



Lunenburg Public Library

Trustees of Lunenburg Public Library, Meeting minutes December 15, 2022

Attending: Kate McCarron, Bob Conroy, Harry Kubetz, Dick Mailloux, Donna Saiia, Muir Haman – Director LPL, Maia Wentrup, Laura Boussem-remote, Michael-Ray Jeffreys

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

Public Comment

- No public comment.

Agenda Items

- **Approval of Minutes**
 - Kate made a motion to accept the minutes of November 17, 2022 as amended. Seconded by Dick. The motion passed unanimously.
- **Director's Report**
 - We are 37% expended. One half through the fiscal year. Susan attended a two-day YALSA conference in MD, requiring a \$500 mileage reimbursement. Kanopy and some Digital Services expenses are coming up.
 - Harry asked about the 82% expended office supply figure. Muir said there was a one-time expense for a laptop.
 - A library page has been hired and will be starting after Christmas. The library assistant positions have been reposted with more detail and some interviews are scheduled for next week.
 - Muir purchased some professional development E-books for the staff, 14 or 15 titles.
 - Muir is participating in the CWMARS by-laws committee working on policies for the network.
 - Harry asked about the borrowers' liability for lost items for the Library of Things. Muir said there is a policy of stating replacement cost when items are checked out.
 - Muir met with the directors of the Fitchburg and Leominster libraries on opportunities for collaboration and resource sharing.
 - 18 people participated in the Cricut machine workshop. There were 22 people at the Highwaymen concert. 90 people came out for the craft program after the town tree lighting.
 - Zumbini for kids has been very popular. There will be an 'All About Bears' program on 12/28 put on by Mass. Audubon.
 - HVAC maintenance has been required about once a month.
 - The library has been using the new LunenburgMA.gov email accounts.
 - Michael-Ray asked about the impact on revenue of the fine-free policy. Muir said we are probably a few hundred dollars down. Some expenses have been incurred in tracking materials and sending out notifications.
 - Michael-Ray gave us an update from the select board.
 - The town received \$3.5 million in ARPA funds from the federal government. The Select Board came up with criteria for grant proposals and did a town-wide email to solicit proposals. There will be two rounds of funding, one in Feb/March and one in the Fall.
 - The Select Board have been revising various policies. These include the appointment policy – appointing people for various town roles; and many ideas for environmental policies:
 - How can we be more energy efficient?
 - How we procure utilities.
 - Possible solar panels on the old town dump.
 - Species identification: Identify trees in the center of town.

- Native Plant Requirement – proposed 70% of what we plant being native species going forward.
 - Look at town-owned properties to maintain habitats.
 - Establish community gardens.
- Capital Needs: We should be looking at the replacement of the HVAC system.
- Michael-Ray received a lot of good feedback on the library from the Boys and Girls Club.
- Can Muir attend the next Tuesday meeting to discuss library services and ideas for parents during school vacation?
- Michael-Ray is working with the State Delegation on the Pathway Program, for kids not on a college path. There will be a January meeting to discuss this with the Superintendent of Schools and the head of the School Committee.
- **Trust Fund Update**
 - Muir, Donna and Harry met with the Town Counsel. Ben Taylor came up with a draft policy to fit the library, based on the town investment policy. Harry asked if he could share that with Edward Jones and Edward Jones approved the policy. Some discussion followed.
 - Dick made a motion to approve the investment policy. Seconded by Maia. The policy was approved unanimously.
 - Harry will schedule time for Edward Jones to come in for the January meeting.
- **Library Sign Discussion**
 - Discussion was postponed until the January meeting.
- **ARPA Funds Follow-Up**
 - Muir will write up a proposal for January submittal. The HVAC system is the highest priority.
- **Outreach Ideas**
 - Discussion was postponed until the January meeting.
- **By-Laws Review, Discussion, and vote**
 - Discussion was postponed until the January meeting.
- **Friends of LPL Update**
 - The Friends met in December and will have the next two months off. They are looking to recruit new members, new leaders and new volunteers.
- **Director's Review**
 - Kate made a motion to accept the director's review as amended. Seconded by Dick. The motion passed unanimously.
- **Board Comments**
 - No board comments.
- **Adjourn**
 - Motion to adjourn by Dick. Seconded by Kate. Meeting was adjourned at 9:14 p.m.
- **Attached Documents**
 - December 15, 2022 Agenda
 - December 2022 Director's Report
 - December 2022 Adult Services Report
 - December 2022 Teen Services Report
 - December 2022 Youth Services Report



