



Lunenburg Public Library

Trustees of Lunenburg Public Library, Meeting minutes November 18, 2021

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

Absent: Maia Wentrup

The LPLBT meeting was called to order at 6:58 p.m. by Chairperson Harry Kubetz.

Public Comment

- No public comment.

Agenda Items

- **Approval of Minutes**
 - Dick made a motion to accept the minutes of October 21, 2021 as presented. Seconded by Donna. The motion passed unanimously.
- **Director's Report**
 - We are in the 5th month of the fiscal year and the budget is 37% expended. The process for the 2023 budget has been started. For the first round the Town Manager generally level funds everything. The target budget is the next step and is expected to be distributed at the end of November. We have until the end of the calendar year to present budget requests. Muir has had some discussions with the Town Manager regarding the Friday hours request. Muir will meet with the Town Manager after submitting requests. Department heads will then meet with and present to the Finance Committee.
 - The weather has been mild so the heating season has been lighter than usual.
 - The staff vacancy is still open. Lydia's job is being reclassified because of the additional responsibilities she has.
 - Sherri has been working on migrating data to the new system replacing Insight. The new system should be ready to launch in December.
 - Dick asked about the cleaning crew. There have been some difficulties. Muir said one problem is that there are different people each time. They seem to be missing some details and have set off the alarms a number of times.
 - The Tween cooking program has been successful. They get to do it themselves while someone guides them through the steps.
 - Muir met with a rep from Suzor IT, the town's new IT support company. They talked about a succession plan for hardware and about existing problems. These include the thin clients. They are old and have had some software versioning problems. There are also problems with the phone system. There is no maintenance contract for the phone system. Dick asked if they could come in to assess the situation and make recommendations.
 - Donna asked about IT security and disaster recovery plans. The staff computers are connected to CWMARS. Muir's laptop and desktop are connected to the town.
- **Trustee Handbook Discussion**
 - Harry suggested we defer discussion of chapter 4 in the Trustee Handbook.
- **By-Laws Review Discussion**
 - The BOT has no current bylaws document. MBLC has a number of examples to use as templates.

- **Directors Evaluation Discussion**
 - The personnel subcommittee will be meeting tomorrow to review and compile the Board's comments and input.
- **Trust Fund Update**
 - The last action by the state legislature was on August 16th and was an order to be read, which means it is in process.
- **Friends of LPL Update**
 - There were three pop-up book sales in November which netted about \$400 each week.
 - There is a pop-up puzzle and cookbook sale planned for December 11th.
 - There was some discussion about the partnership with the skate park group.
- **Fine Free Policy**
 - The borrowing policy has been updated to include the new fine-free policy.
 - There was also an update on auto renewals.
- **FY23 Action Plan for LSTA (Library Services & Technology Act) Grant**
 - Item No. 1, adding additional Friday hours, assumes the library will get funding from the town. The request needs to be submitted by December 4th.
 - Utilize LSTA grant funding to increase community involvement and programming.
 - Donna asked about item no. 3, access anywhere. Muir said an example might be genealogy software.
 - Dick made a motion to accept the action plan. This was seconded by Kate. The motion passed unanimously.
- **Discussion of changing December meeting date**
 - Dick made a motion to change the December meeting date from the 16th to the 15th. Seconded by Laura. The motion passed unanimously.
- **Board Comments**
 - None
- **Adjourn**
 - Motion to adjourn by Dick seconded by Laura. Meeting was adjourned at 8:45 p.m.
- **Attached Documents**
 - November 18, 2021 Agenda
 - November 2021 Director's Report
 - November Adult Services Report
 - November 2021 Youth Services Report
 - November 2021 Teen Services Report
 - Borrowing Policies
 - Action Plan Year 2



Lunenburg Public Library

AGENDA

Lunenburg Public Library Board of Trustees
Thursday November 18, 2021 6:45 p.m.
Lunenburg Public Library
Sudolnik Conference Room

- Public Comment
- Agenda Items
 - Approval of Minutes of October 21, 2021
 - Director's Report
 - FY 2022 Budget Update
 - FY 2023 Budget Update
 - Staff Update
 - Programs Update
 - Technology Update
 - Building & Maintenance Update
 - Reopening Update
 - Chapter 4 from Trustee Handbook
 - By-Laws Review Discussion
 - Director's Evaluation Discussion
 - Trust Fund Update
 - Friends Update
 - Fine Free Policy (Borrowing Policy) Update
 - FY23 Action Plan for LSTA (Library Services & Technology Act) Grant
 - Discussion of changing December meeting date (possibly to December 9?)
 - 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

