over the Children's area needs some work. Kate asked if there is anything we can do to improve the air filters. Muir said they have been replaced.
- **Strategic Plan Review and Vote**
 - Harry asked about expanded hours for Fridays and weekends as it is included in one of the stated goals. Some discussion ensued on what might be involved in expanding the library hours.
 - Muir said the draft is not in the finished state that it needs to be. The draft needs some editing. Goals and objectives need to be clarified.
 - Harry said this draft spotlights where we are but not where we want to go and how to get there.
 - There was some discussion about the data and statistics that should be presented, how to present them and how many years to go back.
 - Dick made a motion, seconded by Kate, to reconstitute the Strategic Plan subcommittee with the replacement of Dick by Donna in order to assist Muir with editing the document.

- **Friends of LPL Update**
 - The annual meeting will be held on Saturday July 24th from 9:30 to 12:00.
 - A book sale is being planned for October 2nd.
- **Fine-free discussion**
 - This agenda item was tabled for a future meeting.
- **Board Comments**
 - Dick gave a shout out to teen librarian Susan and children's librarian Debbie on the participation numbers for their programs and their great work.
 - Harry thanked the trustees who worked on the strategic plan.
- **Adjourn**
 - Motion to adjourn by Dick seconded by Maia. Meeting was adjourned at 9:09 p.m.
- **Attached Documents**
 - June 17, 2021 Agenda
 - June 2021 Director's Report
 - June Adult Services Report
 - June 2021 Youth Services Report
 - June 2021 Teen Services Report



Lunenburg Public Library

AGENDA

**Lunenburg Public Library Board of Trustees
Thursday June 17, 2021 6:45 p.m.
Lunenburg Public Library
Wallace Community Room**

- Public Comment
- Agenda Items
 - Approval of Minutes of May 20, 2021
 - Meeting Schedule for Summer (July / August meetings)
 - Director's Report
 - FY 2021 Budget Update
 - FY 2022 Budget Update
 - Staff Update
 - Programs Update
 - Technology Update
 - Building & Maintenance Update (carpet project)
 - Reopening Update
 - Strategic Plan Review & Vote
 - Trustee Handbook Discussion
 - Fine-Free Discussion
 - 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

• FY21 Budget

	<u>FY21 Budget</u>	<u>Budget Expended</u>	<u>% Expended</u>
LIBRARY DIRECTOR SALARY	\$ 72,800	\$ 70,674	97%
ASST LIBRARY DIRECTOR SA	\$ 48,842	\$ 47,965	98%
LIBRARY STAFF SALARIES	\$ 172,255	\$ 131,124	76%
B.LDG REPAIRS & MTC	\$ -		
SEWERAGE DISPOSAL	\$ 1,000	\$ 438	44%
ELECTRICITY CHARGES	\$ 22,500	\$ 19,028	85%
HEATING CHARGES/NATURAL GAS	\$ 17,000	\$ 15,291	90%
WATER CHARGES	\$ 800	\$ 229	27%
NETWORK MAINTENANCE	\$ 500	\$ 200	40%
BOOK SERVICE	\$ 4,000	\$ 3,177	79%
PROGRAMS	\$ 5,000	\$ 2,700	54%
CONTRACTED SERVICES	\$ 5,000	\$ 2,000	40%
OWNERS NETWORK	\$ 11,000	\$ 11,000	100%
POSTAGE	\$ 300	\$ 193	64%
OFFICE SUPPLIES	\$ 4,000	\$ 2,473	62%
CUSTODIAL SUPPLIES	\$ 300		0%
LIBRARY MATERIAL	\$ 70,000	\$ 46,149	66%
MILEAGE REIMBURSEMENT	\$ 900	\$ -	0%
TOTALS	\$ 434,797	\$ 412,521	81%

*FY21 11/12= 91.67% completed

• FY22 Budget

	<u>FY22 Budget</u>
LIBRARY DIRECTOR SALARY	\$ 76,125
ASST LIBRARY DIRECTOR SALARY	\$ 48,847
LIBRARY STAFF SALARIES	\$ 169,419
B.LDG 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	\$ 2,200
OWNERS NETWORK	\$ 14,000
POSTAGE	\$ 300
OFFICE SUPPLIES	\$ 4,800
CUSTODIAL SUPPLIES	\$ 300
LIBRARY MATERIAL	\$ 70,000
MILEAGE REIMBURSEMENT	\$ 900
TOTALS	\$ 438,541



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

• Staff

The staff librarian vacancy posting has been delayed. I am anticipating the posting very soon.

