



Lunenburg Public Library

Trustees of Lunenburg Public Library, Meeting minutes May 18, 2023

Attending: Kate McCarron, Bob Conroy, Harry Kubetz, Dick Mailloux, Donna Saiia, Muir Haman – Director LPL, Laura Boussem, Maia Wentrup, Nicole Groskreutz – Edward Jones, Kristen Munroe – Edward Jones

The LPLBT meeting was called to order at 6:51 p.m. by Chairperson Harry Kubetz.

Public Comment

- No public comment.

Agenda Items

- **Trust Fund Update**
 - Nicole and Kristen from Edward Jones attended the meeting. Nicole asked for some clarity on our investment goals and what our timelines are. Harry said we want to preserve the principal, but we can possibly be more aggressive with the interest that has accumulated and think in terms of a longer-term growth strategy.
 - Nicole suggested a one-year CD as a possible option. They are currently getting around 5% return. She also had three options for Edward Jones Advisory Solutions balanced funds with moderate risk although the returns can vary widely depending on market conditions.
 - Dick suggested we start off conservatively and wondered if the debt ceiling issue would affect markets short term. Nicole said that debt ceiling problems don't historically have any long-term negative effects.
 - Harry polled the group for ideas on investments and what our risk tolerance might be.
 - Donna asked what the library might need in liquid funds. Muir said around 2k to 3k.
 - After some discussion Dick made a motion, seconded by Laura, to invest 40% in a one-year CD, 2% in some liquid account, and the remaining 58% in an Advisory Solution fund. The motion passed unanimously.
- **Approval of Minutes**
 - Dick made a motion to accept the minutes of April 20, 2023 as amended, seconded by Kate. The motion passed unanimously.
- **Director's Report**
 - The FY23 budget is 75% expended and we are 92% through the fiscal year. We have a surplus in the staff salary line. There is a fairly large gap in the heating costs as they have been less this year. There is a gap in the library materials line but that will be filled with renewals and payments coming up.
 - The preliminary library budget of \$539,126.28 was passed at Town Meeting.
 - Muir attended a department-head meeting on 4/25. Karen Brochu is retiring. Muir said she has been very helpful to him.
 - Muir worked with Jane Crook and Gail Kerr from the Friends on an agreement with NE Subaru to do an annual sponsorship of \$3600 for a monthly music series that will begin in June. The first concert will be Saturday June 10th.
 - The pocket pollinator garden will be planted this coming weekend.
 - Robin is doing a talk on ecological garden design tonight.
 - The summer reading kick-off will be on June 21st and will have a return of the 'Eyes on Owls' program. They brought in 7 or 8 owls and a bird of prey for a previous program.
 - The staff librarian vacancy will not be filled. The position will be replaced with the Assistant Director position. The Digital Services position is still open.
 - A full calendar of summer programs is being planned. Muir is working on some way to provide free lunches.
 - 45 people attended the North Sea Gas music program last week. The puzzle swap was successful again. Over 40 people attended the craft lab for flower lanterns.

- The storage closet for craft supplies has been installed and has been a big help in organizing the room.
- The streaming music service Freegal will be launched on July 1st.
- There has been some delay in the delivery of the hot-spots and also a delay in getting MS Office licenses for the thin clients.
- There is a current problem with the phone system with the second line not working. Muir has opened a ticket with IT.
- **Library Sign Discussion**
 - No current update. Muir is trying to connect with some vendors.
- **Proctor Memorial Garden Discussion**
 - Kate, Jean and Don were there today doing some work.
 - Kate expressed concern about the maintenance and asked who will be responsible for the upkeep.
 - Muir suggested a stipend for someone to maintain it. State Aid funds might be available.
 - Harry asked if the Friends can contribute towards this.
 - It was suggested that Robin might be hired as a contractor if she was interested.
- **Friends of LPL Update**
 - Dues have been increased.
 - The book sale is coming up on June 2nd and 3rd.
 - There was some discussion about the NE Subaru sponsorship of music programs.
- **Master Plan Committee Discussion**
 - The town is updating the master plan and a committee will be appointed to work on this.
 - Muir suggested that a representative from the BOT should be on the committee to represent the library's interests.
- **Board Reorg in June Reminder / Discussion**
 - This is Kate's last meeting.
 - The Board will appoint a chair, vice-chair and secretary at the June meeting. Also subcommittees will be reestablished.
- **Board Comments**
 - Harry expressed his frustration that the ARPA funding request for the library was not yet submitted to the Select Board.
 - Muir said the communication was not clear but that he had been remiss in delaying.
 - Harry asked that a request be submitted tomorrow.
- **Adjourn**
 - Motion to adjourn by Dick. Seconded by Kate. Meeting was adjourned at 9:07 p.m.
- **Attached Documents**
 - May 18, 2023 Agenda
 - May 2023 Director's Report
 - May 2023 Teen Services Report
 - May 2023 Adult Services Report
 - May 2023 Youth Services Report



