



Lunenburg Public Library

Trustees of Lunenburg Public Library, Meeting minutes May 16, 2024

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

Absent: Donna Saiia

The LPLBT meeting was called to order at 6:47 p.m. by Chairperson Harry Kubetz.

Public Comment

- No public comment.

Agenda Items

- **Approval of Minutes**

- Laura made a motion to accept the minutes of April 18, 2024 as amended, seconded by Bob. The motion passed unanimously by roll call vote with one abstention.

- **Director's Report**

- May is month 11 out of 12. We are 91% through the year and the budget is 76% expended.
- There were some retroactive staff payments not included in this report. About \$11k. There will still be a surplus from the Staff salary line and Muir has some ideas for using that.
- There will be some surplus from heating charges.
- Library materials are 67% expended. There are some databases that need to be renewed.
- The town approved the budget for FY25 at \$583,889.77.
- Muir is reconsidering the overall process for billing patrons for lost/overdue items. The library will call patrons before billing them. They are using the postage machine at town hall to lower the costs. The volume has also gone down in general.
- All three pages are leaving this year. Muir has close to 20 applicants for the positions. Interviews have been ongoing and new pages should be starting within two weeks.
- Muir met with CWMARS on piloting Google Analytics and using Aspen to make a library website.
- Muir fielded a phone call from a parent/patron who objected to the updated teen room usage policy. Muir spoke with one parent and Kaitee spoke to another. Muir will follow up. Harry posed a scenario where a parent misrepresents a child's need to be accompanied. Muir said he would reach out to some peers to discuss this and give it some thought.
- The request for public records by a patron has been ongoing. The Secretary of the Commonwealth's office found in favor of the library in our response to the patron. They have since opened a reconsideration of that finding at the patron's request. Jana asked if there was a timeline for how long it takes. Muir said the original request and appeal were answered within 10 days. Muir has backed up the footage in question until the records request is resolved.
- Kaitee will be developing an intro to coding workshop for teens using Python.
- Muir, Melanie and Kaitee will be working on potentially offering 3D printing as a service. Harry noted that some 3D printing can take a lot of time. Any proposals should account for time frames and also the cost of materials.

- **Green Communities Update**

- The proposed EV charging station is the only project going on right now. Muir's meeting with the vendor to answer some questions has been postponed.

- **Library Invested Funds Update**

- Muir and Donna met with Edward Jones. The CD rates are still good so the CD's will be rolled over.
- There is about \$1800 in interest accrued. Edward Jones suggested putting cash into a Money Market fund.
- The other investments are doing well.
- Muir and Donna will notify Myleen of any changes to investments.

- **Library Sign Update**

- The building inspector confirmed that the planned sign fits the town by-law.
- Muir is waiting for an electrical estimate for the lighting and has Tim ready to do the installation. Muir also has to get a permit for the install.

- **ARPA Update**

- The Teen room estimate has been delayed.
- The exterior maintenance funded by ARPA will be coming up.

- **Friends of LPL Update**
 - The plant sale fundraiser made over \$1100.
 - The Book and Bake sale is coming up on June 1st. Laura is seeking donations for the bake sale.
- **Board Comments**
 - Dick complimented Muir on the staffing plan. Muir said he would like to develop it further.
 - Dick updated the Board on the Master Plan Steering Committee. The committee will be reviewing the 3rd survey at a public meeting at Smokestack Coffee Roasters. They are looking to possibly present something at the Fall Town Meeting.
- **Adjourn**
 - Motion to adjourn by Laura. Seconded by Dick. Meeting was adjourned at 8:26 p.m.
- **Attached Documents**
 - May 16, 2024 Agenda
 - May Director's Report
 - May 2024 Youth Services Report
 - May 2024 Adult Services Report



Lunenburg Public Library

AGENDA

Lunenburg Public Library Board of Trustees

Thursday May 16, 2024 6:45 p.m.

