



Lunenburg Public Library

Trustees of Lunenburg Public Library, Meeting minutes December 21, 2023

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

Absent: Jana-Lee Balish

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

Public Comment

- No public comment.

Agenda Items

- **Executive Session**
 - Dick made a motion to enter executive session at 6:52, seconded by Donna.
 - Dick made a motion to accept the minutes of the October 16th executive session as amended, seconded by Laura.
 - Maia made a motion to adjourn the executive session, seconded by Dick. Executive session was adjourned at 6:53.
- **Approval of Minutes**
 - Dick made a motion to accept the minutes of November 16, 2023 as amended, seconded by Laura. The motion passed unanimously.
- **Director's Report**
 - December is month 6 out of 12. The budget is 41% expended. Electricity usage is a bit down, have had credits. Heating charges are down a bit. Office supplies is behind schedule by about \$500. Annual renewals are coming up in the spring for library materials. Some databases have been added which will increase materials costs by about \$8-9k.
 - Muir had some good interviews for the open staff positions. Some second interviews are scheduled for 1/4/24.
 - Lydia is now officially the Assistant Director.
 - Muir met with Chris Ruth to discuss ARPA projects. The HVAC work will be a project under the town capital budget. Muir also met with the Town Manager to discuss library budget needs.
 - Muir met with Anthony Sculimbrene of the Architectural Preservation Commission to discuss the library sign project. He stressed the importance of unified signage across town properties and mentioned that guidance for signage should be included in the upcoming Master Plan.
 - Muir submitted a letter of intent for the next round of LSTA grants and an updated action plan for FY25 in support of the strategic plan. This includes the Civics Hub project, designed to improve communication between town government and the public.
 - A patron was banned for an indeterminate amount of time after being abusive to staff and acting inappropriately with some of the school age patrons.
 - Programs have been very successful lately. The Gingerbread house program had 70 attendees and the craft and cocoa night had almost 100. The Celtic concert and sourdough workshop also had very good attendance.
 - Some good progress has been made on the outstanding IT projects/issues.
 - Muir verified with Verdaka that the estimate to install 12 cameras was within the average range and they offered to review any layout plans.
 - The backup UPS system failed last month and new batteries were ordered and installed.
- **Vote to Request Selectboard Communicate Support for H. 3239**
 - This bill is about access to E-books and E-audio books.
 - Laura made a motion to extend our support, seconded by Dick. The motion passed unanimously.

- **Library Invested Funds Update**
 - The funds are up a bit. Muir updated the reporting spreadsheet for the town.
- **Library Sign Update**
 - Laura brought in some pictures of signs on existing town buildings for comparison.
- **ARPA Update**
 - No update this month. Muir is talking to Chris about projects. Harry suggested we stay on top of this and communicate with the Town Manager.
 - Harry said we want to make sure the funds are spent within the required time.
- **Director's Evaluation Update/Vote**
 - Dick made a motion to accept the Director's evaluation as amended, seconded by Laura. The motion passed unanimously.
- **Friends of LPL Update**
 - They discussed the spring plant sale.
 - The bake sale is coming back and will be co-organized by Laura.
- **Board Comments**
 - Laura asked about Muir's meeting with Dave Blatt. Muir talked with Dave Passios and plans to send the committee (Green Communities) an email about projects they could possibly help with.
 - Dick noted that the town caucus and town elections are coming up.
 - Donna asked if we could do the December 2024 meeting a week early.
 - Harry thanked the board for their participation in another year.
- **Adjourn**
 - Motion to adjourn by Dick. Seconded by Maia. Meeting was adjourned at 9:12 p.m.
- **Attached Documents**
 - December 21, 2023 Agenda
 - December 2023 Director's Report
 - December 2023 Adult Services Report
 - December 2023 Youth Services Report



Lunenburg Public Library

AGENDA

Lunenburg Public Library Board of Trustees
Thursday December 21, 2023 6:45 p.m.
Lunenburg Public Library
(in-person meeting)

