



Lunenburg Public Library

Trustees of Lunenburg Public Library, Meeting minutes June 15, 2023

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

The LPLBT meeting was called to order at 6:48 p.m. by Chairperson Harry Kubetz.

Public Comment

- Laura mentioned the BOS meeting. Dave Blatt from the Green Communities Task Force commented on the HVAC system and generator backup and said he may be able to assist in getting state grant money for replacement costs.
- Muir and Harry attended the BOS meeting and gave a presentation for the library proposal for ARPA funds. It was well-received overall. The teen room renovation and memorial garden received a positive response.

Welcome to our newly-elected trustee Jana-Lee Balish

- The BOT went around the table and introduced ourselves and welcomed Jana to the board.

Board and Sub-Committee Reorg

- The same slate of current officers was nominated and unanimously voted in. Harry as Chair, Dick as Vice-Chair, Bob as Secretary.
- The Subcommittees were decided as follows:
 - Budget: Laura, Dick, Jana
 - Friends Endowment: Harry, Bob
 - Personnel: Harry, Maia, Jana
 - Policy: Bob, Dick, Laura
 - Invested Funds: Harry, Dick, Donna
- Dick volunteered to represent the BOT on the town Master Plan Committee.

Agenda Items

- **Approval of Minutes**
 - Harry made a motion to accept the minutes of May 18, 2023 as amended, seconded by Dick. The motion passed unanimously.
- **Director's Report**
 - The FY23 budget is 83% expended and we are 100% through the fiscal year. We have a surplus in the staff salary line. We've had a full year of one position being vacant. The surplus will be transferred to another budget line. There are some more gas and electric bills to pay and we have some petty cash to reimburse. There will be some materials costs coming up also.
 - The FY24 budget of \$539k was approved at town meeting.
 - Robin and Lydia have had a significant number of volunteers helping to plant and water the pocket pollinator garden. Harry asked about maintenance funding for the grounds and whether we have any money in this year's budget to pay Robin. Muir said there is no mechanism for something like that.
 - Bob Erving helped to plant two Eastern Redbuds in honor of Lydia's husband John.
 - The final approval of the Assistant Director and expanded Digital Services position should be in July.
 - Muir has met with a number of partners in the last few weeks, including MBLC about the LSTA grant, Literacy Volunteers for a conversation circle for beginning English speakers, and Angela Clement, the recreation director.
 - Lydia reworked the Library of Things display to make it easier to see what's available.
 - A number of digital resources will be added at the end of the year. Donna asked if these were accessible at the library only. Muir said that the Ancestry database must be used at the library. The others will be accessible remotely.

- The User's Council for CWMARS will be next Tuesday.
 - The summer reading kick-off will be on June 21st with the return of the Eyes on Owls program.
 - The first performance of the monthly music series was on Saturday June 10th with Crowes Pasture and had 27 attendees.
 - The new bookshelf display of the book discussion group selections has been very successful and has boosted circulation of these titles.
 - The Community room will be painted by the end of June. The window cleaning should be done after July 1st.
 - Jean Proctor has been working on the Memorial Garden and the Pocket Pollinator garden already has some blooms.
 - There has been a problem with the HVAC roof unit over the Children's areas and replacement parts are not available. Muir is working on a temporary solution.
 - The phone issues have been ongoing but the lines are now clear. Verizon replaced some wiring coming into the library.
- **Library Invested Funds Update**
 - We have received our first statement from Edward Jones. We have a balance of \$89.5k.
 - Although they are still named as town funds and we have to go through the town to make changes, the library has the control over the funds that we were seeking.
 - Donna asked about the division of funds and what the fees were.
- **Library Sign Update**
 - Wass-Arthur came out and took some measurements and photos. They gave Muir a quick mock-up.
 - They suggested some lighting on the edges of the letters.
 - Harry pointed out that smaller letters could be raised up.
- **Proctor Memorial Garden and Pocket Pollinator Update**
 - Jean has granite blocks to donate for seating.
 - They are looking for pumps for the water feature.
 - The mulch has been redone.
- **Friends of LPL Update**
 - The annual meeting is on July 29th at 9 am.
 - A new membership form was decided upon.
 - The June book sale brought in a little over \$1900. We did very well on the pre-sale.
 - The Friends have received \$2360 in membership dues.
- **Board Comments**
 - Harry gave a quick update on the library ARPA fund request. The proposal was submitted and all is well.
 - Donna asked about the library participating in some way in the voter registration day on Sept. 19th. Muir said we hadn't in the past.
 - Harry noted that we will not be meeting in July and August.
- **Adjourn**
 - Motion to adjourn by Dick. Seconded by Harry. Meeting was adjourned at 8:55 p.m.
- **Attached Documents**
 - June 15, 2023 Agenda
 - June 2023 Director's Report
 - June 2023 Teen Services Report
 - June 2023 Adult Services Report
 - June 2023 Youth Services Report



