



Lunenburg Public Library

Trustees of Lunenburg Public Library, Meeting minutes October 19, 2023

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

The LPLBT meeting was called to order at 6:50 p.m. by Chairperson Harry Kubetz.

Public Comment

- No public comment.

Agenda Items

- **Approval of Minutes**
 - Donna made a motion to accept the minutes of September 21, 2023 as amended, seconded by Laura. The motion passed unanimously.
- **Director's Report**
 - The FY23 budget is still open. October is month four and the FY24 budget is 33% expended.
 - Some budget increases have been in heating charges, office supplies and library materials. The CWMARS Network cost has increased over the last few years due to the town population increase. Library materials are a little higher than usual due to the many digital resources that have been added.
 - The Assistant DA in Fitchburg contacted the library regarding the break-in last May. There has been an arrest and the library has been offered \$1k in restitution.
 - The final LSTA report has been submitted and the application process for the next cycle of funding has been started.
 - There was an alleged bullying incident at the library in September and the staff had to make some changes in where the teens are allowed to congregate.
 - On Tuesday last week it was reported that a patron was viewing pornography on a personal laptop. Muir talked to the patron and reiterated the library policy.
 - The next User's Council meeting will be held on November 4th.
 - A 'small works' exhibit will be installed for an opening on November 18th and will be in place until January.
 - The library book sale will be held on November 3rd and 4th.
 - Work is underway to upgrade the security camera system. There are currently 16 cameras running on two different systems; 7 on the newer system. Muir would like to replace the older cameras and integrate them into the newer system. He received a quote for \$4k - \$40k for this. He also received a quote for \$80k to install 24 cameras.
 - Muir has emailed the IT dept. head and will follow up with the Town Manager regarding the backlog of IT issues in the library. They are beginning to adversely affect library services.
- **Library Invested Funds Update**
 - The balance is currently at \$88.9k which is down a bit.
- **Library Sign Update**
 - Muir talked to Tony and had a meeting scheduled. Tony will send an updated drawing and a cost estimate.
 - The next step is to get some sample letters to see on the building.
- **Proctor Memorial Garden and Pocket Pollinator Update**
 - Muir talked to Jean Proctor and let her know that we will be receiving ARPA funds for the Memorial Garden.
- **Director's Evaluation Plan/Timing**
 - Harry sent out the blank evaluation forms.

- Forms should be filled out before our November meeting and the review should be ready for the December meeting.
- **Friends of LPL Update**
 - The book sale will be held on November 3rd and 4th.
 - There was some discussion about volunteers for the book sale and about reviving the bake sale but there are currently no concrete plans for the bake sale.
- **Board Comments**
 - Dick let us know that the Master Plan Committee will be holding a public forum at Smokestack Roasters on November 2nd at 6:30 PM.
- **Adjourn**
 - Motion to adjourn by Dick. Seconded by Donna. Meeting was adjourned at 9:02 p.m.
- **Attached Documents**
 - October 19, 2023 Agenda
 - October 2023 Director's Report
 - October 2023 Teen Services Report
 - October 2023 Adult Services Report
 - October 2023 Youth Services Report



Lunenburg Public Library

AGENDA

Lunenburg Public Library Board of Trustees
Thursday October 19, 2023 6:45 p.m.
Lunenburg Public Library
(in-person meeting)

- Public Comment
- Agenda Items
 - Approval of Minutes of Sept 21, 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
 - ARPA Update
 - Director's Evaluation Update
 - Friends Update
 - Board Comments
 - Other
- Adjourn



