

Lunenburg Public Library

Trustees of Lunenburg Public Library, Meeting minutes June 16, 2022

Attending: Kate McCarron, Bob Conroy, Harry Kubetz, Dick Mailloux, Donna Saiia, Muir Haman – Director LPL, Laura Bousso, Maia Wentrup, Michael-Ray Jeffreys - BOS, Nicole Groskreutz – Edward Jones

The LPLBT meeting was called to order at 6:45 p.m. by Chairperson Harry Kubetz.

Public Comment

- No public comment.

Agenda Items

- **Meet and Greet with Edward Jones**
 - Nicole Groskreutz gave us a short introduction to Edward Jones and what they could do for us.
 - Our investments depend on the timelines and needs of the board and our risk tolerance.
 - Harry asked if she could tell us why we should work with her. She cited her background in behavioral analysis and the importance of community connections. She said she would want to support the board in their role in the community.
 - Donna asked how often our investments would be reviewed. Nicole said there are monthly reviews and there are also notifications that can be set up to flag changes. Their Advisory Accounts have various models and categories that auto balance.
 - Dick asked if the Friends use Advisory Accounts. They do.
 - Donna asked Muir how he sees our usage of these funds. Muir said he would use the same model as the Friends Endowment.
- **Board of Trustees Reorganization**
 - After some initial discussion Maia made a motion, seconded by Kate, to keep the current slate of officers and add Donna as Treasurer. The motion passed unanimously.
 - Donna asked to be removed from the Budget Subcommittee.
 - The Strategic Plan Subcommittee was dropped as it is no longer needed.
 - Kate made a motion, seconded by Laura, to accept these subcommittees as amended. The motion passed unanimously.
- **Approval of Minutes**
 - Dick made a motion to accept the minutes of May 19, 2022 as amended. Seconded by Maia. The motion passed unanimously.
- **Director's Report**
 - We are 98% of the way through the fiscal year. Excess salary funds will be redirected to office supplies and library materials. Utility charges are 83% and 84% respectively but will be expended close to 100% by the end of the fiscal year.
 - Kate asked why office supplies are so low (49%). Muir said they try to be conservative during the year and make it up at the end of the year.
 - Maia asked if the staff could get bonuses. Muir said there is no mechanism to do that.
 - Harry asked if a printer breaks isn't that part of the town IT budget? Muir said it is not easy to get funds from the town IT budget for unexpected things. This is also complicated by the fact that the relationship between Dan (town IT) and the new consulting company is somewhat in flux.
 - The new Digital Services librarian, Francesco, is settling in well.
 - The library website is currently broken. The immediate need/goal is to have something up next week for the summer reading program.
 - Muir is interviewing for library assistants. He has a good candidate and will probably extend an offer. He is hoping the two assistants will start by July 1st.

- The first open Friday will likely be July 15th or July 22nd. Kate asked how we can effectively advertise the Friday opening. Some discussion followed on good ways to do this.
- The staff evaluations are done. Muir will be meeting individually with each staff member.
- Lydia met with school staff to demo available databases.
- Next Wednesday is the summer reading kick-off.
- A bereavement group has been meeting at the library, sponsored by UMass Health Alliance.
- Volunteer Bill Tyler has been doing a lot of outside work around the library grounds. Robin and Lydia have also been doing outside work.
- The shades will be replaced in the conference room. Some display hardware will be added for presentations.
- The LED project will be happening next week. The contract scope changed and caused some delay.
- **Trustee Handbook Discussion**
 - Chapter 11: Beyond Your Library: Resources and Support. We agreed that there was really not much to discuss about this chapter.
- **Trust Fund Update**
 - Michael-Ray expressed some concern about the language in the legislative change for the library trust funds. The language seemed to indicate that the town treasurer would retain control of the funds. This brings up the question of whether we can direct the investment of the funds and will we have the option to reinvest the funds as we choose. If this is the case can we still achieve what we want working with the town treasurer? Michael-Ray will investigate this further and hopefully come up with a side-agreement between the Library Trustees and the Town of Lunenburg that will enable the Library do manage their trust funds as they intended.
- **By-Laws Review Discussion**
 - Maia made a motion to table this until our September meeting, seconded by Dick. The motion passed unanimously.
- **Friends of LPL Update**
 - The book sale raised about \$1500, with \$300 raised on the Friday night pre-sale for members.
 - The Friends have received 1800 membership renewals but would like to attract new active members.
 - The money for the Spring plant sale in 2023 has been allocated.
 - The annual meeting will be held on Saturday July 23rd at 9 am.
 - Starting on July 1st the Friends will be accepting book donations again.
- **Board Comments**
 - Muir showed us a quick mock-up of a possible new sign for the building, with 'Lunenburg Public Library' on the front of the building above the main doors. He said he would explore design ideas and asked that we bring ideas to our next meeting in September.
 - Maia and Harry both noted that they have received very positive feedback about the library and the staff.
- **Adjourn**
 - Motion to adjourn by Kate by seconded by Dick. Meeting was adjourned at 9:17 p.m.
- **Attached Documents**
 - June 16, 2022 Agenda
 - June 2022 Director's Report
 - June 2022 Adult Services Report
 - June 2022 Teen Services Report
 - June 2022 Youth Services Report
 - LPL BOT Subcommittees 2022



