



Lunenburg Public Library

Trustees of Lunenburg Public Library, Meeting minutes February 15, 2024

Attending: Bob Conroy – arrived 7:08, Harry Kubetz, Dick Mailloux - remote - left 8:10, Donna Saiia, Muir Haman – Director LPL, Laura Boussom, Maia Wentrup - remote, Jana-Lee Balish.

The LPLBT meeting was called to order at 6:46 p.m. by Chairperson Harry Kubetz.

Public Comment

- Harry asked if anyone could attend the Town Caucus to nominate candidates for open positions since Dick can't go this year. Donna said she will go.

Agenda Items

- **Approval of Minutes**
 - Donna made a motion to accept the minutes of January 18, 2024 as amended, seconded by Jana. The motion passed unanimously by roll call vote.
- **Director's Report**
 - February is month 8 out of 12. We are 67% through the year and the budget is 54% expended.
 - Payment made to Ingram for books.
 - The library was closed on Tuesday, the 13th, due to the anticipated snow storm.
 - Two new employees started on the 14th. Melanie King is the new Digital Services Librarian and Outreach Coordinator. She worked part time at the Leominster and Lancaster libraries, and has web and digital experience. Kaitee Himmelberger is the new Young Adult Services Librarian. She previously worked part time at the Holy Cross and Worcester Art Museum libraries.
 - Interlibrary Loan deliveries have been erratic recently, but a new driver has been hired by Optima Courier and Muir is optimistic that deliveries will return to normal.
 - Muir is presenting his proposed FY25 budget to the Finance Committee next Thursday. Muir requested \$613,099.77, and Heather's preliminary budget is \$589,099.77. Heather's budget is a 6% increase from last year. Muir requested 14k for technology that Heather is funding through the IT department.
 - Muir is uncertain how the school's budget shortfall of \$1.5 million will affect other departments..
 - The CWMARS Bylaws Committee finished a draft of the Internal Privacy Policy for the network and sent it to the executive committee for review and potential legal feedback.
 - The Friends book donation sorting location has been moved out of the staff work area and relocated to the storage closet at the entrance to the Children's Room. This change is to prevent access to non-public areas of the library in case we ever have a visit from a First Amendment audit group.
 - A member of the Master Plan Steering Committee asked Muir if the library might permanently house a 3D topographical map of the town during and after the master planning process. Muir will keep the conversation open and is trying to think of a solution for this request.
 - Programs included a virtual tea tasting, an introduction to Tarot, and a video game night. A virtual garden tour had some technical difficulties, but was still well attended. The puzzle race was canceled based on feedback that the timing wasn't good for interested participants.
 - STEM kits have finally launched. The Children's Room staff are trained and kits are being promoted.
 - Muir asked our opinion about replacements for the security cameras. He has two options. Verkada will cost 36k, and if approved through the Capital Plan at Town Meeting, the money would be available 7/1/24. The Lunenburg Police already use Verkada, and Casey of Suzor IT supports going with Verkada. A Millennium Alarm system could be completed quicker and cheaper (under 10k). We would not need to wait for it to be approved through the Capital Plan. Maya suggested that Muir investigate and compare the long-term costs of the two systems. Harry asked Muir to draft a letter to Michael-Ray Jeffries and ask him for his opinion.
 - The missing phone has been located. It was installed under a desk in the Children's Work Office. The main line can now be picked up from most extensions, which is very helpful.
 - The backup systems for the server malfunctioned, and Dan has not been able to restore that yet.