Lunenburg Public Library

AGENDA

Lunenburg Public Library Board of Trustees

Thursday Dec 15, 2022 6:45 p.m.

Lunenburg Public Library

(in-person meeting)

- Public Comment
- Agenda Items
 - Approval of Minutes of November 17, 2022
 - Director's Report
 - FY 2023 Budget Update
 - Staff Update
 - Programs Update
 - Technology Update
 - Building & Maintenance Update
 - Director's Review
 - Trust Funds
 - Update
 - Investment Policy Discussion
 - Library Sign Discussion
 - ARPA Funds Follow-up
 - Outreach Ideas
 - o Schools
 - o Pearl Brook
 - By-Laws Review, Discussion, and Vote
 - Friends Update
 - Board Comments
 - Other
- Adjourn



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

• Financials

	FY23 Budget	Budget Expended	% Expended
LIBRARY DIRECTOR SALARY	\$ 80,746	\$ 35,887	44%
ASST LIBRARY DIRECTOR SALARY	\$ 51,611	\$ 23,714	45%
LIBRARY STAFF SALARIES	\$ 211,119	\$ 82,484	39%
BLDG REPAIRS & MTC	\$ -		
SF WFRAGE DISPOSAL	\$ 1,000	\$ 137	14%
ELECTRICITY CHARGES	\$ 22,500	\$ 6,244	28%
HEATING CHARGES/NATURAL GAS	\$ 18,500	\$ 2,709	17%
WATER CHARGES	\$ 800	\$ 376	47%
NETWORK MAINTENANCE	\$ 500	\$ 100	20%
BOOK SERVICE	\$ 4,500	\$ 3,794	73%
PROGRAMS	\$ 8,000	\$ 2,175	27%
CONTRACTED SERVICES	\$ 2,500	\$ -	0%
CWMARS NETWORK	\$ 19,880	\$ 17,380	87%
POSTAGE	\$ 300	\$ 333	111%
OFFICE SUPPLIES	\$ 4,800	\$ 3,953	82%
CUSTODIAL SUPPLIES	\$ 300	\$ 291	97%
LIBRARY MATERIAL	\$ 70,000	\$ 10,311	14%
WILLIAGE REIMBURSEMENT	\$ 900	\$ -	0%
TOTALS	\$ 503,956	\$ 188,388	37%

December is 6 out of 12 (50%)

• Staff

We have hired a third library page to replace Victoria. Brionna Bowser will be joining us and starting right after Christmas. We will be reaching out to the other candidates to let them know of that decision.

We have reposted the library assistant positions on MBLC, with greater detail about the outreach responsibilities and children's rooms tasks, respectively. I have also sent out a message to the listservs, in hopes of drumming up additional interest. I have several interviews scheduled and a follow up conversation with a candidate interviewed earlier in the process.

I've purchased a number of professional development ebooks for staff development with a credit that we had from GALE/CENGAGE. The topics include programming, outreach, sustainability and more. I also have continued to participate in the CWMARS Bylaws committee tasked with improving policies for the network.

• Programs

Eighteen registrants for our Cricut 101 workshop, 19 attendees at the Highwaymen concert, 22 at our Family Movie Afternoon. Program attendance has been great! 90 people came to our Family craft



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

program after the town tree lighting on December 1! Zumbini (Zumba for kids) has been so popular, we've asked the Friends to fund an additional 8 classes. Even, the teen craft for December, holiday snowflakes, drew 9 attendees.

