



Lunenburg Public Library

Trustees of Lunenburg Public Library, Meeting Minutes September 26, 2024

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

The LPLBT meeting was called to order at 6:49pm by Vice Chair Dick Mailloux.

Moment of Silence Reflecting on Bob Conroy

- The Board held a moment of silence in memory of Bob Conroy.

Public Comment

- No public comment.

Agenda Items

- **Approval of Minutes of June 20 & July 19**

Harry made a motion to accept the minutes of June 20, 2024 as amended, seconded by Donna. The motion passed unanimously by roll call vote.

Harry made a motion to accept the minutes of July 19, 2024 as amended, seconded by Jana. The motion passed unanimously by roll call vote.

- **Director's Report**

FY 2024 Budget Update

Line items such as Office Supplies and Library Material are higher in the 2024 budget than the 2025 budget due to transfers from other accounts. Amounts left in Electricity, Heating, and Library Materials will be spent. Muir has items for these lines that have been encumbered.

FY2025 Budget Update

Electricity and Heating is low due to solar credits and a repair to the HVAC, which is no longer running when it shouldn't.

Staff Update

Staff was trained in First Aid and the use of an AED by members of the Lunenburg Fire Department on August 16.

Melanie will be training staff in Hoopla.

Muir participated in the Massachusetts Library Aid Association board meeting. They selected scholarship recipients on August 21.

Muir will be participating in a Banned Books Week panel at Fitchburg State University next week.

At the request of Carter Terenzini (Interim Town Manager) and the Capital Planning Committee, Muir will be mentoring other department heads in preparing their presentations to that committee. Carter also asked Muir to participate in the group searching for a replacement for the Director of the Eagle House.

The LSTA proposal for a civic hub project was not approved for funding. It was too large a request for them, so Muir will be cutting parts of it and reapplying next year.

Muir met with Ellen Dorian, President & COO of Main Street Bank to discuss proposed projects with her. Ellen said many of the projects, including furniture for the teen room, a bookmobile, an EV charging station, and a solar shade for the patio would meet their requirements for funding. Muir will apply through their online grant funding webpage.

The library is housing the Plan Lunenburg model in the center of the main hall.

Lydia and Joslyn are being trained to pick up more tasks in their respective departments.

Programs Update

The summer reading program was very successful with 394 readers reading a total of 428,977 minutes in 6 weeks.

Next year's summer reading program will be called 20,000 Reads Under the Sea.

The summer lunch program sponsored by Main Street Bank was a success with more than 650 lunches served. Unlike the previous program with Project Bread, these lunches could be eaten at the library or taken home to eat. Ellen, from Main Street Bank, has promised money for a lunch program next summer.

Book reading groups and concerts continue to attract people.

Kaitee and Lydia collaborated on a Craft and Chill program for adults that was successful in bringing new people into the library.

Technology Update

Muir has resumed regular weekly meetings with the IT department now that Casey has returned from parental leave.

The four adult Chromeboxes were replaced.

The sound equipment in the Community Room has been repaired.

The Library of Things will be moved to display space opposite the main desk. It was popular this summer, and hopefully moving it to a more prominent position will get it even more attention.

Building & Maintenance Update

Lakeview has taken over grounds maintenance and has been weeding the property with good results.

Bill Tyler has done a good job of spreading mulch.

Mini-splits were installed in the Community and Conference rooms.

The HVAC continues to need regular and costly maintenance. Facilities is trying a new contractor who can work on both controls and mechanical. This should simplify repairs when we have issues.

- **Open Board Position Discussion/Suggestions**

Dick will ask Anne Aubrey and Ellen Griffin to publicize the open board position.

- **Tribute to Bob Conroy Discussion**

Robin Venezia presented a plan for a Bob Conroy Memorial Tree Garden. The garden will be located on the east side of the library, just outside the conference room windows. Invasive Callery pear trees have been removed and will be replaced this spring with a serviceberry tree and other native plants to create a lightly shaded area. We will be looking for a local artist to create a sculpture to represent Bob's love of rock climbing and/or music.

- **School Program (5th Grade/Other Grade(s)) Discussion**

Move to next month's agenda

- **ARPA Update**

Additional ARPA requests were not approved by the Select Board.

The Teen Room renovation project has gone out to bid.

We have received bids on the exterior painting project, and they have come in lower than expected. The excess budgeted could be used for the solar shade for the patio and to replace the water pump in the Proctor Memorial Garden.

- **Teen Room Usage Policy**

No update.

- **Library Invested Funds Update**

Invested funds are over \$100K.

- **Library Sign Update**

The installation of the sign and lighting has been completed. However, one light is not working and needs to be fixed.

- **Outreach Plan Update**

The lack of the Farmer's Market this year has been a loss for outreach.

