



Lunenburg Public Library

Trustees of Lunenburg Public Library, Meeting minutes November 16, 2023

Attending: Bob Conroy, Harry Kubetz, Dick Mailloux, Donna Saiia,

Muir Haman – Director LPL, Laura Boussom, Maia Wentrup, Jana-Lee Balish, Michael-Ray Jeffreys - BOS

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

Public Comment

- Michael-Ray said he was happy to be able to attend our meeting.

Agenda Items

- **Approval of Minutes**

- Dick made a motion to accept the minutes of October 19, 2023 as amended, seconded by Maia. The motion passed unanimously.
- Approval of executive session minutes from October 11th were deferred until our next meeting.

- **Director's Report**

- The FY23 budget is now closed out.
- FY24 budget is 32% expended. We are in month 5 of the fiscal year. Expenditures are a bit behind schedule because of staff vacancies. Expenses for materials, programs, office supplies, and library materials have been a bit lower this month.
- Muir and Lydia have implemented a new time-off request procedure to help prepare for Muir's leave.
- Muir attended the User's Council meeting on November 14th. There was discussion of a proposal to increase fiber connection speeds without raising costs. 91% of the libraries in the network no longer collect fines.
- There was a legislative hearing on H.3239, regarding access to electronic books. The expense for libraries is much more than consumer costs. Michael-Ray suggested Muir send a request to the BOS so they can send a notice of support for this.
- Susan will be leaving to take a position at the Worcester library. Muir has discussed library openings with the town HR director and three positions will be posted, including the assistant director.
- There are a lot of holiday programs coming up. The small works exhibit will be installed for an opening on November 18th. The estate planning program had a good response of 14 people. The children's programs this time of year have been very successful.
- Muir has made some good progress on the technology issues. He is still working on a second quote for a copier.
- New staff workstations have been installed. Five of the thin client replacement devices have been installed with four more to go.
- A capital request has been submitted for the replacement of the security cameras. Muir has quotes of \$80k for 24 cameras, \$40k for 12 cameras, \$35K for a lower tier of camera devices.
- Michael-Ray said to share the plan with him and he can help Muir fine tune it.
- Muir shared a breakdown of the requested annual budget:
 - The library is about 1.4% of the annual town budget. Approximately 1/3 of the \$601k budget is dedicated to fixed salary costs.
 - The clerical union staff contracts were just approved last Tuesday. The contract includes an 18-20% increase over 3 years, plus a 4-6% market adjustment.
 - Michael-Ray suggested breaking down the \$14k requested for building maintenance into more detail and coordinating the budgeting with the DPW head.
 - There is a request for an additional \$9k for programs, \$20k total. Muir said program costs have been increasing the last few years by almost 50%. Michael-Ray suggested Muir detail a comparison with previous years to justify the increase. Harry pointed out that programming is very important to the community and community involvement.

- The CWMARS Network membership assessment is increasing by \$3120 to \$23k.
 - Request for office supplies increased by 50%, from \$6k to \$12k. Michael-Ray suggested including a new line item, i.e. children's supplies. Harry said the Friends have been covering many of these costs, particularly supplies for the Children's programing.
 - Library Materials line item has a \$7500 increase, to \$93k.
 - Training and Professional development is a new line item. \$2k is requested. Michael-Ray said Muir should provide some specific examples with associated costs.
 - Technology purchase is a new line item. \$14k is requested. Michael-Ray said Muir needs to provide some justification for this.
 - Muir mentioned two possible future projects: Solar panels and EV charging. Michael-Ray said these is a possible solar project on the site of the former town dump. There are no current town plans for EV charging stations.
- **Library Invested Funds Update**
 - The funds have been pretty static.
 - Muir has stayed up to date with the reporting to the town.
- **Library Sign Update**
 - Muir showed a sample drawing. He got an estimate of \$6387 for the sign only.
 - We need to have some gooseneck lighting above the sign.
 - The general consensus was that the sign was too scrunched near the bottom of the space.
 - Maia said we should consider the entire outdoor entrance area for design.
 - Michael-Ray said we should consult with the Architecture Preservation District Commission to see if there are rules or guidelines we may need to conform to.
- **ARPA Update**
 - Michael-Ray recommends that we spend the money ASAP.
 - Harry said we want to make sure the funds are spent within the required time.
- **Director's Evaluation Plan/Timing**
 - All the individual evaluation forms have been completed and turned in.
 - The personnel committee will meet to compile them into a single form for final review.
- **Friends of LPL Update**
 - The book sale brought in about \$1500.
 - The revival of the bake sale is still being discussed.
- **Board Comments**
 - Dick noted that the monthly music series report was very well done.
 - Harry received some overdue notices in the mail. He said we should relook at the procedure for notifying patrons about overdue materials to possibly reduce postage expenses.
- **Adjourn**
 - Motion to adjourn by Dick. Seconded by Laura. Meeting was adjourned at 8:41 p.m.
- **Attached Documents**
 - November 16, 2023 Agenda
 - November 2023 Director's Report
 - November 2023 Teen Services Report
 - November 2023 Youth Services Report