▪ FY22 Budget

	<u>FY22 Budget</u>	<u>Budget Expended</u>	<u>% Expended</u>
LIBRARY DIRECTOR SALARY	\$ 76,175	\$ 28,310	37%
ASST LIBRARY DIRECTOR SALARY	\$ 49,847	\$ 18,815	38%
LIBRARY STAFF SALARIES	\$ 169,419	\$ 52,147	31%
BLDG REPAIRS & MTC	\$ -		
SEWERAGE DISPOSAL	\$ 1,000	\$ 128	13%
ELECTRICITY CHARGES	\$ 22,500	\$ 6,790	30%
HEATING CHARGES/NATURAL GAS	\$ 17,000	\$ 1,711	10%
WATER CHARGES	\$ 800	\$ 262	33%
NETWORK MAINTENANCE	\$ 500	\$ 80	16%
BOOK SERVICE	\$ 4,500	\$ 3,337	74%
PROGRAMS	\$ 5,000	\$ 900	18%
CONTRACTED SERVICES	\$ 2,500		0%
CWMARS NETWORK	\$ 14,000	\$ 14,000	100%
POSTAGE	\$ 300		0%
OFFICE SUPPLIES	\$ 4,800	\$ 1,486	31%
CUSTODIAL SUPPLIES	\$ 300		0%
LIBRARY MATERIAL	\$ 70,000	\$ 8,312	12%
MILEAGE REIMBURSEMENT	\$ 900		0%
<u>TOTALS</u>	\$ 439,541	\$ 136,278	31%

September 5/12=41.7% complete

▪ FY23 Budget Update

No updates since last meeting. TM's target budget should arrive soon.

▪ Staff

FY 23 Action Plan for LSTA grant eligibility is prepared and attached.

We are still working on finding the correct person to fill our Digital Services position. We have been unable to hold any other interviews.

Angel Ryan, a local photographer, who did "headshots" of the staff over the summer returned to take some photographs of storytime and the BEAM play session afterward in hopes of creating some material that can be used for PR and to illustrate some of the Friends' positive impact for their revision of their web page.



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

Sherri has been concentrating on migrating data and putting in information so that we will be able to go live with our new calendar, room use, and museum pass software soon! Expecting to launch the Room reservation portion at least by 12/1!

▪ Programs

Programming staff has doing a great job of continuing to offer a variety of programs appealing to a variety of audiences. They have been adaptable in addressing issues as they arise and have delivered a unique slate of programs that have created positive impact.

Although things like our Teen and Twentysomethings Gothic Book Club didn't successfully get off the ground, other programs like our Tween cooking program with our Hannaford partners have been very successful. Families have even received small gift cards to Hannaford to help allay some of the ingredient cost, so that their young people can experience cooking a dish that their family will eat while also learning about nutrition! Craft Lab has created a new niche audience when families groups started attending to do the craft projects together. And storytime has even created a positive feedback loop with our new BEAM game system.

▪ Building & Maintenance

Kit and I are working with Piper Electric to prepare the paperwork for our state earmark. We should be able to submit that soon and get the first payment for the project disbursed. Bill Tyler has finished another season of volunteering to help us keep the building in polished shape, doing a variety of helpful things around the library.

▪ Technology

I met with a rep from Suzor IT, who will be functioning as the town's Director of IT, and discussed library needs. We talked about the highest priorities for the library, including the phone system, the server, and our thin clients, but also discussed longer term priorities like hardware succession plans.

▪ Reopening Update

No changes to our procedures and protocols.

Trustee Report
Adult Services
November 2021

This month, the Adult Services Department has been focused on scheduling programs for 2022 and setting up these events in the new booking/calendar software. With the holiday season upon us, and the imminent software change, minimal programs were planned to finish out 2021. However, we are looking forward to a much fuller slate of events coming in the new year!

Our most recent event, the puzzle swap on Saturday November 13th, was a resounding success! We received over 300 puzzle donations during the two week collection period. During the Saturday event, 135 vouchers were exchanged for puzzles. We heard a great deal of positive feedback from participants and we would definitely host a swap again in the future either for puzzles or for other exchangeable goods like craft supplies, clothing, etc.

For our other adult program this month, there will be two sessions of adult craft lab -- on the evening of Wednesday November 17th and the morning of Thursday November 18th. We are making gratitude/blessing jars as our project. There are a total of 21 participants registered for the two sessions.

Based on feedback from the October crafting groups, there will be a new third craft lab session starting next month specifically for family craft projects. Debbie and I have been working on creating a separate session for parents to do a project with their children. We want to meet the needs of these patrons who have older children interested in making something while respecting the intention of the adult sessions being child-free. We intend to assess how well it is received in December and carry it forward if successful.

We will also be testing out new "Mystery Travel Kits" for adults starting December 1st. I will be putting together a set of library materials and printed consumable pages that are either about or from one specific country. Patrons will reserve a kit not knowing which country they will be getting. The goal is to provide an immersive cultural education experience highlighting library materials in the adult collection. Hopefully it will spark an interest in a new country or offer an opportunity to see the world from the Library's shelves!

