



Lunenburg Public Library

Trustees of Lunenburg Public Library, Meeting minutes December 15, 2021

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

The LPLBT meeting was called to order at 6:48 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 November 18, 2021 as amended. Seconded by Kate. The motion passed unanimously. Dick made a motion to accept the minutes of November 19, 2021 as presented. Seconded by Kate. The motion passed unanimously.
- **Director's Report**
 - We are ½ through the year. Salaries are slightly behind schedule. Heating expenses are still reasonable. The financials look good. There are no updates for FY23 yet. They should be coming soon. There were lots of expenses this month for library materials.
 - The Action Plan has been successfully submitted to the state. Muir will be meeting with the staff to go over programming. The staff is focusing on LSTA grant opportunities and beginning the planning process for summer reading.
 - Muir did a quick demo of the new Beam interactive projector game system. It has been a big hit with the kids.
 - The new software for the calendar, room booking, and museum passes has been launched. It is available now on the library website.
 - A quote has been received from Piper Electric for the LED light replacement project.
 - Early literacy stations for the Children's room have arrived. There are two stations for ages groups 2 to 7 and two stations for age group 7 to 12.
 - Harry asked about some loose boards on the outside of the building. They have not been worked on yet.
 - Muir is still having difficulty filling the staff vacancy. It was suggested that the job description should be rewritten. This will be added to the agenda for the next meeting.
- **Trustee Handbook Discussion**
 - We discussed chapter 5 in the handbook which covers Planning. There are four essential areas: Strategic, Technology, Disaster, and Facilities. The BOT should be able to give a quick synopsis of library goals and plans. Laura pointed out that the mission statement on the website needs to be updated.
- **By-Laws Review Discussion**
 - Muir gathered some sample Bylaws documents from some area libraries.
 - Harry asked how we would go about creating a Bylaw document. Muir said he would be happy to compile one.
 - Donna suggested we make a list of what should be included and we can discuss and compile it at our next meeting.
- **Collection Policy Review**
 - Muir presented a Collection Policy document. There was some discussion on the policy and the process for handling any possible objections or concerns.

- Kate asked if it matters how the policy is presented. Is the policy just evident in the collection or do we advertise it some other way.
- Harry asked about the next steps. Muir said he doesn't think it needs to be changed. It was updated and revised on 11/19/20.
- Dick made a motion to accept the Collection Policy as presented. Seconded by Maia. The motion passed unanimously.
- **Trust Fund Update**
 - The approval by the state legislative committee should be very soon.
- **Friends of LPL Update**
 - The Friends had an excellent book and puzzle sale on December 11th. They took in \$872.
- **Director's Evaluation Discussion**
 - After a short discussion of the final draft of Muir's review Kate made a motion to accept the review as amended. Seconded by Donna. The motion passed unanimously.
 - There was some discussion about Muir's contract and the contract period. Harry made a motion to offer Muir a 3-year contract, extended from the previous 1 year. Seconded by Bob. The motion passed unanimously.
- **Board Comments**
 - Harry contacted Main St. Bank and connected them with Muir to investigate opportunities for the bank to support library programs.
- **Adjourn**
 - Motion to adjourn by Dick seconded by Kate. Meeting was adjourned at 8:52 p.m.
- **Attached Documents**
 - December 15, 2021 Agenda
 - December 2021 Director's Report
 - Collection Development Policy



Lunenburg Public Library

AGENDA

Lunenburg Public Library Board of Trustees
Wednesday, December 15, 2021 6:45 p.m.
Lunenburg Public Library
Story / Craft Room