Lunenburg Public Library

(in-person meeting)

- Public Comment
- Agenda Items
 - Approval of Minutes of April 18, 2024
 - Director's Report
 - FY 2024 Budget Update
 - FY 2025 Budget Update
 - Staff Update
 - Programs Update
 - Technology Update
 - Building & Maintenance Update
 - Green Communities Update
 - Library Invested Funds Update – Annual Review
 - Library Sign Update
 - ARPA Update
 - Teen Room Usage Policy
 - 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	\$ 74,068	87%
ASST LIBRARY DIRECTOR SALARY	\$ 60,486	\$ 51,520	85%
LIBRARY STAFF SALARIES	\$ 218,674	\$ 164,821	75%
BLDG REPAIRS & MTC	\$ -		
SEWERAGE DISPOSAL	\$ 1,000	\$ 683	68%
ELECTRICITY CHARGES	\$ 22,500	\$ 10,764	48%
HEATING CHARGES/NATURAL GAS	\$ 18,500	\$ 11,894	64%
WATER CHARGES	\$ 1,000	\$ 866	87%
NETWORK MAINTENANCE	\$ 500	\$ 200	40%
BOOK SERVICE	\$ 4,500	\$ 3,294	73%
PROGRAMS	\$ 11,000	\$ 7,317	67%
CONTRACTED SERVICES	\$ 2,500	\$ -	0%
CWMARS NETWORK	\$ 19,880	\$ 19,880	100%
POSTAGE	\$ 900	\$ 289	32%
OFFICE SUPPLIES	\$ 6,000	\$ 5,243	87%
CUSTODIAL SUPPLIES	\$ 300	\$ -	0%
LIBRARY MATERIAL	\$ 85,500	\$ 57,880	68%
MILEAGE REIMBURSEMENT	\$ 900	\$ 83	9%
<u>TOTALS</u>	\$ 539,730	\$ 408,802	76%

April is 10/12 = 83%

■ FY25 Budget Report

The town approved the TM's Omnibus budget for FY25. This includes a budget of \$583,889.77 for the library.

■ Staff

Our visitor count projects to a total of around 67,150 by the end of June, which would be the highest since before the pandemic. Similarly, circulation and attendance numbers are reflecting similar trends.

Town meeting approved increases to wages in the SAP pay schedules, including retro pay for FY24. So, Marabeth, Joslyn, Sherri, Cheryl, and the three pages will all receive some retroactive pay, and pay increases moving forward. Library page position was also moved from grade 1 to grade 2.

Melanie and Lydia attended the Mass. Library Association annual conference last week. A number of relevant topics are being offered, so I think the time will be very worthwhile.



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

All three of our pages will be leaving us this year, graduating and moving on to their next steps. Two have given their notice, and we have interviews this week and last.

We will be piloting the implementation of Google Analytics for the Aspen discovery layer for CWMARS, and working the kinks of using Aspen to make a library website. I don't anticipate this impacting the Friends portion of the site, and based on the information I have received, the website we create should then be a much more effective marketing tool for us.

I fielded a long call 30+minutes with a mother who was disappointed with our Teen Room and Program Policy approved at last month's meeting. We've hosted several MCAS testing sessions for a "virtual" school that serves this area.

The Secretary of the Commonwealth's office found in favor of our response to the request after our second revision. They have since opened a reconsideration of that finding at the insistence of the requestor.

■ Programs

Our Spring puzzle swap was popular, though numbers were down a little. Still more than 500 puzzles changed hands and over 40 people. The photography exhibit was highly regarded as well. 30 people turned out to the reception. This is an exhibit that will be displayed in Billerica next.

Robin has been helping with lots of growing/planting programs, including a Mother's Day planting with the children. The plants that we have started over the last few months are growing and looking like they will be thriving when they go into the ground, especially Kaitee's Salsa Garden starts.

30 attendees at the first session of the ongoing meditations sessions! Nearly 70 at the Creeque Alley music performance!

Kaitee will be developing an intro to coding workshop for teens, using some Raspberry Pi boards, and I think this offering will be very meaningful to Lunenburg patrons.