Our social media presence continues to grow at a steady pace. As of November 15th, our Instagram account has 490 followers and 399 posts. We see great engagement with personalized posts about Library staff or photos of events taking place here and hope to continue posting similar content in the future.

Respectfully submitted,
Lydia Gravell

November 2021 Youth Services Area Trustee Report

OCTOBER STATS:

ACTIVITY	NUMBER	PARTICIPANTS
Children's Story Hour	3	86 (52 CHILD/34 ADULT)
Early Learning Center Story Time	3	30
Book in a Bag Book Club for 1st & 2nd Graders	1	12
LPL Kids Book Club	1	7
On the Go Story Time	1	20
S T E M Program	1	15
Sew a Black Cat Drop-In Craft	1	31

TWEEN ACTIVITY	NUMBER	PARTICIPANTS
Tweens & Teens Cooking Program	1	11

October Activities 2021:

Preschool Story Time on Mondays @ 11:00 on the Patio

Children and families are continuing to gather outside on the patio to enjoy stories, songs and movement activities. In October we "Celebrated the Shivers!". We read stories about monsters and spiders and, of course, Halloween! The highlight of the month was our Halloween party.

The kids and their families were all decked out in their Halloween costumes to hear some Halloween stories, play Halloween games and decorate pumpkins. The pumpkins were donated by Hollis Hills Farm who generously gave us 40 pumpkins to use! Dick's Market Garden also gave us a good deal on purchasing some additional pumpkins so we had plenty to go around! At the end of the program, the kids got to Trick or Treat around the library as they stopped by every department to get their treats.

We also had a staff dress up day on Thursday, October 28th to the delight of our patrons of all ages!

Early Learning Center Story Time, Wednesdays at 10:00

Students and 2 staff members from the Early Learning Center Preschool come by the library on Wednesday mornings for stories, songs and readiness activities. They are an eager bunch of 3 & 4 year olds who really seem to enjoy walking over to the library each week!

'BOOK IN A BAG' FOR 1ST AND 2ND GRADERS, OCTOBER 1ST

This first time book club for beginning chapter book readers has been well-received! The kids eagerly stop by the library to pick up their bookbag. Registration is necessary each month for one of the 12 bags.

S T E M Program with Chris Rodrigues, October 13, 2021

This month Chris and the kids created a model Rover- a little electric car the kids create and then customized with things to make it their own space exploration vehicle. Chris also shared information and video clips about past and current space exploration vehicles via the NASA website- cool!

Sew a Black Cat Drop-In Craft, Thursday, Oct 28, 2021

Kids and families were invited to drop in at the library any time between 4:00-5:00 on Thursday, October 28th to make a quick Halloween craft using an old black sock, buttons and ribbon. They needed to bring a black sock to cut to create the stuffed cat. We had some awesome tween volunteers here to help the kids with the sewing part of this project.

Story Time on the Go! Friday, October 29, 2021

We gathered at the In the Meadow Farm with Jackie Chabot and her alpaca pals for Halloween stories, a scavenger hunt around the farm and a pumpkin decorating craft.

LPLKids Book Club, Tuesday, Oct 26, 2021

Our book this month was from the Horror genre- Small Spaces by Katherine Arden. This one was a hit!

UPCOMING EVENTS FOR NOVEMBER:

- Preschool Story Times- Nov 1,8,15,22,29th
- ELC StoryTimes- Nov 3,10,17,24
- Tweens & Teens Cooking Classes- Nov 2, 9, 16th
- STEM Class with Chris- Nov 17th
- Book in a Bag- Nov 1st
- LPL Kids Book Club- Nov 30th

Respectfully submitted,

Debbie Laffond, Children's Services Librarian

November 2021 Teen Services Trustee Report

Overview:

Activity	Number	Engagements
Ghostology 101 (10/21)	21 signed up	12 attended
Tweens & Teen Cooking (10/26)	10 signed up	7 attended
Drop-In Craft 3D Pumpkin (10/28)	4	
October Chalk Board Question	15	
Halloween Scavenger Hunt	11	
Pumpkin Decorating	13	
Tweens & Teen Cooking (11/02)	8 signed up	7 attended
James Webb Space Telescope (11/4)	19 signed up	12 attended
Tweens & Teen Cooking (11/09)	8 signed up	7 attended
Teen Instagram: 292 followers	23 posts (past 30 days)	236 interactions (past 30 days)

In Detail (as of 11/9/2021):

- **Boys & Girls Club Homework Power Hour**

We are still seeing a large presence in teens coming to the library for the Boys & Girls Club Homework Power Hour. They average 20-40 kids per day.