Lunenburg Public Library

AGENDA

Lunenburg Public Library Board of Trustees

Thursday June 15, 2023 6:45 p.m.

Lunenburg Public Library

(in-person meeting)

- Public Comment
- A welcome to our newly-elected trustee Jana-Lee Balish
- Board and Sub-Committee Reorg
- Agenda Items
 - Approval of Minutes of May 18, 2023
 - Director's Report
 - FY 2023 Budget Update
 - FY 2024 Budget Update
 - Staff Update
 - Programs Update
 - Technology Update
 - Building & Maintenance Update
 - Library Invested Funds Update
 - Library Sign Update
 - Proctor Memorial Garden and Pocket Pollinator Update
 - 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	\$ 76,105	94%
ASST LIBRARY DIRECTOR SALARY	\$ 51,611	\$ 49,447	96%
LIBRARY STAFF SALARIES	\$ 211,119	\$ 170,851	81%
BLDG REPAIRS & MTC	\$ -		
SEWERAGE DISPOSAL	\$ 1,000	\$ 547	55%
ELECTRICITY CHARGES	\$ 22,500	\$ 19,429	86%
HEATING CHARGES/NATURAL GAS	\$ 18,500	\$ 12,696	69%
WATER CHARGES	\$ 800	\$ 684	86%
NETWORK MAINTENANCE	\$ 500	\$ 219	44%
BOOK SERVICE	\$ 4,500	\$ 3,294	73%
PROGRAMS	\$ 8,000	\$ 7,765	97%
CONTRACTED SERVICES	\$ 2,500	\$ 400	16%
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	\$ 53,452	70%
MILEAGE REIMBURSEMENT	\$ 900	\$ 491	55%
<u>TOTALS</u>	\$ 503,956	\$ 418,027	83%

June is 12 out of 12 (100%)

■ FY24 Budget Update

No updates.

■ Staff

Robin and Lydia, and a significant number of volunteers have been working hard to plant out and water in the Pocket Pollinator Garden, including two hands on workshops in May. Bob Erving helped to plant the two Eastern Redbuds in honor of Lydia's husband, John. Thanks for all of this to these generous people, especially Robin and Lydia!

I anticipate having final approval on Assistant Director and the expanded Digital Services and Outreach Coordinator positions at the conclusion of the clerical union's negotiations with the town.

I've met a number of partners of the last few weeks, including Shelley Quezada of MBLC about our LSTA grant; Zwanieke Visser of Literacy Volunteers to organize a conversation circle for Lunenburg this summer for beginning English Speakers; Meredith Weiss of the schools ESL program to help share information about the conversation circle and other resources; Angela Clement, the Recreation



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

Director; Gail and I continue to work on outreach targets to help spread the word about the Concert Series.

Lydia reworked the Library of Things display and agreements to ease some of the friction that slows down the circulation process. The display itself makes what's available a little more clear, and makes some more space for a few of the items we anticipate adding soon.

We'll be adding a number of digital resources at the end of the year, including Monsido's website scanning platform, Miss Humblebee's Academy, Udemy, National Geographic Kids, and hopefully Consumer Reports digital version. We'll be adding Ancestry's newspaper database, and I've mentioned the launch of Freegal in the past (July 1). Freegal training at our staff meeting next week.

