



Lunenburg Public Library

Trustees of Lunenburg Public Library, Meeting minutes January 18, 2024

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

The LPLBT meeting was called to order at 6:45 p.m. by Chairperson Harry Kubetz.

Public Comment

- Harry received a Freedom of Information Act request for security camera footage from the library. He forwarded the request to Muir and the Town Manager. Elaine from Town Hall responded and said she would handle it. Harry said the library would provide the footage.

Agenda Items

- **Approval of Minutes**
 - Dick made a motion to accept the minutes of November 16, 2023 as amended, seconded by Donna. The motion passed unanimously by roll call vote.
- **Director's Report**
 - January is month 7 out of 12. We are 58% through the year and the budget is 46% expended.
 - The library staff salary line item is low but we still have two vacancies.
 - We are doing well with electricity charges, have had credits the last three statements. January is usually a big month for heating.
 - State Aid will be up this year and that will help with materials costs. The Mango subscription was renewed and a subscription for sign language was added.
 - Expenses for programs are currently down a bit but there are a lot of programs coming up in the spring.
 - Second interview rounds have been completed and Muir has made some offers. The offer for the Digital Services position has been accepted.
 - Budget requests were submitted this morning. The total requested is \$613k. This includes \$14k for technology and \$2k for professional development, as we discussed in our previous meeting.
 - Lydia, Marabeth and Muir attended coordinator training for the Aspen Discovery layer of the ILS. This sits on top of the catalog software and allows administrative changes to be made. The new catalog version will be rolling out in March.
 - Muir met with Chris Ruth and the architect to discuss the teen renovation project. Muir presented a 3D model of the current layout that the architect produced.
 - December programs were very successful and well attended.
 - Chris and Muir continue to discuss a number of maintenance projects. The door to the community room is currently broken. The replacement hardware is expensive - \$2500. Muir said this is a public safety issue and Harry suggested he elevate to the Town Manager.
 - Muir had his second meeting with the IT dept. to discuss the ongoing phone problems.
 - The thin client replacements are all installed and licensed.
 - \$31k is currently in the capital plan to replace the security cameras. Muir would like to find a way to do it sooner and cheaper.
- **Green Communities Update**
 - Muir sent an email to Dave Passios and Dave Blatt about the upcoming library projects but he hasn't had a reply back yet.
- **Library Invested Funds Update**
 - The funds are up to \$93k.

- **Library Sign Update**
 - Muir presented some updated images with 15 inch dark bronze cast aluminum letters.
 - Downward facing gooseneck lighting is required by the village district guidelines.
- **ARPA Update**
 - Muir met with the architect for the teen room renovation and plans will be coming soon.
- **Staff Evaluations**
 - Muir developed a two-part template:
 - Self evaluation along with setting annual goals with periodic check-ins. Harry recommended quarterly check-ins, not too frequent.
 - Muir's evaluation, connecting their work with core competencies.
 - Muir will run this process by the Town Manager.
 - Harry asked if staff issues go to the town or the BOT. Muir said they would go to the town HR.
- **Town Caucus Update**
 - The town caucus will be held on March 25th at 7 PM.
 - Terms are up for Bob, Laura and Maia.
- **IT Proposal Update**
 - Muir drafted a letter, sent it to Harry and forwarded it to Michael-Ray.
- **Director's Evaluation Update**
 - Harry met with Muir and signed off on the evaluation.
- **Friends of LPL Update**
 - The monthly meeting was a quick one. Final arrangements were made for the plant sale.
 - Laura discussed the revival of the bake sale.
- **Board Comments**
 - Dick asked if the board members who will be up for re-election would like to be nominated again.
- **Adjourn**
 - Motion to adjourn by Dick. Seconded by Donna. Meeting was adjourned at 8:28 p.m.
- **Attached Documents**
 - January 18, 2024 Agenda
 - January 2024 Director's Report
 - January 2024 Adult Services Report
 - January 2024 Youth Services Report



Lunenburg Public Library

AGENDA

Lunenburg Public Library Board of Trustees
Thursday January 18, 2024 6:45 p.m.
Lunenburg Public Library
(in-person meeting)