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

■ Financials

	<u>FY24 Budget</u>	<u>Budget Expended</u>	<u>% Expended</u>
LIBRARY DIRECTOR SALARY	\$ 85,590	\$ 24,689	29%
ASST LIBRARY DIRECTOR SA	\$ 60,486	\$ 15,136	25%
LIBRARY STAFF SALARIES	\$ 218,674	\$ 51,240	23%
BLDG REPAIRS & MTC	\$ -		
SEWERAGE DISPOSAL	\$ 1,000	\$ 273	27%
ELECTRICITY CHARGES	\$ 22,500	\$ 1,912	8%
HEATING CHARGES/NATUR	\$ 18,500	\$ 1,054	6%
WATER CHARGES	\$ 1,000	\$ 258	26%
NETWORK MAINTENANCE	\$ 500	\$ 40	8%
BOOK SERVICE	\$ 4,500	\$ 3,294	73%
PROGRAMS	\$ 11,000	\$ 4,158	38%
CONTRACTED SERVICES	\$ 2,500	\$ 400	16%
CWMARS NETWORK	\$ 19,880	\$ 19,880	100%
POSTAGE	\$ 900	\$ 198	22%
OFFICE SUPPLIES	\$ 6,000	\$ 1,435	24%
CUSTODIAL SUPPLIES	\$ 300	\$ -	0%
LIBRARY MATERIAL	\$ 85,500	\$ 36,057	42%
MILEAGE REIMBURSEMENT	\$ 900	\$ 83	9%
<u>TOTALS</u>	\$ 539,730	\$ 160,108	30%

October is 4 out of 12 (33%)

■ Staff

Our final LSTA report has been submitted, and I plan to submit a letter of intent to apply again for funding for the next cycle. Joslyn contributed much of the writing for the report, and this help was exemplary. The letter of intent is not a commitment, and it keeps the door open for us to apply if we so choose. The letter will be due in December. Final application deadline would be late spring 2025.

Staff have been incredible stepping up to help cover my absence. Lydia has gone above and beyond, but all of the staff deserve high praise. Marabeth, Sherri, and Joslyn staying late and working extra hours. Debbie holding things together while Lydia was out sick for a few days. Susan working hard to curb the teen behavior issues. The Friends bought staff lunch as a thank you for their hard work on Wednesday October 18.

Lydia, Susan and I registered for Library De-escalation training on Oct 18, we will have access to recordings and additional learning material that we can share with the staff, if it proves helpful. I have also begun a Library Project Management training that runs over the course of 4 weeks. I anticipate several staff members will participate in a "Creating Safer Libraries" training opportunity

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LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

in late November, and that they will share with the rest of staff any useful information for our procedures.

User's Council will next meet Nov 14. Discussion will include a proposal to increase fiber connection speeds without increasing the cost in the annual membership assessment.

■ Programs

Our Small Works Exhibit will be installed for an opening on November 18. The exhibit will be displayed until early January. The book sale will be November 3rd and 4th. Friday will be a Friends-member preview session, and Saturday the regular book sale.

Debbie has adjusted her storytimes to better accommodate the Early Learning Center group, and the sensory-focused group. Teen video game night(14), the UFO program (50+), and Joslyn's craft programs have been very successful. Lydia's temporarily cancelled her Craft labs with lower interest so she can better accommodate tasks while I am working through FMLA time.

We have also set up a number of tax-free accounts with vendors (Walmart, Dollar General, Michaels) to help source programming supplies. We have a procedure to use petty cash to help programming staff avoid using their personal funds to pay for materials that will be used for library programs.

■ Building & Maintenance

I have asked Chris Ruth to have the library windows washed, inside and out. As of Oct 17, he wants one more quote before he orders the work. The cooling unit repairs are still going on, as the technician from Royal Steam became ill and this has delayed the work. Chris and discussed the plan to move the HVAC up to a year or so out on the capital plan.

The Renovation and Exterior maintenance (ARPA funding) are waiting with the architect. He is on vacation this week, and they had been looking for a spec writer for the projects. Chris Ruth plans to ask him to put the specifications on the blueprints instead. I shared the thoughts expressed at our last meeting and asked for feedback.

The security camera quote to install 24 Verkada cameras is over \$80,000. We only have 16 cameras in operation now, and before our last meeting met with Dan to provide better information about placements that might reduce the number of cameras while more efficiently covering the facility. I reached out to Millennium Alarm for a quote to replace our old cameras, and will share that with IT when I receive it.

■ Technology

The town has migrated to a new version of the MUNIS financial software that is cloud-based and called Enterprise ERP. The migration was completed in early October and finances are being managed through the new system.