We have resumed our monthly staff meetings, so we can share news, updates, ideas, and training.

Staff are beginning the evaluation process. Each 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. When we meet, I will discuss the strategic plan and how we might anticipate the goals documents there, and the accompanying action for FY22 will affect each area of our operation.

Staff have been adjusting to the reopening and things have been going really well!

• Programs

The past month has been a mixture of programming success. Other programs have drawn fewer attendees than we had hoped. The nice and warm weather combined with the end of the school year have made the transition period between Spring and Summer a challenge in past years as well.

LCC grants were awarded for all of our applications. Around \$1800 total.

Summer Reading kicks off June 24th officially with our Flying High Dogs program, a partnership with Lunenburg Parks and Rec Dept. The Lions' Club will serve food and Kona Ice Truck will be parked in the library lot. Should be a great time!

• Building & Maintenance

Our carpet project was initially scheduled to be happening this week, but supplies were delayed so we have pushed things back until August.

• Reopening Update

Browsing without appointment has been going well. Normal hours M-Th 10-8 and Saturday 10-2, with curbside pickup available for those who want it. We are asking visitors to wear their masks, but not requiring or confronting those who don't.

Trustee Report
Adult Services
June 2021

June is here already and we are looking forward to kicking off Summer Reading 2021 at the Library!

The Beanstack virtual logging program for adults is available for pre-registration now. We have 12 readers pre-registered as of June 16th. Our grand prize raffle drawing will be a \$75 gift card to Il Forno in Lunenburg. There are also three \$25 gift card prizes to Cherry Hill Ice Cream and ten \$10 gift card prizes to Smokestack Roasters as secondary and third tier raffles. We were fortunate to have local business owners donate most of these prizes to hopefully draw in some competitive readers!

In July we have three programs booked for adults. An outdoor patio concert with returning musician Marc Berger who will be accompanied by mandolin player Jimmy Ryan on Wednesday July 7th. Then on Wednesday July 21st we will have an outdoor mindfulness workshop with Laura Klain. Wrapping up the month will be another outdoor event on Thursday July 29th when we host storyteller Diane Edgecomb on the patio. This final event will be funded by a grant from the Lunenburg Cultural Council.

Also in programming news, our Stitchcraft knitting and crocheting group has resumed with excellent attendance. It has been wonderful to see familiar faces again. An unexpected but pleasant surprise has been how eager our participants are to start new projects to donate to charities. I have been looking into new places to bring our knitted/crocheted items this summer and find our attendees are enthusiastic to start this aspect of our group again.

Social media is still a great resource for advertising and connecting with our community. Our Instagram account has 427 followers and 322 posts as of June 16th. We use this account mainly to market programs and announcements, but there are also some thematic social media campaigns that we post on a regular basis. Currently, I am working on a series of monthly posts to highlight famous days in literature. We started with June 16th - Bloomsday - celebrating *Ulysses* and the works of James Joyce. Each month we will look at a new famous fictional day and try to highlight their relevant works. We continue to look for new ways to connect our patrons to books, literature, and their Library!

Respectfully submitted,
Lydia Gravell

June 2021 Youth Services Area Trustee Report

MAY STATS:

ACTIVITY	NUMBER	ENGAGEMENTS
Live Story Times on the Patio	3	106 (64 attendees for the KidsGardening Prog with Robin!)
Virtual StoryTime with Roger Williams Zoo	1	
LPL Kids Book Club	1	6
Mother's Day Craft Kit	1	15
Kids Gardening Kits	1	35
Beginner's Chess Program	1	10
Among Us Virtual Game Event for Grades 4-12	1	4
Sculpt Your Own Clay Sloth Virtual Program! Open to Ages 10-18	1	11
Sew Your Own Book Bag	1	10

Items above in red are Tween Programming Events

May Activities 2021:

- Children's Herb Garden Project-** The garden is in! On Saturday, May 15th, Robin and Chuck Venezia, and Brian Laffond and I finished the ground prep, and built and installed the raised bed garden. It looks amazing! We are continuing to work on the landscaping around the garden as we clean up the area and spread the extra mulch that have been given by the town. Susan, our Teen Librarian was also on hand to take lots of photos of the entire process. We are planning on recording a "how-to" video for our patrons who are interested in constructing a raised bed garden of their own.
- Weekly Story Times Monday mornings @ 11:00**
 Theme for May was "In the Garden!" and we all enjoyed reading stories and sharing activities that are garden themed. We held our gatherings on the patio for live story times and our patrons continue to enjoy being back together in person. The kids enjoyed our "Worms in the Garden" story time- especially examining some live worms! After discussing all the benefits that worms bring to a garden, we then took the worms and buried them in our new herb garden.

