



Lunenburg Public Library

Trustees of Lunenburg Public Library, Meeting minutes April 20, 2023

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 6:47 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 March 16, 2023 as amended, seconded by Laura. The motion passed unanimously.
- **Director's Report**
 - The FY23 budget is 65% expended and we are 83% through the fiscal year.
 - The materials line will have some big bills coming up for some digital services such as Mango and Kanopy.
 - The CWMARS users council was held on March 21st.
 - The half-year LSTA report on grant activities has been submitted.
 - We have had another very successful programming month. There were 15 teens for the terrarium program. 12 for the video game night. Storytimes have been averaging around 40 people.
 - There was a burglary on 3/25. Approximately \$300 was stolen and there was minor damage to the cash drawer. Chief Gammel is offering assistance on improving security.
 - The IT dept. has been replacing the thin clients.
 - Muir has ordered three hotspots to add to the Library of Things.
 - Kit will be retiring in a few weeks.
- **Trust Fund Update**
 - There is still an issue with the Touchstone funds. Michael-Ray is helping to resolve this.
 - The actual transfer hasn't been done but should be done soon. Edward Jones will be pulling the funds from Touchstone.
- **Library Sign Discussion**
 - Muir reached out to a sign company and he will talk to a few more. He will get estimates for the whole project and for lighting along with some mock-up letters.
- **Proctor Memorial Garden Discussion**
 - Harry asked where the money came from for the pollinator garden. Muir said it came from state aid funds.
 - Robin is doing a tree planting this Saturday. Kate asked what notices were sent out. The Parks Dept. publicized it and there was a notice on the library website.
 - Plants have been ordered for the pollinator garden. Pickups for the plants will be May 8th through the 12th.
 - There is a question about removing the two Katsura trees on both sides of the front walkway. This would have to be done before planting the garden.
 - Muir went over Robin's draft garden proposal.
 - Laura made a motion to support Robin and Muir in any decisions on the trees, seconded by Dick. The motion passed unanimously.
 - Dick asked who will water the garden. Muir said it will be Robin, Muir and Debbie.
 - Harry asked about adding irrigation. Muir said he was not sure if that would be possible.

- **Town Caucus Discussion**
 - Dick attended the town caucus. Harry was renominated for another term. Jana Balish was also nominated.
- **Collection Development Policy**
 - Muir made some changes to the procedures for patron complaints. Wondered if there should be a residency requirement for complaints.
 - Harry asked about the BOT making a once only permanent decision on materials. Kate suggested a three-year timeline.
 - Packets for policy and complaint forms are available for the staff.
 - Maia asked about younger children in the teen area. Muir said the organization of materials is targeted to specific age groups.
 - Maia made a motion to accept the policy as amended, seconded by Kate. The motion passed unanimously.
- **Friends of LPL Update**
 - The Friends have collected \$1000 in membership fees. New people have been showing up for meetings.
 - Library appreciation week is next week.
 - The book sale is coming up on June 2nd and 3rd.
 - NE Subaru will be donating \$300 per month for music programs.
- **Board Comments**
 - Dick noted that the town has made available OneDrive for BOT for document sharing.
 - Harry recommended the book Visual Thinking by Temple Grandin.
- **Adjourn**
 - Motion to adjourn by Dick. Seconded by Kate. Meeting was adjourned at 8:39 p.m.
- **Attached Documents**
 - April 20, 2023 Agenda
 - April 2023 Director's Report
 - April 2023 Teen Services Report
 - April 2023 Youth Services Report
 - Collection Development Policy



Lunenburg Public Library

AGENDA

Lunenburg Public Library Board of Trustees
Thursday April 20, 2023 6:45 p.m.
Lunenburg Public Library
(in-person meeting)

- Public Comment
- Agenda Items
 - Approval of Minutes of March 16, 2023
 - Director's Report
 - FY 2023 Budget Update
 - FY 2024 Budget Update
 - Staff Update
 - Programs Update
 - Technology Update
 - Building & Maintenance Update
 - Trust Funds Update
 - Library Sign Discussion
 - Proctor Memorial Garden and Pocket Pollinator Update
 - Town Caucus Update
 - Collection Development Policy
 - Friends Update
 - Board Comments
 - Other
- Adjourn