Lunenburg Public Library

AGENDA

Lunenburg Public Library Board of Trustees
Thursday May 18, 2023 6:45 p.m.
Lunenburg Public Library
(in-person meeting)

- Public Comment
- Trust Fund Update – Nicole Groskreutz from Edward Jones presenting investment options
- Agenda Items
 - Approval of Minutes of April 20, 2023
 - Director's Report
 - FY 2023 Budget Update
 - FY 2024 Budget Update
 - Staff Update
 - Programs Update
 - Technology Update
 - Building & Maintenance Update
 - Library Sign Discussion – Any Update?
 - Proctor Memorial Garden and Pocket Pollinator Update
 - Friends Update
 - Master Plan Committee Discussion
 - Board Reorg in June Reminder / Discussion
 - 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	\$ 69,918	87%
ASST LIBRARY DIRECTOR SALARY	\$ 51,611	\$ 45,422	88%
LIBRARY STAFF SALARIES	\$ 211,119	\$ 157,607	75%
BLDG REPAIRS & MTC	\$ -		
SEWERAGE DISPOSAL	\$ 1,000	\$ 411	41%
ELECTRICITY CHARGES	\$ 22,500	\$ 19,429	86%
HEATING CHARGES/NATURAL GAS	\$ 18,500	\$ 11,872	64%
WATER CHARGES	\$ 800	\$ 684	86%
NETWORK MAINTENANCE	\$ 500	\$ 200	40%
BOOK SERVICE	\$ 4,500	\$ 3,294	73%
PROGRAMS	\$ 8,000	\$ 5,676	71%
CONTRACTED SERVICES	\$ 2,500	\$ 350	14%
CWMARS NETWORK	\$ 19,880	\$ 18,069	91%
POSTAGE	\$ 300	\$ 333	111%
OFFICE SUPPLIES	\$ 4,800	\$ 3,953	82%
CUSTODIAL SUPPLIES	\$ 300	\$ 291	97%
LIBRARY MATERIAL	\$ 76,000	\$ 38,869	51%
MILEAGE REIMBURSEMENT	\$ 900	\$ 491	55%
<u>TOTALS</u>	\$ 503,956	\$ 376,869	75%

May is 11 out of 12 (92%)

■ FY24 Budget Update

The Town Manager's Preliminary budget of \$539,126.28 for the library was part of the Omnibus budget for the town that was passed at Annual Town Meeting.

■ Staff

Department Head Meeting was 4/25. I worked with the Friends (Gail and Jane) to come to a partnership agreement with North End Subaru to sponsor at least \$3600 of a monthly music series that will begin in June.

The Pocket Pollinator Garden will be planted during two hands-on workshops this weekend. The two Eastern Redbuds that will replace the Katsura tress at the front of the library will be going in this weekend as well!

Summer Reading Program is approaching. Kickoff will be the return of the "Eyes on Owls" program on June 21st! This was one of the most enchanting, fascinating all ages programs that we've had in recent years. I think it will be a real hit to celebrate this year's SRP.



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

I anticipate having final approval on Assistant Director and the expanded Digital Services and Outreach Coordinator positions this week, though have not received word as of writing this report.

■ Programs

The North Sea Gas program brought in a full Community Room to listen to a nice performance, about 45 people attended last week. The puzzle swap was also successive again. "The Gravestone Girls" will be giving talk about cemetery art, history and symbolism on May 24. The Lunenburg Historical Society's quarterly presentation is June 1, the Thursday before the Friends Booksale.

Lydia also arrange a Medicare and Health Plan options program on 6/8. This month's Craft Lab walks attendees through flower lanterns. The tween cooking class will be wrapping up on the 25th of May. Storytimes have been abundantly attended, too!