- **Virtual Story Time with Roger Williams Zoo Monday May 3rd-**
We hosted a very special virtual story time with Roger Williams Zoo! This Zoom event featured the heart warming story Verdi by Janell Cannon of Stella Luna fame followed by a 'meet and greet' with a 3 ft long corn snake! The kids were invited to comment and ask questions and they were very eager to do so- and asked some really great questions!
- **LPL Kids Book Club**
We finished the years by getting together virtually to discuss books that the kids read- they each got to choose their own book and then had to convince the rest of us that their book should be the next one that we read. It was a fun , relaxed way to end the year for the book club. We also spent time discussing possible other formats for the club for next school year.
- **Cultural Council Grant**
Up-date: We have been notified that our grants were awarded!
- **Gardening with Robin, Monday, May 24th**
After a couple of months of nurturing our cherry tomato plants Robin and I co-hosted a kids gardening program. Robin showed the kids how to plant the tomatoes, green bean seeds and carrot seeds that were part of the kit we gave each of the kids, and also told them how to then care for their plants once they were in the ground. We had a great turnout for this event and may have created some new gardeners!
- **Community Outreach Meetings with area schools-**
I met with Rebecca Hyde who is the Title I Coordinator and Literacy Specialist at Lunenburg Public Schools to discuss our plans for the upcoming summer reading program. I explained how our program works, shared our raffle tickets set up and Book Bag Prize Bags. She was very excited about all we had to offer and we discussed ways to collaborate and share all our information with the teachers in the Lunenburg schools.
- **Zoom meetings with teachers at both Lunenburg Primary School and Turkey Hill Elementary-**
I hosted 2 brief before school meetings with teachers to explain how the SRP program works, go over marketing and parent information and share prize bags so that they can then share info with their kids and families. I sent links with all the documents I have prepared- Parent Letter, List of Program Events, Info about Beanstack and Paper Logger Registration, et al- so that the teachers can see how our program works. As per their request, Colby and I prepared a YouTube Video for classroom teachers to share with their students to explain the program, show the prizes and generally get the kids excited about our summer reading program!

Upcoming Events for June:

- **Button Week- June 21-24**
- **Virtual Meet and Greet with Roger Williams Zoo- June 23rd**
- **Summer Reading Kick_off Event with Flying High Dogs- June 24th**
- **SRP "Tails and Tales" Begins with a Tie Dying Event for all ages- June 28th**
- **Curious Creatures Live Animal Event- June 30th**

Respectfully submitted,

Debbie Laffond, Children's Services Librarian

June 2021 Teen Services Trustee Report

Overview:

Activity	Number	Engagements
Among Us Game Night (5/19)	6	
Pop Up Art Clay Sloths (5/20)	14	
Sew Your Own Bag (5/27)	13	
Beeswax Sushi Candles (6/3)	16	
Teen Instagram	26 posts (in the last 30 days)	194 interactions (in the last 30 days)

In Detail:

June 2021 Activities (as of 6/9/2021):

- **Teen Instagram Account**

We're up to 241 followers and in the last 30 days I've made 26 posts and we've reached 506 accounts with 194 content interactions. This month for Pride I'm featuring LGBTQIA+ authors and books that we have in the Teen Room.

- **Among Us Game Nights**

We had 6 kids signed up, but only 3 showed up. We didn't have enough people to play. One participant invited a friend and we played a few rounds as public games to get enough players before calling it quits. We'll take a break for the summer and pick this up again in the Fall if there is any interest (I mostly had 11 year olds playing).

- **Pop Up Art – Clay Sloths**

This virtual program had 14 teens sign up (we had 15 kits), 11 showed up to the Zoom meeting. But everyone seemed to have fun and I heard back from one parent saying their child loved the activity.

- **Sew Your Own Bags with Wicked Good Henna**

This in-person program had 13 teens sign up for 12 spots. We ended up with a total of 10 kids that showed up to participate. Most were from the Boys & Girls Club (I had reached out to Brent the week before when we only had 2 kids signed up). He said the kids loved the program and spent the rest of their afternoon finishing their bags.

- **Beeswax Sushi Candles – Take Home Craft Kits**

I had a total of 14 kits for this take home craft program and ended up with 16 teens signed up. I had extra neutral color beeswax so I ended up being able to get some type of kit to everyone signed up.

Respectfully submitted,

Susan Elbag, Teen Librarian