Upcoming highlights include: Mass Audubon's All about Bears on 12/28, Polar Express PJ storytime on 12/20, Virtual Author Talk: Maureen Johnson in Conversation with Jennifer Lynn Barnes on 01/04, Watercolor Crayons Painting Workshop on 1/12, and Teen Video Game Night on 1/20.

• Building & Maintenance

The HVAC system continue to average 1-2 maintenance needs each month. A control board in the Children's area roof unit was the issue in late November. The boiler also had an issue that revealed a small gas leak that was also repaired a few weeks earlier.

The automatic door openers malfunctioned the first week of December. The buttons were not opening the inner door. Door Concepts came and could not reproduce the problem, but they replaced the receiver. The issue has not reoccured.

• Technology

The library staff has new lunenburgma.gov email accounts that we will be transitioning to. These will give us the archival capability to meet public records law requirements for our communications.

I'm trying to work with IT Department Head, to get thin clients replaced, and replace the old security camera DVR so that we can access those cameras remotely.

Trustee Report
Adult Services Department
December 2022

The end of the year may be upon us already, but the flurry of activity in Adult Services has no end in sight. December is another busy month for us, and January's slate of programs seems to grow even more from that. We are certainly full speed ahead with our offerings!

Recently, we hosted the folk-rock duo Knock-On-Wood on November 30th for an evening concert attended by 19 people. We hosted an acoustic concert featuring songs by "The Highwaymen" on the morning of Saturday December 10th from Matt York that was attended by 18 listeners. Concerts have been big draws lately, and people routinely ask when the next one will be. It is a new focus for my programming goals in 2023, which will also be supported by the upcoming monthly open mic mornings starting in January.

For longterm programming, the Winter Bingo Challenge on Beanstack started December 1st and runs through February 28th. As of Monday December 12th, there are currently 12 active readers who have logged over 15,000 minutes and completed 56 activities.

We will close out December with our crafting sessions, historically successful events at the library. There is the Adult Craft Lab on December 21st where we will make mini holiday wreaths out of mason jar rings and garland. And during the holiday school vacation break, there will be a session for tweens & families to make clay gingerbread house luminaries on Wednesday the 28th, and two sessions for younger kids and their families to make no-sew rice filled sock snowmen on Thursday the 29th. I am partnering with Susan for the tween & family craft event and with Debbie on the other two to ensure success for our participants.

Looking ahead to January, we will continue with the take-home Mystery Travel Kits and the "100 Books" Bucket List book club which will meet on Tuesday January 3rd to discuss "Charlie and the Chocolate Factory" by Roald Dahl. We are also excited to introduce the coffee & acoustic open mic every first Saturday morning of the month, starting on January 7th, and a monthly Sunday morning book club for adults and teens who enjoy reading YA materials.

Additional upcoming programming includes two sessions of a DIY reading journal workshop on Wednesday January 4th & Thursday January 5th, a watercolor painting workshop planned for Thursday January 12th, a craft lab about DIY natural cleaners on Wednesday January 18th, and a Libby Tutorial workshop scheduled on the morning of Saturday January 21st and evening of Wednesday January 25th.

We are finding success with many of our programs lately which is an encouraging and optimistic sign for all of us in the library, but it is especially gratifying after the effort it took to get back here.

With gratitude, optimism, and renewed energy for success in the New Year,

Respectfully submitted,

Lydia Gravell

December 2022 Teen Services Trustee Report

Overview:

Activity	Number	Engagements
Teen Craft: Leaf Suncatchers (11/16)	11 registered	7 showed up
Drop-In Craft: Coloring (11/23)	N/A	4 participated
Switch Game Night (11/29)	2 registered	N/A (event cancelled)
Random Reads (December)	3 registered	3 participated
Drop-In Craft: Snowflakes (12/6)	N/A	9 participated (the day after)
Teen Instagram: 373 followers	11 posts (past 30 days)	54 interactions (past 30 days)

In Detail (as of 12/8/2022):

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

Since November 1st, we've been averaging 13 teens in the Teen Room daily and we have yet to have a day with less than 10. The highest count since November 1st (of the days I was making notes) was 23 teens. Noise and behavior continue to be a challenge, but I'm hoping that since the core is made of up kids coming in daily, that we'll get to a point where we won't have to continue to redirect their behavior. One of the challenges is just the sheer volume of teens in the library after school.