Staff has provided outreach at the Artisan Market, the Lunenburg Economic Development Committee's Meet & Greet, and the Lunenburg Agricultural Fair.

School visits and apartment complexes are other places to consider doing outreach.

- **Friends Update**

There were no bids for the shades for the main hall.

The sign was under budget and the excess funds can be reallocated to the Teen Room renovation if needed.

- **Board Comment**

Dick said next month the Director's review should be on the agenda.

Harry commended Muir and his staff for all the positive comments about the library and staff in the Lunenburg Independent Facebook group.

- **Adjourn**

Donna made a motion to adjourn, seconded by Jana. Meeting adjourned at 8:44pm.



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

■ FY 24 Budget

	<u>FY24 Budget</u>	<u>Budget Expended</u>	<u>% Expended</u>
LIBRARY DIRECTOR SALARY	\$ 85,590	\$ 85,590	100%
ASST LIBRARY DIRECTOR SALARY	\$ 59,547	\$ 59,546	100%
LIBRARY STAFF SALARIES	\$ 200,079	\$ 200,078	100%
BLDG REPAIRS & MTC	\$ -		
SEWERAGE DISPOSAL	\$ 820	\$ 820	100%
ELECTRICITY CHARGES	\$ 18,000	\$ 15,491	86%
HEATING CHARGES/NATURAL GAS	\$ 15,500	\$ 13,743	89%
WATER CHARGES	\$ 866	\$ 866	100%
NETWORK MAINTENANCE	\$ 250	\$ 239	96%
BOOK SERVICE	\$ 3,294	\$ 3,294	100%
PROGRAMS	\$ 11,000	\$ 10,971	100%
CONTRACTED SERVICES	\$ 1,000	\$ 985	99%
CWMARS NETWORK	\$ 19,880	\$ 19,880	100%
POSTAGE	\$ 573	\$ 507	88%
OFFICE SUPPLIES	\$ 23,122	\$ 10,787	47%
CUSTODIAL SUPPLIES	\$ 300	\$ 200	67%
LIBRARY MATERIAL	\$ 119,479	\$ 113,243	95%
MILEAGE REIMBURSEMENT	\$ 2,000	\$ 522	26%
<u>TOTALS</u>	\$ 561,300	\$ 536,762	96%

FY24 Revolving Fund revenue was \$3224, an increase over previous years. Likely related to the inclusion of copy/print fees.



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

■ FY 25 Budget

	<u>FY25 Budget</u>	<u>Budget Expended</u>	<u>% Expended</u>	<u>Calendar Completion</u>
LIBRARY DIRECTOR SALARY	\$ 90,726	\$ 15,642	17%	<u>21%</u>
ASST LIBRARY DIRECTOR SALARY	\$ 64,023	\$ 10,787	17%	
LIBRARY STAFF SALARIES	\$ 242,984	\$ 43,666	18%	
BLDG REPAIRS & MTC	\$ -	\$ -		
SEWERAGE DISPOSAL	\$ 1,000	\$ 317	32%	
ELECTRICITY CHARGES	\$ 22,500	\$ -	0%	
HEATING CHARGES/NATURAL GAS	\$ 18,500	\$ 178	1%	
WATER CHARGES	\$ 1,000	\$ 301	30%	
NETWORK MAINTENANCE	\$ 500	\$ 40	8%	
BOOK SERVICE	\$ 4,500	\$ 4,476	99%	
PROGRAMS	\$ 15,000	\$ 550	4%	
CONTRACTED SERVICES	\$ 2,500	\$ -	0%	
CWMARS NETWORK	\$ 22,630	\$ 22,630	100%	
POSTAGE	\$ 900	\$ 67	7%	
OFFICE SUPPLIES	\$ 7,000	\$ 206	3%	
CUSTODIAL SUPPLIES	\$ 300	\$ 237	79%	
LIBRARY MATERIAL	\$ 94,000	\$ 15,658	17%	
MILEAGE REIMBURSEMENT	\$ 4,000	\$ -	0%	
<u>TOTALS</u>	\$ 592,063	\$ 114,755	19%	

■ Staff

Best SRP ever! This summer was incredibly successful at the library. Between the hot weather, hot meals, and our wonderful library staff, participation was at pre-pandemic levels, and we served more than 650 lunches to children and families. 292 child readers reading 222,000 minutes; 28 teen readers reading 71,664 minutes; 74 adult readers reading 135,315 minutes. 394 readers total, 428,977 minutes total! Closing in on half a million minutes read over the course of about 6 weeks!

With school back in session, our crowds after school have not quite reached last year's levels yet. As homework increases, I would anticipate growing numbers. Furthermore, the Boys and Girls Club were understaffed and unable to make Power Hour available until last week. Highlight: Kaitee's presence has really eased the adjustment for new students visiting and made the return of veterans comfortable as well.