ARPA request presentation was made to the Selectboard on 5-13-23. User's Council for CWMARS will be next Tuesday.

■ Programs

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.

Other SRP highlights: Earth Friendly Gardening (with Tower Hill) on 6/27, Ed the Wizard 6/28, Aldrich Astronomical Society's programs 6/29 and 8/1 (including exhibit), Safe Animal Handling and Careers with Animals on 7/25, Battlebots on 7/26, and metalsmithing bookmarks for teens on 7/11.

First performance of The Lunenburg Public Library Monthly Music Series, supported by North End Subaru was be Saturday, June 10th at 1pm with Crowes Pasture. 27 attendees on a Saturday afternoon.

The new bookshelf display of the book discussion group selections continues to prove very successful near the front desk, so we'll be adding a similar display in the Children's Area.

■ Building & Maintenance

The community room should be painted a new color by the end of June. I anticipate window cleaning to be one of the first maintenance projects after the new fiscal year begins. Jean Proctor and company have been working to get the Memorial Garden spruced up before Summer Reading, and the Pocket Pollinator Garden has already been giving us some lovely blooms.

■ Technology

We've been having phone issues. The anticipated replacement of phone systems in the town, can't be soon enough. Printing from chromeboxes has been resetting and losing saved printers, so we may need to invest in a Google Management license.

June 2023 Teen Services Trustee Report

Overview:

Activity	Number	Engagements
Tween Craft: Kokedama Plant (5/16)	13 registered	15 participated
First Bites Book Club (5/17)	1 registered	1 showed up
Tweens Cooking Program (5/18)	8 registered	6 showed up
(Not So) Young Adult Book Club (5/21)	2 registered	6 participated
Tweens Cooking Program (5/25)	8 registered	6 showed up
Tweens Craft: Watercolor Crayons (5/31)	8 registered	7 showed up
Teen Craft: Rainbow Suncatcher (6/1)	2 registered	4 participated
Teen Instagram: 435 followers	15 posts (past 30 days)	21 interactions (past 30 days)

In Detail (as of 6/7/2023):

- **Teen Room Summer Project**

This summer, I'll be taking advantage of the Teen Room being fairly quiet to make some big changes to the YA collection! After chatting with teens and watching how patrons browse YA Fiction, I've decided to make things easier for teens to find books to read, that we should organize YA fiction by genre (see:

<https://dontyoushushme.com/2018/11/08/10-steps-to-genre-fy-your-library/>).

While working on this, I will also take a look at circulation data and weed appropriate titles. The goal is to have this project completed before school starts up again. There will most likely be adjustments needed after I've been able to see how patrons interact with the genres but this first setup will be a good starting point. Call numbers will not be changing, but genre stickers will be added onto the spines of each book, then we will update the shelving location to reflect which genre a title is located in.

- **Gearing up for Summer Reading**

Given the increase in tweens and teens that participated in our 2022 Summer Reading Challenge, I have more than doubled the number of prizes that will be given away. I am hoping that with more winners, that participation will increase as well and that may be the needed connection to encourage teens to participate in teen programs throughout the school year.

- **Book Clubs**

We will continue to offer book clubs next year, Debbie and I are working on changing the format of the First Bites Book Club into something that might be more appealing. The goal is to have me run a book club at the same time as Debbie's current LPL Kids Book Club so that older siblings could attend a Middle Grade/YA book club run by me while younger siblings attend Debbie's book club.

Respectfully submitted,

Susan Elbag, Teen Librarian

Trustee Report
Adult Services Department
June 2023

We are currently enjoying a relatively calm period before summer reading kicks off next week at the library. The perfect opportunity to put the finishing touches on what will hopefully be our best year yet!

For adults, we have a reading challenge available on Beanstack running from June 25th through August 5th. Participants can log the time they spend reading and complete activities to earn tickets that can be entered into raffle prizes. Most of our prizes this year have been generously donated by local businesses at no cost to us. We are most appreciative of their donations! Prizes include \$25 gift cards to four area establishments: Bad Larry's Bar and Grille, Lakeview Nursery, Cherry Hill Ice Cream, and Smokestack Roasters Coffeehouse.