Lunenburg Public Library

AGENDA

Lunenburg Public Library Board of Trustees
Thursday June 16, 2022 6:45 p.m.
Lunenburg Public Library
(in-person meeting)

- Public Comment
- Agenda Items
 - Edward Jones Meet & Greet with Nicole Groskreutz (approx. 15 min)
 - Board of Trustees Reorganization
 - Approval of Minutes of May 19, 2022
 - Director's Report
 - FY 2022 Budget Update
 - FY 2023 Budget Update
 - Staff Update
 - Programs Update
 - Technology Update
 - Building & Maintenance Update
 - Chapter 11 from Trustee Handbook
 - Trust Fund Update
 - By-Laws review, discussion, and vote
 - Friends Update
 - Annual Meeting scheduled for Sat, July 23, 9a
 - Board Comments
 - Other
- Adjourn

With
part for
expense
done to
100%

	<u>FY22 Budget</u>	<u>Budget Expended</u>	<u>% Expended</u>
LIBRARY DIRECTOR SALARY	\$ 76,175	\$ 74,348	98%
ASST LIBRARY DIRECTOR SALARY	\$ 49,847	\$ 48,513	98%
LIBRARY STAFF SALARIES	\$ 169,419	\$ 138,291	82%
BLDG REPAIRS & MTC	\$ -		
SEWERAGE DISPOSAL	\$ 1,000	\$ 488	49%
ELECTRICITY CHARGES	\$ 22,500	\$ 20,602	92%
HEATING CHARGES/NATURAL GAS	\$ 17,000	\$ 14,106	83%
WATER CHARGES	\$ 800	\$ 671	84%
NETWORK MAINTENANCE	\$ 500	\$ 219	44%
BOOK SERVICE	\$ 4,500	\$ 3,337	74%
PROGRAMS	\$ 5,000	\$ 3,703	74%
CONTRACTED SERVICES	\$ 2,500		0%
CWMARS NETWORK	\$ 14,000	\$ 14,000	100%
← POSTAGE	\$ 300	\$ 190	63%
← OFFICE SUPPLIES	\$ 4,800	\$ 2,362	49%
← CUSTODIAL SUPPLIES	\$ 300		0%
← LIBRARY MATERIAL	\$ 70,000	\$ 30,136	43%
MILEAGE REIMBURSEMENT	\$ 900	\$ 272	30%
<u>TOTALS</u>	\$ 439,541	\$ 351,337	80%

Excess salary funds
to office supplies &
library materials



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

▪ FY22 Budget Update

Currently without access to MUNIS for a budget update. I hope to have an amendment by Thursday, and an extension for requisitions, if necessary.

June is 12/12=100% complete

▪ FY23 Budget Update

No update since last meeting.

▪ Staff

Francesco has been settling in to his position, and has had a great opportunity to learn as we have been dealing with website issues (more later). Our new library page should start next Wednesday: Anna Stillman, Cheryl's daughter. She has been volunteering with Miss Debbie for quite a while, and should be a wonderful addition.

We are interviewing Library Assistant candidates this week. Six candidates were invited in.

Staff have completed the self-evaluation portions of their reviews and I will meet with each to discuss their performance and plans/objectives for the next year.

▪ Programs

Lydia is assisting a group of teachers this week, presenting them information on research databases at their disposal and search processes to help them form an educational technique and trend discussion group. This was an outreach requested by the school superintendent.

Summer Reading Program kickoff program is Wednesday, June 22 from 6-8pm. Diane Edgecomb and local food vendors will help us celebrate the beginning of our busiest time of year. Registration week is June 21-23 for the summer reading program. June 23 is MURAL DAY! Stop by to add your footprints to the "Read Off the Beaten Path" mural.

The Bereavement group that has been meeting at the library seems to have been very much needed and participants have expressed appreciation to me a significant number of times. This is sponsored by the UMass HealthAlliance.