- **Green Communities Update**
 - Muir has not heard from Dave Blatt of the Green Communities Committee about funding for a new HVAC system. Muir will contact Michael-Ray Jeffreys to get advice on how to proceed.
- **Library Invested Funds Update**
 - The funds remain at 93k.
- **Library Sign Update**
 - No update.
- **ARPA Update**
 - Muir shared the initial drawings for the Teen Room renovation with us and asked for feedback. Donna asked if the new librarian's office area could be made a safe room. Muir thought the staff entry way, which has locking doors, would be a better area for a safe spot. Harry and Jana expressed concerns about increased noise. Discussion was had about flipping the design to put the increased teen space towards the front of the library and the librarian's office towards the back of the library. This would put the noise from the Teen Room in the front of the library, hopefully keeping the back of the library quiet. Dick asked if soundproofing materials can be incorporated into the design.
The renovations will increase the teen area by 30% to 40%.
- **Town Caucus Update**
 - The town caucus will be held on March 25th at 7 PM.
 - Terms are up for Bob, Laura and Maia.
- **Friends of LPL Update**
 - The Friends will be opening a short-term CD with 20k at 5.2%. This is money they will not need access to in the short-term.
 - The native plant sale has started and deposits are being taken.
- **Board Comments**
 - No comments
- **Adjourn**
 - Motion to adjourn by Donna. Seconded by Bob. Meeting was adjourned at 8:44 p.m
- **Attached Documents**
 - February 15, 2024 Agenda
 - February Director's Report
 - February 2024 Youth Services Report



Lunenburg Public Library

AGENDA

Lunenburg Public Library Board of Trustees
Thursday February 15, 2024 6:45 p.m.
Lunenburg Public Library
(in-person meeting)

- Public Comment
- Agenda Items
 - Approval of Minutes of January 18, 2024
 - 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
 - Town Caucus Update (Bob, Laura, Maia's terms are up in 2024)
 - 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	\$ 54,317	63%
ASST LIBRARY DIRECTOR SALARY	\$ 60,486	\$ 37,536	62%
LIBRARY STAFF SALARIES	\$ 218,674	\$ 111,596	51%
BLDG REPAIRS & MTC	\$ -		
SEWERAGE DISPOSAL	\$ 1,000	\$ 410	41%
ELECTRICITY CHARGES	\$ 22,500	\$ 6,079	27%
HEATING CHARGES/NATURAL GAS	\$ 18,500	\$ 6,561	35%
WATER CHARGES	\$ 1,000	\$ 687	69%
NETWORK MAINTENANCE	\$ 500	\$ 140	28%
BOOK SERVICE	\$ 4,500	\$ 3,294	73%
PROGRAMS	\$ 11,000	\$ 4,541	41%
CONTRACTED SERVICES	\$ 2,500	\$ -	0%
CWMARS NETWORK	\$ 19,880	\$ 19,880	100%
POSTAGE	\$ 900	\$ 289	32%
OFFICE SUPPLIES	\$ 6,000	\$ 2,197	37%
CUSTODIAL SUPPLIES	\$ 300	\$ -	0%
LIBRARY MATERIAL	\$ 85,500	\$ 41,945	49%
MILEAGE REIMBURSEMENT	\$ 900	\$ 83	9%
<u>TOTALS</u>	\$ 539,730	\$ 289,555	54%

February is 8/12 = 67%

▪ Staff

Our current staff is very excited for our two new hires. Melanie King will be our Digital Services Librarian and Outreach Coordinator, and Kaitlyn (Kaitee) Himmelberger will be our Young Adult Services Librarian. Both are starting this week. With our strange "snow" day on Tuesday, though, their first days were pushed back to Wednesday. Melanie comes to us with some experience in CWMARS libraries, while Kaitee has only held two temporary library jobs after a stint in the Army. Each brings valuable strengths to their role, and both will fit in as dependable, caring hard workers.

Our ILL deliveries have been erratic recently, with the last driver finding another job. Our first day with our new regular driver (Monday), he forgot us! This inconsistency has been challenging for Sherri, but we are optimistic that we will settle back into a rhythm soon.

I shared documents with the Fin Comm in advance of my presentation next week to their group. I seem to be third on the schedule of presentations for that night. CWMARS By Laws Committee finished a draft of the Internal Privacy Policy for the network and we sent it to the executive committee for review and potential legal feedback.