- Public Comment
- Agenda Items
 - Enter Executive Session
 - Approval of Minutes of October 11, 2023
 - Exit Executive Session
 - Approval of Minutes of November 16, 2023
 - Director's Report
 - FY 2024 Budget Update
 - Staff Update
 - Programs Update
 - Technology Update
 - Building & Maintenance Update
 - Vote to request Selectboard communicate support for H. 3239
 - Library Invested Funds Update
 - Library Sign Update
 - ARPA Update
 - Friends Update
 - Director's Evaluation Update/Vote
 - 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	\$ 41,149	48%
ASST LIBRARY DIRECTOR SA	\$ 60,486	\$ 28,028	46%
LIBRARY STAFF SALARIES	\$ 218,674	\$ 89,556	41%
BLDG REPAIRS & MTC	\$ -		
SEWERAGE DISPOSAL	\$ 1,000	\$ 410	41%
ELECTRICITY CHARGES	\$ 22,500	\$ 3,753	17%
HEATING CHARGES/NATUR	\$ 18,500	\$ 2,047	11%
WATER CHARGES	\$ 1,000	\$ 436	44%
NETWORK MAINTENANCE	\$ 500	\$ 100	20%
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	\$ 289	32%
OFFICE SUPPLIES	\$ 6,000	\$ 1,361	23%
CUSTODIAL SUPPLIES	\$ 300	\$ -	0%
LIBRARY MATERIAL	\$ 85,500	\$ 27,853	33%
MILEAGE REIMBURSEMENT	\$ 900	\$ 83	9%
<u>TOTALS</u>	\$ 539,730	\$ 222,398	41%

December is 6 out of 12 (50%)

■ Staff

We have had a handful of interviews for both Digital Services Librarian and Outreach Coordinator, and Young Adult Services Librarian. I hope we will have some second interviews next week. These openings seem to have attracted some more qualified applicants than we have seen recently.

Lydia is officially titled Assistant Director now. Huzzah!

I met with Chris Ruth to begin more regular exchange of information regarding building maintenance projects, and we discussed all of the outstanding or anticipated projects we might engage in the near future. I also met with the town manager on 12/19 to informally discuss library budget needs. She anticipates a challenging budget process this year.

I met with Anthony Sculimbrene of the Architectural Preservation District Commission to discuss the library sign project. He suggested the importance of unified signage across town properties. He also recommended another sign company to contact. While I had him, we discussed the exterior maintenance of the library and what he sees as an opportunity along Memorial Dr to create a "town green," which might prompt a second entrance to the library.



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

I submitted a letter of intent for this round of LSTA grants, and an updated action plan for FY25 to support our Strategic Plan.

One patron has been banned for an indeterminate length of time after violating policies and being inappropriate with our after school crowd. This person was abusive of staff, and smelled of alcohol. A letter has been sent certified mail communicating that he will be contacted if he is allowed back to the library. I've also been summonsed to appear as witness in the Jackson Truax case on Jan 25.

■ Programs

Family Gingerbread Houses brought in 70 attendees and our craft and cocoa night brought almost 100! 53 attendended our holiday Celtic concert with Jeff Snow. 32 attendended the Sourdough workshop. Teen video game night has been steady at around a dozen participants.

Upcoming highlights: all ages puzzle races the week of Christmas, music clinic series starting in January, Winter Sowing returns on 1/12, Carlos Odria will be our next Monthly Music performer on 1/25, and Jana Millbocker returns with another garden presentation that will be a perfect break from winter on 1/29!

■ Building & Maintenance

Our men's urinal malfunctioned on 12/14 and was quite a project for Don, who replaced many of the parts and finally got it back into action 12/19. Window washing should be completed by our meeting on Thursday, the contractor is scrubbing windows as I write this sentence. After discussing with Chris a number of maintenance projects, he anticipates the bathroom grout cleaning can be another project that will happen in the next few months. There is also a damaged portion of tile in the women's restroom that needs to be repaired.

Robin Venezia and her neighbor Claire Courtmanche were kind enough to reinvigorate our entryway urns for winter, and they created absolutely beautiful arrangements! Thank you!

■ Technology

The phones have been functional, though we are waiting for Dan to install buttons that will allow handsets at other extensions to pickup the phone when it rings at the main desk extension. This capability did not come default. We are also waiting for our tenth phone to be installed at Marabeth's workstation.