- **Random Reads**

The Random Reads program continues to be popular with 5th graders, and I think it's beneficial to the library that we do not have a gap in book bag options with Debbie offering one for grades 1-2 and then grades 3-4. Hopefully as all three book bag programs continue we'll see signups in grades 6 and higher because they'll be used to signing up for a monthly book bag program.

- **Programs for Teens**

I'm seeing an increase in super low attendance numbers where I'm choosing to cancel programs because they wouldn't make sense to try to run them with such low numbers (example: a Switch game night with only 2 teens registered). So I'm going to go back to offering more low-key drop-in crafts along with take home kits and then try to boost in-person programs again after the holiday season. On 12/6 I asked the Teen Room if any of them were interested in making paper snowflakes and they all said no. I have asked them before what types of programs they'd be interested in without much success but I'll keep asking.

- **Anime Club**

Will continue for December and will be reevaluated for 2023.

Respectfully submitted,

Susan Elbag, Teen Librarian

DECEMBER 2022 Youth Services Area Trustee Report

NOVEMBER STATS:

ACTIVITY	NUMBER	PARTICIPANTS
Preschool "Little Listeners" Story Time	4	139 (81 Child/58Adult)
Pre-K StoryTime	4	90 (Child 61/29Adult)
LPL Kids Book Club	1	12 (11 Child/1 Adult)
Book in a Bag Kits	1	15 participants
Popcorn and a Book Kits	1	11 participants
Saturday Story Time	1	4 participants
"Let's Make A ..." Thanksgiving Drop in Craft	1	22 participants
Family Movie Afternoon	1	22 participants
P J Story Time	1	4 participants
Thanksgiving Bingo	1	20 participants (12 CH/8 AD)
Zumbini	2	62 participants

November Highlights:

- Popcorn and A Book and Book in a Bag Kits- Julie and I have developed kits for kids in 1st & 2nd and 3rd & 4th grades to get a bag of books, some activity sheets, a book review to fill out and a treat. Both kits are available for at least 12 children and are all circulating.
- LPL Kids Book Club, November 8th - Monthly meetings with kids ages 9-11. This month we read Roll With It by Jamie Sumner.

- **"Let's Make a ..."** Drop In Craft, November 17th Monthly drop in craft with Julie for kids of all ages. This month the kids made Thankful Story Wheels.
- **Saturday Story Time, November 12th** - Only 4 participants for this event- timing issue?
- **Thanksgiving Bingo, November 26th**- Good turn out for this fun event!

NOVEMBER SCAVENGER HUNT- Kids had fun searching for the "incognito turkeys" that were hiding in the library!

UPCOMING EVENTS FOR OCTOBER:

- **December 5-19th** - "Little Listeners Storytime" for infants-preschoolers
- **December 7-21st**- " Pre-K Storytime" for 4-5 yr olds
- **December 1st**- Book in a Bag Kits
- **December 1st**- Popcorn and a Book Kits
- **December 1st**- Family Craft Night
- **December 13th** - LPL Kids Book Club
- **December 8th**- Zumbini Class for Preschoolers
- **December 15th**- Drop In Craft "Let's Make A ..."
- **December 20th**- P J Story Time Polar Express Event
- **December 27th** - Legos at the Library Club
- **December 28th**- All About Bears with MA Audubon Society
- **December 29th**- Family Crafternoon, 2 sessions

Respectfully submitted,

Debbie Laffond, Children's Services Librarian