We are currently housing the Plan Lunenburg town model in the center of the main hall. This display has sparked many conversations during the last month or so. I am currently trying to find a way to host the 5th public meeting at the library on Oct 5th.



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

Staff was trained in First Aid and the use of an AED by members of the Lunenburg FD on August 16. Then, staff was treated to a nice lunch before we opened. Thank you, Friends of LPL! This week's staff meeting will include a training for our new Hoopla resource delivered by Melanie.

I participated again in the Massachusetts Library Aid Association board meetings. We selected scholarship recipients on August 21st.

I have been invited to participate in a Banned Books Week panel at Fitchburg State next Thursday. I have also been requested by the Interim Town Manager and Capital Planning Committee to "mentor" other department heads in preparing for this year's presentations. I have met with the other department heads, presented the committee's asks for presentations, discussed with Chief Gammel his approach to presenting, and have delivered a Powerpoint template and list of tips. I am working on organizing a workshop for presenters to practice and share feedback next week or the week after. User's Council quarterly meeting will happen this week, Tuesday afternoon.

Our LSTA proposal was not approved for funding. Our additional ARPA requests were also not funded. I will meet with Ellen Dorian of Main St. Bank on Monday Sept 23 to discuss proposed projects with her.

We have shifted our staff meeting time to Wednesday mornings (from Tuesday mornings) and still plan to have these completed before the library opens. We also completed our FY24 department reports for the Annual Town Report at the conclusion of the year. More clear for everyone and we will submit it in February when the town prepares that report.

Mentoring/skill development: Lydia and I are trialing an arrangement for her to select all books for the adult collection. She and I will work together to help her develop her selection skills even further. Joslyn is applying her film expertise (degree in film) to selecting movies and anime for the collection. Debbie is also mentoring Joslyn on as many Children's Room tasks as possible to develop her comfort with these responsibilities. Lydia and Kaitee are collaborating on the Monthly Craft & Chill, and this opportunity has allowed Lydia to pass some programming and general library knowledge on to our newcomer.

■ Programs

Fall brings a number of new-look programs to the library. Some rebranded book discussion groups, some teen club experiences, and lots of collaboration between staff.

Book Groups: LPL Kids(ages 3-5), Listeners Book Club, Teen Manga Club, In-betweeners (ages 10-13), BYOBook (drop in discussion), Angst Appreciation (adult readers of YA lit), Eagle House Readers, Baking Book Club, Brighter Days Books Club, and Tuesday Morning Book Club.

Concerts continue to bring good size audiences. Kaitee and Lydia's collaboration on a "date-night" Craft and Chill program offered a paint your partner program early in the month that was very successful bringing new faces to the library.

■ Outreach

Sept 15 Artisan market



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

Sept 25 Lunenburg Business Meet & Greet

Oct 5 Lunenburg Agricultural Fair (TCP/behind the library)

■ Building & Maintenance

The new landscaper however has been weeding around the building, and the grounds look fantastic. Although there was a small mix up with some of our natives in the patio area, it prompted effective communication. Bill Tyler has been working to mulch around the building and the results are spectacular.

Mini-splits were installed to serve the Community and Conference Rooms. The HVAC system continues to need regular and costly maintenance, though one technician did diagnose an issue on one roof unit that was causing the system to only achieve 50% air flow. The building has been downright chilly since.

We anticipate keyless entry to be installed in all town buildings this year. We also anticipate the security camera upgrades to go out to bid by October 1.

■ Technology

I have resumed regular meetings with the IT department now that Casey has returned from parental leave.

The four adult chromeboxes were replaced. The sound equipment in the Community Room has been repaired and is on its way back to the library. This should enable us to install the projector permanently from the ceiling of the room to prevent unnecessary damage and ease set up for outside groups.

Our Library of Things will be moved to display opposite the main desk and will hopefully get even more attention there.

SEPTEMBER 2024 Youth Services Area Trustee Report

JULY/AUGUST STATS:

ACTIVITY	NUMBER / PARTICIPANTS	
FOOD EXPLORERS	1	21
CRAFTY KIDS CLUB- TRAVEL BUSY BAGS	1	34
CRAFTY KIDS CLUB- BALLOON CARS	1	40
CRAFTY KIDS CLUB- NOTRE DAME-STAINED GLASS WINDOWS	1	50
CRAFTY KIDS CLUB- RAINBOW BUBBLE SNAKES	1	45
CULTURAL COOKING WITH KIDS	5	55
LEGO BUCKET CHALLENGE	5	125
ANIMAL ADVENTURES	1	44
POOP MUSEUM VISIT	1	72
SRP FINALE EVENT- MINI GOLF AND VIDEO GAME NIGHT	1	75
ICE CREAM SOCIAL	1	79
SEWING 101- BOOK BAGS	1	20
LIBRARY SUMMER OLYMPICS	1	40