- Public Comment
- Agenda Items
 - Approval of Minutes of December 21, 2023
 - Director's Report
 - FY 2024 Budget Update
 - Staff Update
 - Programs Update
 - Technology Update
 - Building & Maintenance Update
 - Green Communities Update
 - Library Invested Funds Update
 - Library Sign Update
 - ARPA Update
 - Staff Evaluations
 - Town Caucus Update (Bob, Laura, Maia's terms are up in 2024)
 - IT Proposal (quick) Update
 - Director's Evaluation (quick) Update
 - Friends Update
 - Board Comments
 - Other
- Adjourn



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

▪ FY24 Budget Report

	<u>FY24 Budget</u>	<u>Budget Expended</u>	<u>% Expended</u>
LIBRARY DIRECTOR SALARY	\$ 85,590	\$ 47,733	56%
ASST LIBRARY DIRECTOR SALARY	\$ 60,486	\$ 32,597	54%
LIBRARY STAFF SALARIES	\$ 218,674	\$ 100,651	46%
BLDG REPAIRS & MTC	\$ -		
SEWERAGE DISPOSAL	\$ 1,000	\$ 410	41%
ELECTRICITY CHARGES	\$ 22,500	\$ 4,745	21%
HEATING CHARGES/NATURAL GAS	\$ 18,500	\$ 3,809	21%
WATER CHARGES	\$ 1,000	\$ 687	69%
NETWORK MAINTENANCE	\$ 500	\$ 120	24%
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	\$ 2,032	34%
CUSTODIAL SUPPLIES	\$ 300	\$ -	0%
LIBRARY MATERIAL	\$ 85,500	\$ 29,293	34%
MILEAGE REIMBURSEMENT	\$ 900	\$ 83	9%
<u>TOTALS</u>	\$ 539,730	\$ 249,780	46%

January is 7/12 = 58%

▪ Staff

We have completed our second rounds of interviews tomorrow for both of our vacant positions: Digital Services Librarian and Outreach Coordinator and Young Adult Services Librarian. We have made an offer to one candidate for the Digital Services position and it has been accepted. We are checking references for a candidate to whom we hope to offer the YA Services position. I think they will be both be excellent additions to our staff.

Budget requests will be submitted before noon on the day of our meeting this week. I will meet with the Town Manager shortly to discuss those requests. The requests match what we have discussed at our last two meetings.

Lydia, Marabeth, and I attended training for the Aspen Discovery layer for our ILS. The new look for the catalog will roll out in early March, if all goes according to schedule. After the training, I am more excited about the potential benefits of this product, and I think it will really help people find library resources more readily.

I met with Chris Ruth and the architect to discuss the teen room renovation project, and I hope to see some ideas very soon. I will share these with the trustees when I get them. It seemed like a good



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

conversation, and the architect heard directly from me some of the issues and challenges we see and how we hope the renovation will help us.

■ Programs

Our December programs were very successful, despite what appears to be an intense cold/flu/covid season this year. 70 people came for Family Gingerbread houses, and a similarly huge crowd for our Polar Express PJ Storytime. Our December Celtic Concert had fantastic turnout (53), and 32 came to our Sourdough workshop. Teen Video game night continues to bring in around a dozen teens. Puzzle races were a hit the week of Christmas, too! Teams came out and had fun competing to complete puzzles. The music clinic also brought in 12 attendees. Robin's Winter Sowing was a team effort (Joslyn, Lydia, and Friend of the Library Melody Nielsen helped) and another success with almost 30 people beginning some native pollinator friendly seeds.

Upcoming highlights: 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

Chris and I continue to discuss 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

Still 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. We are also still waiting for our tenth phone to be installed at Marabeth's workstation. I do now have a standing meeting with IT Dept Head every other week to stay on top of projects. These meetings will continue until we feel like issues are resolved.

Trustee Report
Adult Services Department
January 2024

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

- Two successful puzzle races during the week of the school holiday break! The was in the morning of Thursday December 28th. We had five teams of four people participate. One team finished their 500 piece puzzle in 33 minutes and 24 seconds – an amazing accomplishment! The winners of the first race, and two other teams in the same family, enjoyed the program so much they signed up for the following race on Friday afternoon. We had the same number of participants for that race as well, and overall very positive feedback from attendees. I currently have more races scheduled for February and April.
- Our first Saturday morning music clinic on January 6th was also a success. Local guitar teacher Jason Graham approached me last fall to ask if he could host a program series to share music theory tips, network with local musicians, and host a safe space for beginner performers to practice in a group setting. We had 12 people attend the first class. There are three more sessions scheduled for the first Saturday of the month. The next clinic will be on Saturday February 3rd at 11:00 am.
- Winter sowing with Robin Venezia was another big hit with patrons. There were 30 winter sowing containers made at the program, and tons of positive feedback from the multi-generational attendees. It is always a pleasure to work with Robin and we look forward to planning our next partnership!