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

▪ Financials

	<u>FY23 Budget</u>	<u>Budget Expended</u>	<u>% Expended</u>
LIBRARY DIRECTOR SALARY	\$ 80,746	\$ 63,730	79%
ASST LIBRARY DIRECTOR SALARY	\$ 51,611	\$ 41,396	80%
LIBRARY STAFF SALARIES	\$ 211,119	\$ 144,335	68%
BLDG REPAIRS & MTC	\$ -		
SEWERAGE DISPOSAL	\$ 1,000	\$ 411	41%
ELECTRICITY CHARGES	\$ 22,500	\$ 15,237	68%
HEATING CHARGES/NATURAL GAS	\$ 18,500	\$ 10,638	58%
WATER CHARGES	\$ 800	\$ 530	66%
NETWORK MAINTENANCE	\$ 500	\$ 180	36%
BOOK SERVICE	\$ 4,500	\$ 3,294	73%
PROGRAMS	\$ 8,000	\$ 4,695	59%
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	\$ 76,000	\$ 22,810	30%
MILEAGE REIMBURSEMENT	\$ 900	\$ 491	55%
<u>TOTALS</u>	\$ 503,956	\$ 329,705	65%

April is 10 out of 12 (83%)

▪ FY24 Budget Update

No updates.

▪ Staff

Department Head Meeting was cancelled this month. User's Council meeting for CWMARS was 3/21.

We've begun work on installing the pocket pollinator garden. Robin offered a drop in Sheet Mulching workshop on 4/15 and had 3 people help her begin to sheet mulch the space of this garden. Special thanks to Laura Boussom who helped even while recovering from a medical procedure. Many of the plants have been ordered for this garden, and Robin is hoping to coordinate pickups the week of May 8-12 and a lecture and hands-on workshops the following week.

I've reached out to one sign company to discuss the library sign, and will reach out to at least two more in the next few days to get estimates for the full sign and for some mocked up letters for us to view before ordering anything final.



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

I submitted our half-year report on the LSTA grant activities, though our schedule heavily schedules programs on the second half of the "grant year."

■ Programs

Another successful month of programming. First highlight has been the first three LSTA STEM grant-funded programs with Renaissance Kids: on DNA, robotics coding, and Cabbage Chemistry. Many more programs coming soon!

We had 15 teens for the terrarium program, 12 teens for our second monthly video game night, 25 kids attended the seed bomb program with Robin, 23 attendees at the Celtic Chocolate tasting, and around 60 attendees for drop-in Shamrock crafts. Story times have been averaging around 40 attendees, too!

■ Building & Maintenance

Kit will be retiring in the next couple weeks.

We did have a burglary on 3/25. \$350+ stolen, but no one was hurt, and only minor damage. Chief Gammel offered assistance from his department in consulting with us on improving our security, though we have already implemented a number of improvements. I anticipate continue improvements as we get more information from a number of resources.

■ Technology

I have ordered three hotspots to add to our Library of Things!

April 2023 Teen Services Trustee Report

Overview:

Activity	Number	Engagements
Family Game Night (3/9)	N/A	0 showed up
(Not So) Young Adult Book Club (3/12)	2 registered	3 participated
Drop-In Art Night (3/16)	N/A	Approx. 100 showed up
Teen Craft: Seed Bombs (3/24)	4 registered	5 participated
One Up Video Game Night (3/24)	8 registered	12 participated
Random Reads (April)	2 registered	2 participated
Teen Craft: Terrariums (4/6)	15 registered (full)	15 showed up
Teen Instagram: 417 followers	29 posts (past 30 days)	141 interactions (past 30 days)

In Detail (as of 4/14/2023):

- **Local Partnerships**

Karyn Giuliani (LMS art teacher) organized a very successful drop-in art night for families on March 16th and while an official headcount was not taken, we're guessing over 100 people attended. Hosting the student art show for March along with this program was a great way to partner with the schools in town and we definitely plan on doing this again next year.

At the end of March, Robin Venezia ran two sessions of seed bomb making programs for tweens and for children that were very popular. Robin is such a great resource for the library and I've enjoyed working with her to share her knowledge with our local tweens and teens. Everyone that attended the seed bomb program had a good time. We packaged up take home kits to use up the remaining supplies and were able to offer 11 kits to patrons of all ages that were not able to attend the programs.

- **Book Clubs**

The (Not So) Young Adult Book Club is moving to a hybrid program where people can choose to attend either in person or over Zoom. I'm hoping we can pick up a few more people in case it's getting to the library on a Sunday that is keeping patrons from joining. At the April meeting we'll vote to see if we continue to meet throughout the summer or take a break for July and August. We had cancelled the March meeting of the First Bites Book Club (snow day) and had a lot of interest in when the next meeting would be so hopefully we'll have some good numbers for April and moving forward. This book club will break for the summer after our May meeting.