■ Building & Maintenance

I'll be meeting with a vendor on Thursday to answer some more questions on the EV chargers. They made a site visit and discussed the best potential places to put the chargers and infrastructure. Initial feedback was the front corner of the library lot near Memorial Dr, based on the hardware that is or is not on the various poles along Mass Ave.

Teen Room estimate was delayed, still not received as of Monday. The Friends funded solar shades project is going out to bid finally, and the exterior maintenance funded by ARPA will be next. The building inspector confirmed that the sign fits the by-law, so I am awaiting an electric estimate for lighting. I'll be having Tim prepare to install ASAP.

Don and his new partner, Al, have been buttoning up the little lingering projects around town. They got our window sashes stained and have patched a couple of spots of trim. Robin Venezia and Bill Tyler have installed a brick border around the Pocket Pollinator Garden to keep the wood chips from



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

washing onto the sidewalk. We will be building another raised bed for the Salsa Garden as an all ages program.

■ **Technology**

Melanie, Kaitee and I will be working on potentially bringing 3D printing as a service. Melanie are discussing pros and cons of an Aspen site as our primary web page, but it seems to offer promising integration and could be potentially very useful in connecting library users with resources that they may not expect to be useful or may be unaware of. Casey and I have a list of potential purchases for the end of the year.

MAY 2024 Youth Services Area Trustee Report

APRIL STATS:

ACTIVITY	NUMBER / PARTICIPANTS	
BOOK IN A BAG KITS	1	10
POPCORN AND A BOOK KITS	1	10
LPL KIDS BOOK CLUB	1	6/1
A NEW CHAPTER BOOK CLUB FOR 'TWEENS AND TEENS	1	4/1
PRESCHOOL STORY TIME	4	69/55
MUSIC AND MOVEMENT CLASS WITH MONUMENT SQUARE MUSIC SCHOOL	1	35/21
PRE-K STORY TIME	3	79/40
DROP-IN CRAFT WITH MISS JOSLYN-GALAXY JARS	1	40
LEGOS AT THE LIBRARY	1	12/5
S T E M WITH CHRIS- GREEN SCREEN ANIMATION	1	13
FOOD EXPLORERS COOKING PROGRAM	1	12
PLANTING/SEED STARTING PROGRAM WITH ROBIN	1	37/22
APRIL SCHOOL BREAK WEEK- "CREATE YOUR OWN SPY KIT"	1	20/2

APRIL SCHOOL BREAK WEEK-" SOLVE THE CRIME!"	1	16/2
SOLAR ECLIPSE VIEWING BOXES CRAFT	1	25
SOLAR ECLIPSE VIEWING PARTY	1	100+!

HIGHLIGHTS FOR APRIL

- Solar Eclipse Viewing Party-** Wow, what a great intergenerational event for our community! The weather was perfect, which made both sitting out on the patio and the actual viewing very successful. Everyone seemed so happy to be able to have a place to not only view this historic event but to do so with others! The simple snacks we provided, and the lawn games that were out added to the enjoyment of all. Good job, LPL!
- STEM PROGRAM-** We hosted 1 S T E M program with Chris Rodrigues this month. The kids learned about Green Screen Technology which is used to create many of the special effects we see on television and in the movies. Using iPads, and some helpful applications, they learned about how this technology works and had an opportunity to create short videos of their own Using simple animated characters.
- Food Explorers S T E M program-** In this great cooking program the kids got to make Chili Mac and Cheese and Carrot Cake Energy Bites. They got to choose a variety of toppings for their mac and cheese, shredded carrots for the energy bites and made their own glaze. The aromas coming from the Story Craft Room were so yummy! Some parents were amazed that their child, usually a picky eater, ate the foods they prepared!
- Spy Week-** The kids and families were enthusiastic participants in our April School Vacation week events as they had an opportunity to create their own spy kits, create a disguise for their official spy badge and then collect clues to solve the crime! Who was the perpetrator of the diabolic crime, you ask? Taylor Swift! After Taylor broke into our library to make off with one of her favorite series, Nancy Drew, she had a change of heart and decided not to make off with the goods. But she did hide them somewhere in the library. The kids had to gather clues, decode them and then figure out who the criminal was and where she hid the books. Once we had the code, we were able to rescue our beloved books!