- Public Comment
- Agenda Items
 - Approval of Minutes of November 18 & 19, 2021
 - Director's Report
 - FY 2022 Budget Update
 - FY 2023 Budget Update
 - Staff Update
 - Programs Update
 - Technology Update
 - Building & Maintenance Update
 - Reopening/Covid (Omicron) Update
 - Chapter 5 from Trustee Handbook
 - By-Laws Review Discussion
 - Collection Policy Review
 - Trust Funds Update
 - Friends Update
 - Director's Evaluation Discussion
 - 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	\$ 34,147	45%
ASST LIBRARY DIRECTOR SALARY	\$ 49,847	\$ 22,644	45%
LIBRARY STAFF SALARIES	\$ 169,419	\$ 63,168	37%
BLDG REPAIRS & MTC	\$ -		
SEWERAGE DISPOSAL	\$ 1,000	\$ 128	13%
ELECTRICITY CHARGES	\$ 22,500	\$ 8,469	38%
HEATING CHARGES/NATURAL GAS	\$ 17,000	\$ 2,469	15%
WATER CHARGES	\$ 800	\$ 269	34%
NETWORK MAINTENANCE	\$ 500	\$ 100	20%
BOOK SERVICE	\$ 4,500	\$ 3,337	74%
PROGRAMS	\$ 5,000	\$ 1,470	29%
CONTRACTED SERVICES	\$ 2,500		0%
CWMARS NETWORK	\$ 14,000	\$ 14,000	100%
POSTAGE	\$ 300		0%
OFFICE SUPPLIES	\$ 4,800	\$ 1,598	33%
CUSTODIAL SUPPLIES	\$ 300		0%
LIBRARY MATERIAL	\$ 70,000	\$ 24,834	35%
MILEAGE REIMBURSEMENT	\$ 900		0%

September 6/12=50% complete

▪ FY23 Budget Update

No updates since last meeting. Still awaiting TM's target budget.

▪ Staff

Our FY23 Action Plan to go with our Strategic Plan was submitted by December 1 to make us eligible for LSTA grants during the next cycle, as was our letter of intent to apply for a grant. There are several appropriate options for LPL available, including a STEM opportunity, one for expanding access, and a civic engagement opportunity. The team will bring ideas together and discuss what our best option will be.

I wrote a recommendation letter for our library page, Colby Lavigne's college application portfolio. Seems like yesterday we had just hired him. He has been a fantastic addition, and I anticipate having him until at least early summer. He replaced our longtime page, Sage, who we thought would be irreplaceable, and Colby has been much better than we could have hoped.

We are still working on finding the correct person to fill our Digital Services position. No more interviews have so far.



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

Our BEAM interactive projector game system has been such a hit for our community. Debbie thinks that it has been a spectacular addition. The kids have not only absorbed and acclimated to the system itself, but also to the necessary social interactions around sharing it among all users of the Children's Room. From my observations, too, it has been a really perfect tool that is much appreciated.

We have launched our new booking, calendar and museum pass software, and you can try it out through the website. So far, so good. Lots of setup time, but I think it will work well.

■ Programs

Programming continues to find steady engagement with a mix of lower than hoped for numbers and an occasional hit program.

Programming staff is focusing on LSTA grant opportunities, brainstorming for a potential grant application, and beginning the summer reading programming planning process.

■ Building & Maintenance

Our staff entrance door malfunctioned and was in the process of repair for about a week. We used the boiler entrance during that period, though repairs have been completed now. This did impact a Friday ILL delivery, and was relatively inconvenient, but essentially uneventful. Kit has arranged for the lock company to also replace the barrel of that door's lock, so that it will perform as it should.

■ Technology

No major Tech updates or changes since last month.

■ Reopening Update

No changes to our procedures and protocols.

Collection Development Policy

I. PURPOSE OF POLICY

The Lunenburg Public Library exists to provide total library service for the entire Lunenburg community, chiefly through the development and effective use of a collection of books and other materials specifically selected to satisfy the recreational, educational, and informational needs of the town. The purpose of this policy is to formalize general guidelines whereby the library can best develop such a collection.

II. LIBRARY BILL OF RIGHTS

As a basis for this policy, the Trustees of the Lunenburg Public Library accept in full the Library Bill of Rights. See attached.

III. RESPONSIBILITY AND CRITERIA FOR SELECTION

1. Books and other library materials should be selected for inclusion in library collections for the information, enlightenment, and interest of the people of the community as a whole. The Lunenburg Public Library Trustees authorize the librarian to select materials for the collection.