■ Building & Maintenance

Our storage closet for craft supplies had been completely installed and has really helped organize the Story/Craft Room. Thanks to the Friends for purchasing this for us!

■ Technology

We are setting up access to Freegal (streaming music), and expecting to launch this service 7/1. We will also likely be adding a number of Digital resources in addition to that. The MBLC has taken over a number of Gale databases that we no longer has to pay for individually, freeing up some funds.

Still waiting for hot spots to be delivered, for the Microsoft Office license for the thin client replacements, so that those can be installed. Our phone system has been troublesome lately, with our second line not always available when it should be.

May 2023 Teen Services Trustee Report

Overview:

Activity	Number	Engagements
Tween Craft: Save the Bees (4/18)	5 registered	4 showed up
(Not So) Young Adult Book Club (4/23)	2 registered	1 participated
Tweens + Family Paint Night (4/27)	20 registered (8 waitlisted)	20 showed up
Random Reads (May)	3 registered	3 participated
Tweens Cooking Program (5/4)	9 registered	7 showed up
One Up Video Game Night (5/5)	6 registered	15 participated
Teen Take & Make Craft: Book Page Flowers (5/10)	N/A	18 kits taken
Family Game Night (5/11)	N/A	4 participated
Teen Instagram: 429 followers	19 posts (past 30 days)	73 interactions (past 30 days)

In Detail (as of 5/15/2023):

- **Video Game Nights**

The after-hours video game nights are gaining traction, we'll have one more in June before breaking for the summer but I did book One Up Games to come back for 8 programs for next school year. My goal is to reach out to local pizza restaurants to see if they'll donate/sell at a discount to us so I can provide food to hopefully entice more teens to join game night.

- **Paint Night**

The tweens, teens & their family paint night was a hit! We had a full program and an almost full waitlist. Everyone that signed up showed up too. Kate ran a great program and I had a lot of participants asking when the next paint night would be. I'll definitely book Kate again and will look in to other options to offer similar tweens, teens and family programs.

- **Book Clubs**

There has been a decline in attendance for both the (Not So) Young Adult and the First Bites book clubs since the weather has gotten nicer. First Bites will have its last meeting in May and (Not So) Young Adult will meet in June before breaking for the summer. I might look in to moving the YA book club from Sunday morning to a weeknight to see if we can pick up more participants.

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

This is still a successful passive program. I'm going to see what I can do to expand on passive programs for next school year – maybe a choose your own adventure type story collaboration.

Respectfully submitted,

Susan Elbag, Teen Librarian

Trustee Report
Adult Services Department
May 2023

Spring has felt busier than ever at the Library! Between executing programs and planning for summer reading and beyond, it has been quite a busy time for Adult Services.

Our book clubs have been growing and we are looking forward to the new evening group starting in June. The Tuesday morning book club has steady participation with new faces every month, and some worthwhile discussions taking place that feel enriching to everyone present. Due to the success of this group and general demand from patrons for a group to meet in the evening, we will kick off the new Armchair Travel book club on Wednesday June 14th at 6:30 pm. I have curated a year's worth of reading selections for us to tackle and I think it will be a great way to supplement Mystery Travel Kits while we take a break for the summer and fall.

Another recent successful set of programs has been with local banking institutions. We hosted Estate Planning with Edward Jones in April and Preventing Frauds and Scams with Leominster Credit Union earlier this month. Both were beneficial for our patrons and our partnership with financial institutions in town is something I think we should continue to foster in the future. These sessions are usually free and from reputable sources; an easily justifiable program series for us to offer regularly.

Upcoming programming for late May and early June is fairly sparse. Beyond book club meetings and the June music concert we will have an evening lecture on cemetery art and history - "Welcome to the Graveyard!" - with the Graveyard Girls on Wednesday May 24th, and Caregivers Overview of Medicare and Health Plan Options with Blue Cross Blue Shield of Massachusetts on Thursday June 8th.