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

We have moved the Friends donation sorting effort out of the staff work area, so that there will be no gray area if there is ever a visit at LPL from the First Amendment audit groups. Their new sorting location will be the storage closet at the entrance to the Children's Room.

One member of the Master Plan Steering Committee approached me to ask if the library might permanently house a 3D/topographical map of the town during and after the Master Planning process.

■ Programs

January seemed to follow a blockbuster December with some inconsistency in programming success. We had technical difficulties with our virtual garden tour program, though we still had 30 or so attendees. The virtual tea tasting program attracted 19 attendees. We did cancel the puzzle race based on feedback that the timing wasn't good for those who might have been interested, though the Intro to Tarot and February's video game night brought 19 and 13 respectively.

One real highlight is that our STEM kits have finally launched. The Children's room staff are trained up, kits are arranged and the documentation is complete. We've already seen 7 (!) kits go home with families this month!

Coming up, our puzzle swap is becoming a regular thing (hundreds of puzzle collected already), and our next musical performance should all be popular. Children's programs for our February calendar are full of enticing options: a STEM crash test, Battlebots, and Reptiles in Winter.

■ Building & Maintenance

Initial drawings for the Teen Room renovation sparked my excitement, and I will take back any feedback you have to Chris and the architect.

I have yet to receive anything significant from Wass-Arthur or Add-A-Sign since last meeting. I have also not had more communication with Dave Blatt yet.

■ Technology

We have located our tenth phone, installed under a desk in the Children's Work Office. We also have the functionality to pick up the main line from most of the extensions now, which is very helpful. Our backup systems for the server malfunctioned, and Dan has not yet been able to restore that.

February 2024 Youth Services Area Trustee Report

JANUARY STATS:

ACTIVITY	NUMBER / PARTICIPANTS	
BOOK IN A BAG KITS	12	12
OPCORN AND A BOOK KITS	12	12
LPL KIDS BOOK CLUB	1	6/1
A NEW CHAPTER BOOK CLUB FOR 'TWEENS AND TEENS	1	3
PRESCHOOL STORY TIME	4	52/47
PRE-K STORY TIME	4	25/9
DROP-IN CRAFT WITH MISS JOSLYN	1	25
LPL KIDS LEGO CLUB	1	20

HIGHLIGHTS FOR JANUARY

January was a quieter month here in the library as we all settled in to enjoy another New England winter! One major change that started this month is that the Early Learning Center class is now joining our Wednesday morning Pre-K story time. This has increased attendance at these story times and is contributing to making them more fun for everyone.

Other highlights:

- STEM Kits- We have started circulating our S T E M kits and they are a big hit! It seems like the spinner on the Circulation Desk is catching patron's attention. We have had 7 kits go home with families in the last month. The S T E M kits that we have for in-hose use are also getting lots of use. The bins with the kits are off the shelf all the time and I

- see lots of creative ways that the kids and their families are integrating them with other manipulatives that we have.
- Drop-In Craft with Miss Joslyn- Snow Paint: Very popular program with “artists” of all ages participating in creating lovely snow pictures using shave cream and paint!



UPCOMING EVENTS FOR FEBRUARY:

- February 1st - Book in a Bag & Popcorn and a Book Kits available
- February 5-26th - Preschool Storytime
- February 7-28th - Pre-K Storytime: ELC, et al
- February 12th- Music and Movement Class with Monument Music School
- February 10th- S T E M with Chris- “Robotic Creation”
- February 17th- S T E M with Chris- “Crash Test”
- February 12th -Drop-In Craft with Miss Joslyn
- February 14th- LPL Kids Book Club
- February 14th - New Chapter Book Club with Miss Joslyn
- February 27th - LEGOS at the Library
- February 28th- “Flubby” Storytime with Jen Morris, local author

FEBRUARY SCHOOL BREAK WEEK:

- February 20th-Joys of Nature- “Reptiles in Winter” 2 sessions
- February 22nd- Family Crafternoon
- February 23rd- “Battlebots” 2 sessions

Respectfully submitted,