Some disappointing program surprises include:

- Stagnation with the book clubs for adults in the library. Despite hearing new patrons talk about joining, attendance has remained steady or dropped in the last two months. I hope this is due to winter and the holidays, but it is a trend I am monitoring.

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

- Another six-week weight strengthening series with Niki Holtzman starts January 23rd. It will run Tuesday afternoons 4-5 pm through February 27th.
- The Monthly Music Series supported by North End Subaru continues with Carlos Odria returning to perform on Thursday January 25th at 7:00 pm.
- On Zoom we have two upcoming programs for patrons. We asked Jana Milbocker of Enchanted Gardens to come back and give a virtual tour of Gilded Age gardenscapes on Monday January 29th at 7:00 pm, and Danielle Beaudette of The Cozy Tea Cart in Brookline NH will give a virtual presentation on the basics of tea Wednesday February 7th at 6:30 pm.
- A Friday afternoon puzzle race is scheduled for February 9th at 3:00 pm
- Two fused glass pendant workshops will be held on Sunday February 11th. A session for adults only will start at 10:00 am, and a session for teens (13-18) and their older family, siblings, or friends will start at 11:30 am.

Respectfully submitted,
Lydia Gravell

January 2024 Youth Services Area Trustee Report

DECEMBER STATS:

ACTIVITY	NUMBER PARTICIPANTS	
BOOK IN A BAG KITS	12	12
OPCORN AND A BOOK KITS	12	12
LPL KIDS BOOK CLUB	1	9/1
PRESCHOOL STORY TIME	3	60/42
STORYTIME WITH ELC	3	14/8
PRE-K STORY TIME	3	25/9
FAMILY GINGERBREAD HOUSES CRAFT	1	70
FAMILY HOLIDAY CRAFT NIGHT	1	55/21
FAMILY MOVIE NIGHT	1	11
POLAR EXPRESS P J STORY TIME EVENT	1	43/30
SCHOOL BREAK WEEK EVENT- MARSHMALLOW CATAPULTS	1	12/4
SCHOOL BREAK WEEK EVENT- FAMILY CRAFTERNOON	1	12

HIGHLIGHTS FOR DECEMBER

December was such a busy month here at LPL! We had so many enthusiastic attendees at our various special events.

Over 70 people showed up after the Tree Lighting Ceremony to make this year's clear glass ornament.



Another highlight for this month was our Family Gingerbread House Making Event. We had a great response to this event and, due to its nature as a family event, Lydia added another 10 kits from the Adult budget. All 25 gingerbread house kits were taken, and the Wallace Room was bustling with 25 families who happily engaged in this activity. This is sure to become an annual event!



Our Polar Express Event also pulled in a large crowd this year. Mark Haman's sharing of this classic story along with the opportunity to make a candy train appealed to more than 70 people. With the help of many of our wonderful LPL staff, the Wallace Room was transformed into a beautiful winter wonderland!



We hosted a couple of events for our patrons during Holiday School Break Week. Attendance numbers were lower but those who did drop by had fun collaging and shooting marshmallows with their catapults around the Story Craft Room!



MARSHMALLOW CATAPULTS

UPCOMING EVENTS FOR JANUARY:

- January 2nd – LPL's S T E M kits start circulating!
- January 2nd- Book in a Bag & Popcorn and a Book Kits available
- January 8-29th - Preschool Storytime
- January 3-31st- Pre-K Storytime: ELC, et al
- January 10th- LPL Kids Book Club
- January 10th-A New Chapter Book Club with Miss Joslyn
- January 22nd -Drop-In Craft with Miss Joslyn
- January 23rd - LEGOS at the Library

Respectfully submitted,

Debbie Laffond, Children's Services Librarian