Lunenburg Public Library

AGENDA

Lunenburg Public Library Board of Trustees
Thursday November 16, 2023 6:45 p.m.
Lunenburg Public Library
(in-person meeting)

- Public Comment
- Agenda Items
 - Approval of Minutes of October 11 & October 19, 2023
 - Director's Report
 - 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	\$ 31,273	37%
ASST LIBRARY DIRECTOR SA	\$ 60,486	\$ 19,382	32%
LIBRARY STAFF SALARIES	\$ 218,674	\$ 65,147	30%
BLDG REPAIRS & MTC	\$ -		
SEWERAGE DISPOSAL	\$ 1,000	\$ 273	27%
ELECTRICITY CHARGES	\$ 22,500	\$ 2,843	13%
HEATING CHARGES/NATUR	\$ 18,500	\$ 1,115	6%
WATER CHARGES	\$ 1,000	\$ 436	44%
NETWORK MAINTENANCE	\$ 500	\$ 80	16%
BOOK SERVICE	\$ 4,500	\$ 3,294	73%
PROGRAMS	\$ 11,000	\$ 4,158	38%
CONTRACTED SERVICES	\$ 2,500	\$ -	0%
CWMARS NETWORK	\$ 19,880	\$ 19,880	100%
POSTAGE	\$ 900	\$ 198	22%
OFFICE SUPPLIES	\$ 6,000	\$ 1,049	17%
CUSTODIAL SUPPLIES	\$ 300	\$ -	0%
LIBRARY MATERIAL	\$ 85,500	\$ 25,156	29%
MILEAGE REIMBURSEMENT	\$ 900	\$ 83	9%
<u>TOTALS</u>	\$ 539,730	\$ 174,368	32%

October is 5 out of 12 (42%)

■ Staff

Lydia and I have implemented a new time off request procedure to help prepare for my leave. This will enable her to better track those requests to help with scheduling.

User's Council met Nov 14. Discussion of a proposal to increase fiber connection speeds without increasing the cost in the annual membership assessment. Preliminary demo of Aspen Discovery, data has been integrated into the ILS. Training for this integration will happen in January and Feb, with a tentative go-live date of March 4. 91% of libraries in the network no longer charge fines.

There was a hearing re: [H.3239](#) (An Act Empowering Library Access to Electronic Books and Digital Audiobooks) on October 30th. I did sign written testimony on behalf of the library in support of the bill as part of CWMARS written statement. There are also many advocacy efforts regarding book bans. Legislative breakfasts are being planned for January and February in our area (CMLA and WPL are currently closest).

Susan has taken a position at Worcester Public Library and will be leaving us. Her last day will be Dec 1. I have discussed with Julie Belliveau, HR Director, and we will be posting the Assistant Director,



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

Digital Services Librarian and Outreach Coordinator, and Teen Services Librarian positions before our meeting Thursday (pending approval of CBA Tuesday evening).

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. We plan to bring a training on a similar topic to other staff members in the future, perhaps partnering with MBLC or MLS. 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 in late November, and that they will share with the rest of staff any useful information for our procedures.

■ Programs

Our Small Works Exhibit will be installed for an opening on November 18. The exhibit will be displayed until early January.

December programs are often some of the favorites all year. Nov 30 is our complement to the tree lighting in town, Family Holiday Craft Night, hot cocoa and ornament making. Nov 29 will be our next performance in our Monthly Music Series, with Amy Kucharik and Greg Toro for an energetic and fun evening of jazz, swing, and folk music. Dec 4 will be a Holiday Scam prevention session with Leominster Credit Union. Family movie night on Dec 7, showing the Muppet Christmas Carol. And a Sourdough Starter workshop with Sourdough Brandon will be on Dec 9. Family Gingerbread Houses on Dec 16, and famous Polar Express PJ Story Time will be Dec 19.

The estate planning program drew a nice crowd of 14. Thanks to Edward Jones for helping put that together. 50(!) participants this year in our Storytime costume parade! 21 people came to the Halloween movie night.

■ Building & Maintenance

We have a new drawing for the library sign. Unfortunately, because we are in the Village Center District, we will need gooseneck style lighting. Chris Ruth is gathering an estimate for that work, but Wass-Arthur could also do that work.

■ Technology

The new phones are partially working as of Tuesday morning. Some complications arose with provisioning, with the physical infrastructure of the installations, and with some miscommunications between CWMARS and Suzor IT. As a result, staff workstations will be trialed on the Staff Wifi network, instead of being plugged in the network through the phones.

Our new staff workstations are installed, and we are up to five of the thin client replacement devices installed and properly licensed.