Programming in the summer is fairly sparse, due in part to the historically low attendance at this time of year, but we will still offer a variety of topics and formats to meet as many interests as possible. In July we have two virtual author talks on the 13th and the 19th, a concert with Rich Araldi on the 20th, and a vision board workshop on the 25th. Rounding out the summer in August we will have a virtual lecture on the 16th, the summer puzzle swap on the 19th, and a concert with folk duo Hungrytown on the 23rd.

We have already seen attendance start to wind down in the past few weeks with 22 attendees at the Welcome to the Graveyard lecture on May 24th, 1 participant at the Medicare presentation on June 8th, and 27 people came to listen to Crowes Pasture on June 10th. Once the weather becomes nice again we start competing with several other opportunities in town and our surrounding areas. So even though these numbers are not discouraging, they are indicative of the seasonal turn in attendance.

In addition to these events we will be hosting our book clubs, with the exception of the July meeting of the Tuesday morning book club due to the Independence Day holiday, throughout the summer. I am optimistically looking forward to how the new evening book club progresses after seeing the interest in it from patrons at the front desk. There have also been requests for more book clubs in addition to these, and I have some ideas from patrons about what could be successful. I just need more time to squeeze them all in! But it is reassuring to know our patrons have been responding positively to the clubs we recently started.

Overall, we are enthusiastic about the upcoming summer reading program and look forward to the new experiences we can give our patrons at the library as the fiscal year also begins in July!
Respectfully submitted,
Lydia Gravel

June 2023 Youth Services Area Trustee Report

MAY STATS:

ACTIVITY	NUMBER	PARTICIPANTS
Preschool "Little Listeners" Story Time	4	172 (101 Child/ 71Adult)
Pre-K StoryTime	3	133 (80 Child/ 53 Adult)
LPL Kids Book Club	1	16 (14 Child/ 2 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	57 (35 child/ 22 adult)
Legos at the Library	1	14 (9 child/ 5 adult)
S T E M with Chris	1	15 (10 Child/ 5 Adult)
S T E M with Rebecca	2	16 (10 Child/ 6 Adult)

MAY Highlights:

May marked the end of another year of story times. We had a great year with lots of eager participation! Another year where new stories were shared, new skills were learned, and new friendships were formed!

- S T E M with Chris, May 6th- S T E M Coding Robotics Program with Chris. In this fun workshop the kids explored robotics! They learned about and used the mBot robot.

- They discussed how robots can be programmed and use their sensors to navigate the world.
- LPL Kids Book Club, May 9th- We finished our LPL Kids Book Club meetings in May by reading an action/adventure book called Float by Laura Martin. With lots of action, great dialogue, and plenty of humor, this book became the kids' favorite book of the year! Nice to end our meetings on a high note! As a finale event, we went out on the patio to make steppingstones for our new pollinator garden. Thanks to Rich Mills who helped out by making the cement.
- "Let's Make a ..." Drop-In Craft, May 11th Monthly drop in craft for kids of all ages. This month the kids made Mother's Day Bath Salts- thanks for the nifty containers, Harry!
- S T E M with Rebecca, May 13th- Students had the opportunity to learn what density is and how it changes the interactions between various liquids. Participants then got to see these changes in action as they created their very own lava lamp!
- Legos at the Library, May 16th - Kids of all ages meet in the Story Craft to build with Legos. This month the kids were challenged with building bridges to get across the river to the ice cream shop- very focused building ;)
- MAY SCAVENGER HUNT- The kids had to find all the robot parts- then create one!



UPCOMING EVENTS FOR JUNE:

- June 20th-Summer Reading Registration begins!
- June 21st - "Eyes on Owls" SRP Kick-Off Event
- June 22nd- "Make Your Own Comet" with Aldrich Astronomical Society
- June 26th- "Make it Monday" begins with a recycled water bottle craft
- June 28th - "Ed the Wizard Alchemy Laboratory" program
- June 29th - "Liftoff to Learning" with Aldrich Astronomical Society

Respectfully submitted,

Debbie Laffond, Children's Services Librarian