Looking even farther ahead, I have dedicated some time recently to booking the next six music concerts in our inaugural year of The Lunenburg Public Library Monthly Music Series, supported by North End Subaru. We have the following concerts already booked as part of this series:

- Saturday June 10th at 1:00 pm – *Crowes Pasture*, a folk duo <https://crowespastureduo.com/home>
- Thursday July 20th at 6:30 pm – *The Songs and their Stories with Rich Araldi*, solo vibraphone performance <http://www.richaraldimusic.com/library-programs.html>
- Wednesday August 23rd at 6:30 pm – *Hungrytown*, an Americana duo <https://hungrytown.net/home>
- Wednesday September 27th at 6:30 pm – *Stephen Page*, jazz piano <http://stephenpagepiano.com/>
- Friday October 20th at 6:00 pm – Paul Luria, 20's jazz trio/quartet? The exact details are still being worked out, but definitely Paul and Paula Luria returning for another show
- Wednesday November 29th at 6:30 pm – Amy Kucharik, will bring a standup bassist and washboard player to do original songs and 30's jazz covers <http://www.amykucharik.com/>

Respectfully submitted,
Lydia Gravell

MAY 2023 Youth Services Area Trustee Report

APRIL STATS:

ACTIVITY	NUMBER	PARTICIPANTS
Preschool "Little Listeners" Story Time	3	(62 Child/ 49 Adult)
Pre-K StoryTime	3	(66 Child/ 39 Adult)
LPL Kids Book Club	1	(12 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	(30 child/ 17 adult)
Legos at the Library	1	(10 child/ 7 adult)
S T E M with Chris	1	(15 Child/ 5 Adult)
S T E M with Rebecca	2	(15 Child/ 6 Adult)
Gardening with Robin- The Peas are Planted!	1	(25 child/ 12 adult)
Zumbini with Julie Q	2	(30 child/ 22 adult)

Crafternoon	2	(13 child/ 13 adults)
Nature Scavenger Hunt	1	20 participants

APRIL Highlights:

- **LPL Kids Book Club, April 11th** - Monthly meetings with kids ages 9-11. This month we read History Smashers- Plaques and Pandemics by Kate Messner. Many of the kids liked the "ick" factor with this one.
- **"Let's Make a ..."** Drop In Craft, April 6th - Monthly drop in craft for kids of all ages. This month the kids made springtime/Easter cards to share with their families
- **Legos at the Library, April 18th**- Kids of all ages meet in the Story Craft to build with legos. This month the kids were challenged with creating/demonstrating kinetic energy with their Lego structures.
- **S T E M with Chris, April 1st**- S T E M Coding Robotics Program with Chris

In this program the kids explored robotics! They learned about and used the mBot robot.

- **S T E M with Rebecca, April 8 & 22nd** - In our first class with Rebecca the kids got to take a closer look at DNA – the molecule that makes you...you! They explored what DNA is and why it's important, and then each student had an opportunity to use common household products to extract DNA from a strawberry. They ended the workshop with a creative DNA-themed craft that the students could take home!

On April 22nd- the kids learned about ecosystems- what ecosystems are, what types of things live there, and food webs. At the end of the workshop – everyone made their own "tabletop ecosystem" to take home, complete with a roly poly bug!!

- **Zumbini with Julie Quirk, April 5th & 12th** This popular music and movement class with Julie Quirk from Studio Q in Fitchburg came back to do another series of classes with our patrons. This is the end of this program for this session- hopefully we can bring Julie back in the fall!
- **Gardening with Robin, April 12th**- Robin Venezia stopped by to discuss the pollinator garden with the kids and then we planted a bunch of the seed bombs that we had created. We also planted peas in our raised bed garden. The kids love gardening with Robin and they are frequent visitors to our Children's Garden when they come for story times.
- **Spring Break Week: Legos with Kinetic Energy demos**

Nature Scavenger Hunt- 20 cards were given out for this fun outdoor hunt

Family Crafternoon- 2 sessions where the participants got to create recycled robots!

APRIL SCAVENGER HUNT- The kids were on the lookout for all the Easter Eggs the Easter Bunny lost throughout the Children's Area!

UPCOMING EVENTS FOR MAY:

- May 1-22nd - "Little Listeners Storytime" for infants-preschoolers
- May 3-17th - "Pre-K Storytime" for 4-5 yr olds
- May 1st- Book in a Bag Kits
- May 1st- Popcorn and a Book Kits
- May 6th- S T E M with Chris - 2nd Program with Robotics with mBots
- May 9th - LPL Kids Book Club
- May 11th- Drop-In Craft "Let's Make A ..." Mother Day Bath Salts
- May 13th - S T E M with Rebecca- Discovering Density: Make your own lava lamps

Respectfully submitted,

Debbie Laffond, Children's Services Librarian