A final quote with different Verkada cameras came in for around \$35,000. I have requested a meeting to discuss next steps with the IT department head, Casey. A capital request for this project has been submitted.

November 2023 Teen Services Trustee Report

Overview:

Activity	Number	Engagements
Teen Video Game Night (10/13)	N/A	14 participated
(Not So) Young Adult Book Club (10/15)	2 registered	2 participated
Tweens & Family Craft (10/17)	25 registered	26 participated
Tweens Virtual Cooking (10/26)	8 registered	8 participated
Drop-In Teen Craft: Gnomes (11/3)	N/A	7 participated
A New Chapter Book Club (11/8)	2 registered	4 participated
Teen Instagram: 460 followers	18 posts (past 30 days)	

In Detail (as of 11/13/2023):

- **Teen Room Genre Project**

Almost every YA Fiction has been updated with an appropriate genre sticker. Once this is completed, the next step will be to create signage and to reorganize books into genres on the shelves. So far, this seems to be a positive change from patrons who are coming in looking for YA Fiction to read so even just the stickers alone have made the collection more accessible.

- **After-School Teen Behavior**

Teen behavior after school is still an ongoing issue. Teens were repeatedly warned for a week that food privileges would be revoked if they continued to leave wrappers, drinks, and food all over the Teen Room, they did not change their behavior, so signage has been posted that no food, candy, or drink (other than water) will be allowed in the Teen Room for the foreseeable future. I am addressing this with teens as they come in after school and explaining why they are no longer allowed to eat in here. I am also collaborating with other staff on ways that we can step up the consequences for breaking library use policies. Unfortunately the middle school students who are here after school this year are not fazed by being asked to leave for a day so we need to make the consequences more severe. If they continue to disrespect the library and staff we will begin to request contact information for their parent/guardian so we can speak with them.

I have asked Robin to speak with Michelle to see if the Boys & Girls Club would be open to sharing a letter from the library to Club parents addressing the teen behavior issues we're experiencing along with the expectations of how teens conduct themselves here after school.

Respectfully submitted,

Susan Elbag, Teen Librarian

November 2023 Youth Services Area Trustee Report

OCTOBER STATS:

ACTIVITY	NUMBER PARTICIPANTS	
BOOK IN A BAG KITS	12	12
POPCORN AND A BOOK KITS	12	12
LPL KIDS BOOK CLUB	1	6/1
PRESCHOOL STORY TIME	3	83/54
STORYTIME WITH ELC	3	21/10
PRE-K STORY TIME	3	46/34
DROP-IN CRAFT: SLIME	3	25/9
DROP-IN CRAFT: WITCHES WREATH	1	25
S T E M PROGRAM: SPY ACADEMY	1	4
LEGOS AT THE LIBRARY	1	12/8
ANNUAL HALLOWEEN PARADE	1	50
FAMILY MOVIE NIGHT	1	21
TWEENS FAMILY CRAFT-MUMMY LANTERNS	2	26

HIGHLIGHTS FOR OCTOBER

October was a fun, busy month in the Children's Area! In addition to our thrice weekly story times, book clubs/kits and Lego nights, we had 4 drop-in crafts, a movie night and our ever-popular Halloween Parade around town. Lots of exciting opportunities to visit LPL!

- Book kits- after a slow start in September- all 24 take home book kits were claimed!
- Storytimes- Off to a good start with well attended story hours with enthusiastic kids!
- Slime with Miss Joslyn- Joslyn, with the assistance of our super volunteer Jessie Rast, hosted 3 different slime programs this month- wow! The classes were well attended, and messy fun was had by all!
- Joslyn also hosted a witches wreath craft and a family movie night. Both were well designed and lots of happy kids and families attended.
- Annual Halloween Parade around town- Lots of ghosties and ghoolies helped us provide a fun break in the day for our town officials and office staff around town. This year we had an officer who accompanied us, which made road crossings so much easier! Everyone we visited in town made us feel welcome and the kids were very excited to get their treats. One family expressed how appreciative they are that we're able to do this. The event is low-key but festive and gives new Tricker Treaters, or shy/reliant ones- an opportunity to do something fun for Halloween.



You can imagine the fun the kids had with this great craft!

UPCOMING EVENTS FOR NOVEMBER:

- November 6th - Book in a Bag & Popcorn and a Book Kits available
- November 6-27th - Preschool Storytime
- November 6-27th - Preschool Storytime 2.0- ELC, et al
- November 1-29th - Pre-K Story Time – Sensory StoryTime
- November 8th - LPL Kids Book Club
- November 20th – Pinecone Turkey Drop-In Craft
- November 28th - LEGOS at the Library
- November 30th - Annual Tree Lighting Family Drop-In Craft

Respectfully submitted,

Debbie Laffond, Children's Services Librarian