I verified directly with Verkada that the estimate from the security contractor to install twelve Verkada cameras (\$35,000) was in the "average" range. The offered to review any layout plans that are proposed for future installs.

Our server closet UPS failed last month, and new batteries were ordered. Dan installed them last week. Devices are now back plugged into the battery backup.

Trustee Report
Adult Services Department
December 2023

A few outstanding programs we hosted in November and December include:

- The monthly music concert for November was Amy Kucharik and a surprise guest on the trombone performing jazz and folk music. They performed to an audience of 22 on a Wednesday evening and I've heard great acclaim of her talent from those in attendance.
- The sourdough workshop on Saturday December 9th taught 33 people how to make, maintain, and use a sourdough starter. Program feedback was overwhelmingly positive so we would definitely ask him to come back this time next year for another program.
- Our December monthly music concert was also held relatively early due to the performer's schedule. Jeff Snow joined us for a Celtic Christmas concert on December 11th. He played to a crowd of 53 – our best attended concert in this series yet!

Some disappointing December program surprises include:

- Leominster Credit Union's holiday scam presentation on the morning of Monday December 4th had 0 participants. We think it could be due to the week day, timing, lack of targeted marketing, or other factors that lead to this disappointing turnout. LCU has been fabulous to work with however, and are still enthusiastic about future partnerships. We may put together a workshop/seminar for first time home buyers which could be much more successful.
- Our last spice club meeting was a surprising letdown on the same day as the holiday scam program. I gave out 15 kits with cinnamon and recipes for people to try and instructions to bring a dish to share at our meeting. When I arrived for the meeting we had 2 people in attendance. It was great to chat with them and share the cookies and soup we prepared, but after expecting at least a dozen people to attend it was a bit of a disappointment. Sue Doherty and I have decided to scrap the spice club going forward and will instead start a baking cookbook club in March 2024 that should be easier and more appealing to patrons.

Looking ahead, here are the upcoming December and January events at the Library:

- Three puzzle races will be held during the Christmas holiday week – Wednesday evening, Thursday morning, and Friday afternoon. Teams of 4 can register to compete in a jigsaw puzzle competition to see which team can finish theirs the fastest.
- Saturday January 6th will kick off a music clinic series with local music teacher Jason Graham. He'll give an instructional session about a different music theory topic each first Saturday morning of the month, followed by an open jam session for all in attendance to play and practice together.

Respectfully submitted,
Lydia Gravell

December 2023 Youth Services Area Trustee Report

NOVEMBER STATS:

ACTIVITY	NUMBER PARTICIPANTS	
BOOK IN A BAG KITS	12	12
OPCORN AND A BOOK KITS	12	12
LPL KIDS BOOK CLUB	1	5/1
PRESCHOOL STORY TIME	3	75/55
STORYTIME WITH ELC	3	24/9
PRE-K STORY TIME	3	19/14
DROP-IN CRAFT: PINECONE TURKEYS	1	23
LEGOS AT THE LIBRARY	1	9/6

HIGHLIGHTS FOR NOVEMBER

- Book kits-All kits were claimed again this month, lots of happy readers!
- Storytimes-We had a great time reading about and making crafts with fall leaves, hibernating bears and, of course, Thanksgiving. We are seeing lots of new faces as the Fitchburg patrons discover our wonderful library!
- Legos at the Library- We made Lego tunnels for our Lego and Matchbox cars to go through.
- Pinecone Turkey Drop-In Craft:



Great turnout for this fun holiday event!

UPCOMING EVENTS FOR DECEMBER:

- **November 30th - Annual Tree Lighting Family Drop-In Craft**
- **December 4th - Book in a Bag & Popcorn and a Book Kits available**
- **December 4- 18th - Preschool Storytime**
- **December 4- 18th - Preschool Storytime 2.0- ELC, et al**
- **December 6-20th - Pre-K Story Time**
- **December 13th - LPL Kids Book Club**
- **December 16th – Family Gingerbread Making Event**
- **December 19th - Annual Polar Express P J Story Time Event**

HOLIDAY BREAK WEEK:

- **December 27th -Snow Sculptures on the Lawn (weather permitting)**
- **December 28th - Drop-In Family Crafternoon**

Respectfully submitted,

Debbie Laffond, Children's Services Librarian