SRP STATS FOR CHILDREN:

Beanstack: 63 readers

1,280 hours/76,828 minutes

In-Person: 229 readers

2,420 hours/145,172 minutes

Total:

292 readers

222,000 minutes/3,700 hours

HIGHLIGHTS FOR JULY & AUGUST:

- **Our Cultural Cooking Events** were a big hit! The kids prepared food from Hawaii (Spam Sushi), France (crepes), Japan (Ramen bowls), Texas (frito Pie), and Puerto Rico (Pina Coladas- without the rum of course!) We were able to have community involvement for 3 of these events as we learned about recipes from France, Puerto Rico and Hawaii!
- **Animal Adventures** stopped by with a wide variety of animals to show the kids: Alligator, Snake, Chinchilla, Ferret, Hedgehog, Rats, Bunnies, Turtles Tortoises, and Frogs, Geckos, Bearded Dragons, Tegus, Spiny Tailed Lizards, and a Blue Tongue Skink! Kids and animals are always successful programs and the group from Animal Adventures does a great job of entertaining and educating participants.
- **Poop Museum-** Wow, this was a very popular program! Soooo much information about animals and their poop techniques... the kids were enthralled, and the parents were aghast- good times for all!
- **SUMMER OLYMPICS AT THE LIBRARY-** 40 kids and families too part in this fun event. The kids could participate in 5 different events from Javelin Throwing to Long Jumping. Lots of enthusiastic Olympians at this event!
- **SRP FINALE EVENT-** 75 kids and families came to the library for a summer reading program finale they won't soon forget! One Up Games set up a 9-holes mini golf (inside the library) along with a variety of video games on different consoles. For the last hour after the library closed they turned on LED lights to play mini golf in the dark!
- **SRP ICE CREAM SOCIAL-** We provided the ice cream and everyone brought their favorite topping for this fun event. One of the highlights, besides the ice cream, was a visit from Officer McNamara and Hank- always great to see these two!

UPCOMING EVENTS FOR SEPTEMBER :

Fall story times and events return this month-

- **September 9-30th:** Little Listeners Storytime for 0-3's
- **September 11-25th -** Preschool Story Time for 4's & 5's
- **September 12th -** LPL Kids Book Club
- **September 5th -** In-Betweeners Book Club
- **September 3rd -** Kids Comic Club Book Kits available
- **September 9th -** Magic Tree House Book Club Kits available
- **September 24th -** Legos at the Library
- **September 28th -** Sensory Story Time with Miss Pam

Debbie Laffond, Children's Services Librarian

Joslyn Davis, Library Assistant, Children's Area

Trustee Report
Adult Services Department
September 2024

Summer Reading 2024 was a major success for the adult services department. We had 74 readers log 135,315 minutes and enter 309 tickets into prizes on Beanstack. This was a substantial increase from previous years, which is incredibly encouraging for sustainable growth in the coming years.

A few outstanding programs we hosted this summer include:

- A nature themed talk about animals who can be seen on Tanzanian Safari by The Joys of Nature was held June 24th and attended by 11 patrons of various ages.
- 22 crafty attendees made beaded dream tree sculptures at our craft night program on July 24th
- The summer puzzle swap had 60 people exchange 400 tickets for new to them puzzles from the 550 puzzles that were donated prior to August 17th making this puzzle swap our best attended summer swap event since starting the program!
- A Caribbean steelpan player entertained 21 patrons on August 19th as part of our monthly music series programs to great acclaim and rave reviews.
- Finishing out the summer, Kaitee and I hosted our first Friday evening craft & chill program on August 30th for pairs of participants to paint their partners while snacking on charcuterie selections and sipping on a fruit juice mocktail. We had 17 people join us for this first event; many of whom fit in the difficult to reach "new adult" age bracket of 20–40-year-olds. This will be a monthly program that we hope to grow over time.

Looking ahead, here are the September events at the library:

- The monthly music series presents the Alex Minasian Jazz Trio on Monday September 9th
- A September puzzle race for teams of four to complete a 500-piece puzzle the fastest will be on Monday September 16th
- Greg Burns from Oak Tree Forge will be onsite for a forging demonstration on Wednesday September 18th
- Patrons will learn about the history and music of the street organ with Tony Gangi on Wednesday September 25th
- The September meeting for the Friday night craft & chill group will be on September 27th for patrons to make fermented salsa, snack on chips and dips, and sip on virgin margarita mocktails
- We are also participating in Monday evening zoom author talks for the month of September, hosted by the Ashland Public Library
- Book clubs continue to be successful with 9-13 people attending the 100 Books Bucket List meetings on the first Tuesday morning or the Brighter Days meetings on the second Wednesday evening. The baking book club will be moving to the library community room every first Wednesday evening starting October 2nd

Respectfully submitted,
Lydia Gravell