▪ Building & Maintenance

Bill Tyler has been very helpful in working on some of the small details around the exterior of the facility: weeding, picking up trash, and other small things. He will be working on pruning some of the bushes and ground cover starting this week.

Robin and Lydia H. and the Friends delivered beautiful updates to our planters at the main entry to the library. It looks beautiful! Thank you, Friends!

▪ Technology



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

Francesco has gotten to learn on the run. Our website has been having html issues, and he has been working with Az hosting to resolve the issues. Our public html document has broken and they are working on restoring from past versions until functionality is restored. I am hoping for resolution by our meeting.

Due to public records retention law, the library staff will all be getting new town email addresses, and we will need to slightly shift our procedure to ensure that the public records are archived in compliance with the law.

Trustee Report
Adult Services Department
June 2022

We are heading into quite the busy summer with high hopes for success!

Our May programs went well, with 60 participants for events. We had 14 people join us for the fungi walk with North County Land Trust at the Peabody Conservation Area in town. It was a beautiful day and everyone universally enjoyed our hike in the woods. We will definitely look into partnered programs with them again in the future!

Another success for recent programming has been our knitting and crochet group: Stitchcraft. Meeting every Tuesday afternoon, we now consistently have between six and nine crafters working on projects. This group started up again last year with only three or four ladies, so it has been satisfying to watch it grow! We hope it will continue and that eventually we will return to our mission of knitting or crocheting projects for local charities. But for now, it seems to at least be a successful crafting social circle.

The initial response to the movie binge boxes for the summer months has been a bit slow. For this kit, patrons can complete a Google Form survey and request a "binge box" containing 5-6 Library DVDs, activity sheets, coloring pages, and a snack or two all related to a specific theme. Patrons choose their top four themes and we decide based on availability which one they will get. They can request up to 6 unique "binge boxes" between June and August, simply filling out a new survey request when they're ready for the next one. As of June 13th, I have filled 10 requests for patrons so far.

Looking ahead, we have our Summer Reading Program starting next week and a lighter slate of programs scheduled for adults this July. Our kickoff is scheduled for next Wednesday, June 22nd. Diane Edgecomb will visit and tell campfire stories on the Library patio, and the Lions Club will be offering hot dogs and hamburgers like last year. There will also be a six-week long Beanstack reading challenge for adults starting on June 26th. Readers can log their minutes and complete mini-challenges to earn tickets for our prizes. There are four prizes of \$25 gift cards to local businesses, some of which were graciously donated at no cost to us! The program ends on August 6th.

For July programs, we have two events posted for adults to attend. On Wednesday July 6th we are hosting a high tea book/TV show discussion about Julia Quinn's Bridgerton series. Attendees can dress in period garb and join us for tea, snacks, and discussions about all things Bridgerton! The adult craft lab will continue this summer and be held on Wednesday July 20th. We will make beaded wine glass charms, and take home kits of supplies will be offered for those who cannot attend the in-person event.

We are all excited to see how the summer goes, and look forward to our busiest time of year to begin!

Respectfully submitted,
Lydia Gravell

June 2022 Teen Services Trustee Report

Overview:

Activity	Number	Engagements
Virtual Cooking Program (5/19)	8 kits taken	8 showed up
Virtual Cooking Program (5/26)	9 kits taken	7 showed up
Take & Make Rainbow Yarn Wall Hanger (6/2)	12 teens registered	
Teen Craft: Flowers w/ Robin (6/9)	8 registered so far	
Teen Instagram: 342 followers	10 posts (past 30 days)	89 interactions (past 30 days)

In Detail (as of 6/8/2022):

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

Power Hour ended on June 2nd for the school year to take a break for the summer. We still have a couple club kids coming down here after school to do their homework though.

- **HOMAGO: Hang Out, Mess Around, Geek Out**

We are getting a decent amount of teens coming to the library to spend time after school that aren't here to do homework, nor are they interested in checking out books. Sometimes I can get them to do "program stuff" but mainly they are here to hang out with their friends. Loosely using the concept of [HOMAGO](#), I've started to keep a general count of teens in the Teen Room daily. While this concept was originally created for YOUmedia Learning Labs, it can easily be applied to public library spaces as well. The study behind HOMAGO shows that teens want to hang out with friends, mess around (for example playing video games), and geek out exploring the things that interest them. Offering teens a space where they can hang out with their friends, play games, and explore things they are interested in is valuable to the community even if it is not providing an attendance count for a specific program.