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

Phone system update from TM: "Library: Friday, October 27th starting at 9 AM Valley would deploy phones within the Library and for a period of time that building would not receive or be able to send calls. The system would be working later that morning."

IT department work since last meeting: two more thin clients replacements installed, but they do not have Office or printers installed.

Trustee Report
Adult Services Department
October 2023

September has had some great successes, along with a few programming surprises that we are still assessing and learning from.

A few major outstanding programs we have hosted recently include:

- The UFO talk with Ronny LeBlanc on September 20th which brought over 50 people to the library, many of whom were first time visitors!
- The hiking skills workshop with North County Land Trust on September 24th that had 10 people learn valuable safety information before their beginner hikes. Everyone was happy with the program and I had exclusively positive feedback about the presenter.
- Our latest partnership with Eagle House on a monthly spice club saw 8 attendees sharing recipes, cooking tips, and forging new friendships over a shared love of food at our first meeting on October 2nd
- A six-week exercise series started on October 11th for 16 participants. We have a full waitlist to fill in the space with some new faces next week, and will definitely have Niki back to do more for us in the future. I think the overwhelming response to this class tells me that movement and exercise classes fill a need we were not aware of in our community, and we can do more to meet it in the future.

Some recent program surprises include:

- Disappointing attendance numbers for the evening book club persisting. We are stuck at 3 people attending every month and cannot seem to generate any more interest through marketing. I am assessing if the book club theme might be a contributing factor, but for now we will continue through the planned meetings and make changes in 2024 if needed.
- The need to continually cancel our craft lab workshops. The last two months were canceled due to low registration numbers; averaging 5 people per session. Whereas past years I would have 15-20 people per class, there has been a dramatic drop-off since I reintroduced the classes in September. For now, especially with the additional temporary tasks I need to focus on, these classes will no longer be offered in the future. I may have some sporadically throughout the year, but it is too much work for me to create the sessions without seeing justifiable return in attendance numbers.

Looking ahead, here are some upcoming October and November events at the Library:

- There are two Halloween themed programs happening late October for adults: there will be a lecture on the legends and lore that inspired the monsters in the hit TV show *Stranger Things* on October 18th and a gothic ghost tale "seance" program with actress Rita Parisi on October 25th
- Rounding out the month will be the fall puzzle swap on October 28th

October 2023 Teen Services Trustee Report

Overview:

Activity	Number	Engagements
(Not So) Young Adult Book Club (9/17)	2 registered	4 participated
Tweens Virtual Cooking (10/5)	8 registered	5 participated
Drop-In Teen Craft: Coffins (10/6)	N/A	7 participated
A New Chapter Book Club (10/11)	4 registered	5 participated
Tweens Virtual Cooking (10/12)	8 registered	6 participated
Teen Instagram: 457 followers	19 posts (past 30 days)	

In Detail (as of 10/12/2023):

- **Teen Room Genre Project**

Marabeth and I are about half way through labeling each YA Fiction book with the appropriate genre sticker(s). As sections are set up, we'll also be changing the shelving location from YA Fiction to YA [Genre]. All new books being added to the collection are getting a genre sticker before being cataloged.

- **After-School Teen Behavior**

Starting on October 10th, we changed the areas of the library that tweens and teens are allowed to hang out in after school. This comes from having to remind kids (usually the same ones) daily about no food or drinks (other than water) being allowed in carpeted areas of the library and constantly having to ask them to lower their volume. This also focuses the tweens and teens to areas that are typically staffed to more easily monitor behavior. A week later, this change seems to have worked well and teens have understood why the privilege has been lost. We are still asking kids to leave for the day if they continue to break library use policies after one warning. I make sure they know they can try again the next day with a clean slate. This week I've noticed teens reminding their classmates to not yell or roughhouse in the library.

- **New Middle School Book Club**

The first official meeting of the new middle school book club met on the 11th. Three 5th graders and two 6th graders showed up. Four of the five tweens had read the book and we had a lively discussion about it. The tweens were engaged and active without me having to prompt them to talk about the book. Three of them said they planned to read the next book in the series and all five said they were looking forward to our next meeting. Most of these tweens were regulars at Debbie's book club that have aged out so this new book club allows them to step into reading new books and continuing to participate in a library book club.