- **Whiteboard Question of the Day/Week**

The teens have taken it over! I now have teens regularly asking if they can pick the new question of the day and engagement with the whiteboard has definitely increased. Groups of teens work together to decide what the question should be and encourage other teens to weigh in with their answers.

Respectfully submitted,

Susan Elbag, Teen Librarian

APRIL 2023 Youth Services Area Trustee Report

MARCH STATS:

ACTIVITY	NUMBER	PARTICIPANTS
Preschool "Little Listeners" Story Time	4	(99 Child/ 61 Adult)
Pre-K StoryTime	4	(88 Child/ 46 Adult)
LPL Kids Book Club	1	(11 Child/1 Adult)
Book in a Bag Kits	1	12 participants
Popcorn and a Book Kits	1	10 participants
"Let's Make A ..." Drop in Craft	1	(40 child/ 23 adult)
Legos at the Library	1	(10 Child/ 5 Adult)+9
S T E M with Rebecca	1	15 participants
Gardening with Robin Seed Bombs	1	(15 child/ 10 adult)
Zumbini with Julie Q	2	(38 child/ 24 adult)

March Highlights:

Welcome Joselyn! She is quickly proving to be a wonderful addition to our library staff! She is capable and enthusiastic- and creative! Along with other tasks that she is managing, she has taken on the huge task of contacting and organizing our many S T E M programs. Joselyn is contributing immensely to our goal of creating an exciting, stimulating environment for our youngest patrons and their families!

- LPL Kids Book Club, March 14th - Monthly meetings with kids ages 9-11. This month we read The Total Eclipse of Nestor Lopez by Adrianna Cuevas. "Mystery,

- adventure, humor, friendship, and...talking animals—*The Total Eclipse of Nestor Lopez* has it all!"- Booklist
 - **"Let's Make a ..."** Drop In Craft, March 16th Monthly drop in craft for kids of all ages. This month the kids decorated lucky wooden shamrocks using a pour painting technique.
 - **Legos at the Library, March 21st-** Kids of all ages meet in the Story Craft to build with Legos. This month the kids were challenged with building an island and then choosing a card with a disaster to fix. We had a good turnout this month!
 - **S T E M with Rebecca, March 11th-** The kids learned about the pH scale and what it means to be acidic or basic. Everyone then had the opportunity to make their own pH indicator using a common vegetable: cabbage! The indicator will be used to test various household liquids so students can see which items are acidic, basic, or neutral.
 - **Gardening with Robin- "Seed Bombs", March 25th-** Children and families gathered in the Children's Room to create seed bombs with our favorite local gardener Robin Venezia! We had 2 different seed types available to create the bombs. (*small clusters packed with wildflower seeds that are designed to bring greenery and colorful pollinator habitats to urban landscapes or neglected areas*) The kids were then encouraged to plant the seed balls to add flowers and other pollinators to their yard or garden!
 - **Zumbini with Julie Quirk, March 8th & 29th** This is a popular music and movement class with Julie Quirk from Studio Q in Fitchburg.
- MARCH SCAVENGER HUNT-** The kids were on the lookout for all the Leprechauns hiding in the library!

UPCOMING EVENTS FOR APRIL:

- **APRIL 3-24th - "Little Listeners Storytime"** for infants-preschoolers
- **April 5-26 - "Pre-K Storytime"** for 4-5 yr olds
- **April 1st- Book in a Bag Kits**
- **April 1st- Popcorn and a Book Kits**
- **April 1st- S T E M with Chris (rescheduled snow day class)- Robotics with mBots**
- **April 5 & 12th - Zumbini Class for Preschoolers**
- **April 11th - LPL Kids Book Club**
- **April 6th- Drop In Craft "Let's Make A ..."** Springtime/Easter Cards
- **April 8 & 22nd - S T E M with Rebecca- D I Y D.N.A.; Exploring Ecosystems**

APRIL SPRING BREAK WEEK:

- **April 18th- Legos at the Library**
- **April 19th- Outdoor Scavenger Hunt**
- **April 20th- 2 Crafternoon Sessions**

Respectfully submitted, Debbie Laffond, Children's Services Librarian

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

- 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](#).