- **Tweens & Teens Cooking Program Series**

We are averaging 7 kids (out of a possible 10) attending our virtual cooking program. But many are different kids from the program we ran back in April. This seems to be a popular one to offer and those that attend are really enjoying it.

- **Chalkboard Question of the Month**

I decided to try a passive program in the Teen Room and put a question of the month up on the chalkboard. October's question was "what is your favorite Halloween movie?" There were 15 responses on the board.

- **Scavenger Hunt**

With Colby's help, we hid 10 ghosts around the Teen Room. Each ghost held a letter. Teens needed to find all 10, then unscramble the letters to reveal the secret word. Once they had the word, they would tell me and they'd get a piece of candy. I had 15 participants. Those that hunted seemed to have a lot of fun.

- **Teens & Twentysomethings Gothic Fiction Book Club**

We had one person sign up for November. Lydia and I decided that wasn't enough people to run a successful book club so I reached out to the person to let them know the November meeting was cancelled but asked them for feedback on their interests.

- **James Webb Space Telescope Launch Program**

Aldrich ran an amazing program! We had 12 people show up out of 19 registered. Feedback was that the program was educational and interesting. No teens, but 1 tweens and 3 kids were in attendance.

Respectfully submitted,

Susan Elbag, Teen Librarian

Borrowing Policies

Loan Periods:

- Books, audios, and music all check out for 3 weeks.
- Movies check out for 7 days.
- Games check out for 7 days.
- All Lunenburg-owned items have a one day grace period.
- All Lunenburg-owned items except video games have one renewal.
- Automatic renewal is turned on. Your items will automatically renew once, if your account is in good standing, on the day they are due.

Fines:

Lunenburg-owned items no longer have overdue fines assessed daily, though lost or damaged items are still expected to be replaced.

**Other libraries may still assess fines on the items that they own, even if you picked up the item at our library. You are still responsible for these fines. If you have questions about this, please ask.

If it would ease your conscience, you are welcome to donate a fair amount to the Friends of the Lunenburg Public Library, if you were late returning an item. Not all borrowers have the means to do so, and this barrier to access is one reason the library trustees decided to removed overdue fines.

If you would like to read a more detailed discussion, please read full document [HERE](#).

Lost or Destroyed Library Materials:

- Patrons are required to pay the replacement cost for the item(s).

Renewals:

- Materials may be renewed once even if the item has a hold. They may be available to be renewed beyond that upon request, if there are no holds on the item.

Lunenburg Public Library is a member of the CW MARS network and shares their policies.

Action Plan Year 2 – FY 2023

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FY22 Actions

1. Community Hub
 - a. Evaluate new hours of operation and impact
 - b. Advocate for additional funding for additional hours, if necessary
2. Underserved and New Populations
 - a. Utilize LSTA grant funding through the MBLC for Community Hub grant to increase programming and community involvement at the library.
 - b. Follow outreach plan to bring services to new and underserved populations
 - c. Follow programming plan, expanding programs targeting "tweens," and multiple demographics in the adult population.
 - d. Utilize new funding to expand marketing efforts with new populations, especially new residents and non-users of the library.
 - e. Highlight the diversity of the collection with dynamic programs that connect to the resources housed at LPL.
3. Access
 - a. Continue to expand the digital holdings and resources that are available from anywhere.
 - b.
4. Innovation
 - a. Assess current computing hardware for public and staff, purchase new workstation equipment, if necessary.
 - b. Purchase equipment that will enable the staff to meet our community more readily in the digital space and to increase our digital presence on social media.
 - c. Continue to train staff and users to engage with these new technologies.
 - d. Utilize new staff skills and positions to serve technological needs of the community. Market the availability of these resources.
5. Children & Teens
 - a. Focus on supporting underserved populations of young people, including 9-11 year olds.
 - b. Assess and expand the resources available in the library and in our digital space to better support home schooling and whole family literacy.
 - c. Explore ways to expand the monthly fifth grade visit program with Turkey Hill Elementary School students.
6. Leadership
 - a. Explore funding options that will enable the library to solidify a leadership position on important issues.
 - b. Implement a programming series that will help cohere the community and enable discussion of important issues.
 - c. Implement at least one partnership within the community to lead the way on sustainability issues. (listed under Sustainability as well)
7. Sustainability

- a. Prioritize the HVAC system on the Capital Plan, and ensure a plan to address the failure of components whose maintenance demands have steadily increased in recent years.
- b. Work with the Green Communities Committee to explore more sustainable utility options for the library facility.
- c. Implement at least one partnership within the community to lead the way on sustainability issues. (listed under Leadership as well)
- d. Complete a design for installation of a "living education experience" garden on the library grounds. Secure funding for materials to install the garden.