Respectfully submitted,

Susan Elbag, Teen Librarian

October 2023 Youth Services Area Trustee Report

SEPTEMBER STATS:

ACTIVITY	NUMBER	PARTICIPANTS
BOOK IN A BAG KITS	12	6
POPCORN AND A BOOK KITS	12	8
FOOD EXPLORERS: SUPER SNACKS COOKING PROGRAM	2	24
LPL KIDS BOOK CLUB	1	5/1
PRESCHOOL STORY TIME- SONGTIME FUN WITH UKULELE J	1	20/17
PRESCHOOL STORY TIME	1	21/17
STORYTIME WITH ELC	1	8/3
PRE-K STORY TIME	2	22/11
CRIME LAB WITH MAD SCIENCE	1	9/1
DROP-IN CRAFT: SOCK PUPPETS	1	7
T H E S VISITS	3	30

HIGHLIGHTS FOR SEPTEMBER

- Story times have started for this school year. We are offering 2 story times on Monday mornings: one @ 10:00 to include kids and teacher from the Early learning Center and another story time at 11:00 for kids ages 0-4. The teachers from the ELC asked if we could have a special story time for them as they felt that the all-inclusive story time was overstimulating for their young learners. I offered them a Monday morning time slot @ 10 and explained that it would not be advertised but would be open to anyone who would like to join us. We also offer another

- story time on Wednesday mornings @ 10:00 and it is a sensory story time to meet the needs of our neuro-divergent kids and families.
- As part of our S T E M grant we had a program with Mad Science called "Crime Lab" The kids got a chance to "Analyze clues and get hot on the trail of a crime suspect in our Mad Science Crime Lab". Children experimented with chromatography and learned how to analyze different liquids and scents. They could then continue the fun at home with their very own Spynoculars.
- Also using grant funds, we also offered 2 cooking programs with Food Explorers called Super Snacks. The kids learned how to make two recipes: Taco Pizzas and Red Velvet Truffles. Well done program that the kids really enjoyed!
- Joslyn held her first program which was a drop-in afternoon program for the kids to make sock puppets. She did a great job with all aspects of this program and again, fun was had by all!
- Kerry Roder, a 5th grade teacher from Turkey Hill Elementary School, asked if we could host a group of 5th graders who were not able to attend the Nature's Classroom trip- absolutely! Tuesday, Wednesday and Thursday afternoon 2 teachers and 8 kids arrived to spend an hour and a half at the library. Here's what we did:

Tuesday: Clay Impressions Nature Craft- Scout around library property and woods behind for nature items. Bring back to the library and make impressions of your finds. Allow to air-dry overnight and then add color on Wednesday

Wednesday: Add color to clay impressions Then- Lego Boat Challenge: Build a watertight Lego boat (not as easy as it seems) and then test (out on the patio) to see if 1. it floats & 2. how much cargo(pennies) it can hold

Thursday: Pringles Ring S T E M Challenge

The kids were great, and the teachers were thrilled! The kids were enthusiastic and happy to engage in the activities that I planned- whew!



They did it!!

UPCOMING EVENTS FOR OCTOBER:

- October 2nd - Book in a Bag & Popcorn and a Book Kits available
- October 5th- Spy Academy S T E M program
- October 2-30th - Preschool Storytime
- October 2-30th- Preschool Storytime 2.0- ELC, et al

- October 4-25th - Pre-K Story Time – Sensory StoryTime
- October 11th - LPL Kids Book Club
- October 5-26th- Tweens Cooking Program with Hannaford Dietician
- October 17th- Tweens Family Craft – Mummy Lanterns
- October 23rd- Halloween Witch Wreath Drop-In Craft
- October 24th- LEGOS at the Library
- October 30th- Annual Halloween Parade
- October 30th- Family Movie Night

Respectfully submitted,

Debbie Laffond, Children's Services Librarian



Sock Puppets with Miss Joslyn!