Since I started on Monday, May 16th, we are averaging 10 teens in the Teen Room each day, most are the same group of middle schoolers that continue to bring new friends with them each time. To count towards the daily tally, the teens must be in the Teen Room for more than a few minutes. The goal is to get an idea of how many teens are using this space to hang out and socialize with each other. We are clearly providing a needed space for teens to come to after school gets out and before they go home.

- **Virtual Cooking Program with Hannaford's**

We had strong attendance and good feedback on this round of the Hannaford's cooking program and plan to offer this again in the Fall. It's a valuable partnership with a local business, and the current Hannaford's Dietitian did a really good job of teaching the kids things like basic knife skills and reinforcing washing your hands, and about washing your fruits or veggies before cooking.

Respectfully submitted,

Susan Elbag, Teen Librarian

JUNE 2022 Youth Services Area Trustee Report

MAY STATS:

ACTIVITY	NUMBER	PARTICIPANTS
Children's Preschool Story Time	4	118 (89CHILD/69 ADULT) :)
Early Learning Center Story Time	4	40 (32 CHILD/8 ADULT)
Book in a Bag Book Club for 1st & 2nd Graders	1	10
Popcorn and a Book for 3-4th Graders	1	9
LPL Kids Book Club	1	9 (8 CHILD/1 Adult)
S T E M Program	1	9 (7 CHILD/2 ADULT)
LEGO Program	1	13 (7 CHILD/ 6 ADULT)
Drawing With Jen	1	23 (15 CHILD/8 ADULT)

May Activities 2022:

DRAWING WITH JEN, MAY 3RD

We had a wonderful program with Jen Morris, local author and illustrator- you may be familiar with the Flubby the Cat series? She donated an hour of her time to teach a group of kids some really cool drawing techniques. The kids were so focused and eager to try the various drawing ideas she shared with them. She has such a sincere way of interacting with the kids that makes it easy for them to relate to her. We are very fortunate to have such a talented, kind person close by who is willing to share her time and talents with us!

PRESCHOOL STORY TIME Mondays @ 11:00

"Celebrate Mom!" was the theme for this month. This was a nice way to end our 2021-2022 Preschool Story Time year. As you can see by the numbers, attendance remained strong throughout the month.

"BOOK IN A BAG" FOR 1ST AND 2ND GRADERS, MAY 1ST

For May the kids finished out the year by reading from the A to Z Mystery series by Ron Roy. This kit based program will definitely return in the fall, as will the Popcorn and a Book kits for 3rd & 4th graders. Interest and participation remained strong throughout the year.

"POPCORN AND A BOOK" FOR 3RD & 4TH GRADERS, MAY 1st

This month the featured series was Thea Stilton by Geronimo Stilton.

LPLKids Book Club, May 17th

We finished our LPL Kids Book Club meetings in May by reading a fantasy book called The Books of Elsewhere by Jacqueline West. The kids loved it- and its the first in a 5 book series so hopefully they will grab more to read!

We also talked a lot about the books that we read together this year- the ones that were their favorites and the ones that were not so popular. This year was one of the best I have had since starting the book club 5 years ago! It was such a great bunch of kids who actually read the books each month and were eager to share their opinions. Hope they all come back next year!

S T E M WITH CHRIS, May 19th-

This month Chris and the kids learned about opossums and built opossum models. Chris volunteers at an Animal Rescue facility and has lots of interesting experiences and information to share about his experiences there.

LEGOS AT THE LIBRARY, May 24th

Interest in this program remains high. This was our last program for now and I know that the kids will be eager to return in the fall.

MAY SCAVENGER HUNT-Charlie Brown's Snoopy was running amok in the library.

The smart kids who were able to locate all 13 got a SMARTIE!

UPCOMING EVENTS FOR JUNE:

- June 21st- "Beyond the Beaten Path, SRP 2022" Registration Week begins
- June 22nd- "Chalk Day"
- June 22nd- Kick-Off Event with storyteller Diane Edgecomb @ 6:00
- June 23rd- Big Mural Day
- June 28th- "Kitchen Science Magic"
- June 29th- "The Magic of Reading" with Ed the Wizard

Respectfully submitted,

Debbie Laffond, Children's Services Librarian



Board of Trustees 2022

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, Maia Wentrup (Directors Evaluation)

Friends Endowment Committee: Harry Kubetz, Robert Conroy

Budget Subcommittee: Richard Mailloux, Laura Boussom (Meets with Muir to discuss budget requests)

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

Trust Fund Investment Subcommittee: Donna Saiia, Harry Kubetz, Richard Mailloux (work on investment policy)