Any guesses as to where this might be?

UPCOMING EVENTS FOR MAY:

- **May 1st - Book in a Bag & Popcorn and a Book Kits available**
- **May 6-20th - Preschool Storytime**
- **May 1-22nd - Pre-K Storytime: ELC, et al**
- **May 8th - LPL Kids Book Club April 10th -**
- **May 8th- New Chapter Book Club with Miss Joslyn**
- **May 9th- Mother's Day Planting with Robin**
- **May 13th - Music and Movement Class with Monument Music School**
- **May 14th- Ecotarium S T E M Program Mission: Space and Earth**
- **May 18th- Ecotarium S T E M Program- Turtle Travels**
- **May 20th -Drop-In Craft with Miss Joslyn- Jellyfish**
- **May 21st -Legos at the Library**
- **May 22nd- Cruise Night**

Respectfully submitted,

Debbie Laffond, Children's Services Librarian

Joslyn Davis, Library Assistant

A FEW OF OUR FAVORITE THINGS:



Music & Movement with Monument Square Music School So many ages and stages!



Solar Eclipse Viewing Party- again, so many ages and stages...



Proud creators of the solar viewing boxes- we had about 25 boxes made at this event!



Library Friend and loyal volunteer Susan Dempsey is clearly enjoying this event with her husband!

SPY WEEK AT LPL!



Decoding one of the clues to solve the crime



Creating a spy kit is a lot of work!



Creating a disguise for alter ego spy badge!



Solving the crime clearly requires a team effort!

Galaxy Jars:



Trustee Report
Adult Services Department
May 2024

A few outstanding programs we hosted in late April and May include:

- The world hand drumming workshop on April 17th had 6 attendees who brought their own hand drums to practice Balkan rhythms along with the instructor's clarinet melodies. It was a beautiful program that every participant enjoyed and would love to have again.
- A stellar music concert by Creeque Alley brought one of the largest audiences to the library this year, with 68 people grooving to folk music of the 60's and 70's in the community room. Hearing the audience sing-along, laugh, and reminisce about songs from past years was a wonderful experience.
- One of the biggest surprises for spring programming was the crowd we pulled in for the first community supported meditation night on May 7th. Emily Zaffino approached me earlier in the year to request a meditation group at the library, and after several discussions we refined our goals and ideas to this bi-weekly semi-guided community supported meditation circle. Emily leads the group in some basics of meditation to start each session, but it ends with quiet time for individuals to practice on their own. We had 30 people of varied experience join us, and we are looking forward to seeing how it grows over time.
- The spring puzzle swap was another success for community driven programming. Held on Saturday May 11th, we had 45 people come to choose from over 500 puzzles during the swap. Despite being held quarterly, the swaps continue to maintain popularity in both attendance and donations.

Looking ahead, here are the upcoming May and June events at the library:

- Jazz guitarist Abe Ovadia will be performing on Friday May 24th as part of the monthly music series.
- Leominster Credit Union is coming to the library to give a presentation on mortgage basics on Wednesday May 29th at 7:00 pm.
- At the request of a patron, we are starting a biweekly "Adult Community Chat & Color" circle on Thursday mornings in June. The first session will be on June 6th at 10:30 am in the conference room.
- Beekeeper John Hedly is slated to visit on Tuesday June 11th to give an in-depth talk on beekeeping for beginners.
- Debbie and I will be running a family tie-dye event to prepare for the summer on Thursday June 13th
- An Irish music concert is booked outside (weather permitting) on Friday June 14th with "Sons of Blarney", fronted by the Lurias.
- Mike Familant, a bigfoot hunter and expeditionist, is coming on Tuesday June 18th in the evening to talk about the evidence he's found across the United States.

Respectfully submitted,
Lydia Gravell