Three factors influence the selection process.

1. The Community's interests and needs

Recognizing that any community contains people with different backgrounds, sensibilities, personalities and interest, the library must strive to provide materials that mirror all elements. No conscious effort will be made to impose one set of religious, political, or moral values in the selection process, thereby avoiding a biased collection.

2. The merits of each book

a. Non-fiction will be selected on the basis of its timeliness, accuracy, authoritativeness, clarity, relation to the existing collection and its relevance to the needs of the community.
b. Fiction works will be considered on the basis of the quality of the writing, significance of the author, popular appeal, and permanent values. Each will be taken as a whole rather than focusing on isolated passages. Merits are to be determined mainly from recommendations in library journals, and book reviews in popular periodicals. Patron recommendations and request will also be considered, dependent upon the above guidelines.

3. Constraints

The material budget, the existing collection, the limits of shelf space, and the availability of a work elsewhere in the regional library system or community are further limitations on the selection of materials.

IV. METHODS OF ACQUIRING MATERIALS

Most materials are acquired through purchase. Some are rented from book service companies. Others may be borrowed for set periods from the Central Massachusetts Regional Library System or through library cooperatives. Gifts of materials are also accepted, with the understanding that they'll be added to the collection only if they significantly contribute to the needs of the collection or the community and conform to the guidelines outlined in Section III.

V. ACCESS TO THE COLLECTION

The Library does not restrict anyone's access to any section of the collection. In the interest of protecting the individual's right to have access to materials, the Library supports the following documents:

- The First Amendment to the U.S. Constitution.

Collection Development Policy

I The Library Bill of Rights-Adopted by the American Library Association Council.

- The Freedom to Read Statement

VI. DISCARDING MATERIALS

Materials are removed from the library on a continuing basis for the purpose of maintaining a vital, useful, and valuable collection. Items will be removed if they are outdated, contain obsolete or incorrect information, are in poor physical condition, or are no longer being sufficiently utilized to warrant the space they occupy. Most are given to the Friends of the Lunenburg Public Library or to other non-profit organizations.

VII. CENSORSHIP

The basis for a valuable collection is its refusal to cater to the sensibilities or beliefs of any one point of view to the exclusion of others. Censorship is not the function of a library; indeed, the two are diametrically opposed. Within monetary and space limitations, the library strives to present all views on a subject. If people choose to reject the contents of any material, they are free to do so; they cannot prevent others from having access to such material. Free access is an integral factor in a free society. No material will be removed at the insistence of any individual or group that finds the item offensive to them or to others except in accordance with this procedure.

PROCEDURES FOR PATRON COMPLAINTS CONCERNING MATERIALS

1. Complaints will be courteously directed or taken to the Director. If he/she is not available, complainant will be informed when he/she may be reached. Other staff members should make it clear to the complainant that they do not have the authority to deal with the complaint, or to take any action concerning it.
2. The Director will listen to the complaint and will inform the patron of relevant Library selection procedures and policies.
3. If the complainant wishes a review of the material in question, the Director will provide the complainant with the form for reconsideration.
4. Patron will be asked to complete the form and return it to the Director.
5. On receipt of the request for reconsideration, the Director will assemble appropriate critical reviews and submit them along with the request to the Trustees for their review at the next regularly scheduled meeting of the board. This group will review and make a decision, and notify the complainant of the decision.
6. If the complainant still feels that the problem has been dealt with inadequately, a final appeal to the Trustees can be made. The appeal should be submitted in writing and will be placed on the agenda of the next regularly scheduled Trustees meeting, at which time the Board will conduct a challenge hearing to provide the forum for the complainant to air objections to the title in the collection and the recommendation of the Library Director. It should be announced at the beginning of a hearing that the Board will issue its decision at the following regularly scheduled meeting, and that the hearing is simply to hear all sides of the issue.
7. No materials will be removed from the shelves until the Trustees and Director have ruled on the complaint.

Download the Request for Reconsideration Form [here](#)(link is external).

Collection Development Policy

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as [Interpretations of the Library Bill of Rights](#).