



Lunenburg Public Library

Trustees of Lunenburg Public Library, Meeting Minutes November 21, 2024

Attending: Harry Kubetz, Dick Mailloux, Donna Saiia, Laura Bousso, Maia Wentrup (remote),
Jana-Lee Balish (remote), Muir Haman – Director LPL, Michael-Ray Jeffreys

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

Public Comment

- Michael-Ray spoke about his relationship with the LPL Board of Trustees and the positive changes he has seen at the library during his years on the Selectboard. Harry thanked him for his support. Michael-Ray brought us up to date on the progress the Lunenburg Municipal Building Design Committee has made in planning for the reuse and disposition of town properties. He also mentioned the request by the APDC to sell or lease the Brooks House. This would require a separate lot to be defined, which would include the Brooks House and some of the parking spaces now used by library patrons. We will need to keep current with this plan as the loss of these parking spaces, and the potential future traffic using our parking lot to access the Brooks House will have an effect on the library.

Agenda Items

- **Approval of Minutes**
 - Donna made a motion to accept the minutes of October 17, 2024 as amended, seconded by Dick. The motion passed unanimously.
- **Director's Report**
 - **FY2025 Budget Update**

The fiscal year calendar is 39% complete and the budget is 35% expended.
Heating charges are still low.
Water charges are still high. Muir will keep an eye on it.
Mileage reimbursement will include the cost of bringing trainers into the library. We still have not received an invoice for the AED training.
 - **Staff Update**

CWMARS User's Council met this week. Muir was not able to attend due to a conflict with interviews for the Council on Aging Director. Stacy Schuttler, Director of Townsend Public Library, acted as his proxy.
Muir anticipates that our assessment for CWMARS will decrease for FY26 due to a discount we will receive for adding speed to our internet line.
Muir will be updating the staffing plan with individual goals for the staff.
Lydia and Muir are working on succession-type planning for the Children's Room staff.
The library will be hosting the Salvation Army Angel Tree this holiday season. In the past this tree has been located at Town Hall. Annie Aubrey asked Muir if the library could host it going forward.
The library will also be partnering with the Food Pantry by hosting a drop box for donations through the holidays.
The LSTA grant program has been delayed due to changes. Muir will attend an informational session on the changes and will be submitting an application for a civics hub grant.
Kaitee is preparing for the Teen Room renovation by weeding low circulation books from the Teen Room collection. One-half to two-thirds of the collection will be set up in temporary shelving in the main hall. Some of the adult computers will be designated for teen use during the afternoons.

- **Programs Update**

The Small Works @ LPL 2024 exhibit is installed. The opening reception was Saturday, November 16, and drew almost 30 people. The artists are mostly from Lunenburg, but artists from Stow and Westford also submitted works. The artwork is for sale.

The puzzle swap drew 45 people this month, and continues to be popular. D&D, weight training, book groups, cooking programs, and sewing groups also continue to be successful.

The Holiday Fair is coming Sunday, December 8, with 30 vendors, a hot chocolate bar run by the Friends, and a holiday concert. There will also be holiday activities at the library the night of the tree lighting.
- **Outreach**

Debbie and Muir are working on a partnership with the primary school which will include a holiday book exchange and library card sign up program. Carla Squier, the school principal, suggested holding the event at the library some evening.

Melanie and Muir continue to work on a community meal. They are also seeking outreach opportunities at Arrive Lunenburg and Tri-Town Apartments.
- **Building & Maintenance**

The winning Teen Room Renovation bid came in under budget at \$107K.

The outdoor painting project finished well under budget at \$35K.

The Proctor Memorial Garden water feature has been repaired using ARPA funds and it ran for several weeks before being put in storage for the winter.
- **Technology**

Licensing for wireless access points has been updated. We will need to replace those devices next year.

The order for security cameras has been placed. Scheduling for installation will be finalized in early December.
- **Open Board Position Update**
 - Muir reached out to an individual he thought may be interested in the open position, and they submitted a talent bank form. Harry will invite this person to the next trustee's meeting. If appointed, this person would fill the position until the next town election.
- **ARPA Update**
 - Michael Ray explained the reallocation of excess ARPA funds the Select Board was working on. They are looking to fund items that are on the state bid list and that can be purchased immediately so that no ARPA funds are forfeited. Muir is making a list of items the library can use and will send it to the Select Board before their next meeting.
 - The Friends' have agreed to fund the 20% contingency on the Teen Room reno. This contingency can not be funded with ARPA money, and this will allow the reno to be under contract before the end of the year as required by ARPA.
- **Library Invested Funds Update**
 - Exact number is not available, but the funds have not decreased in value since last month,
- **Director's Review Discussion**
 - Harry has received all reviews. The Personnel Sub-Committee will meet on Sunday, December 8 to go over the review.
 - Dick compiled data about library directors' salaries in Massachusetts towns similar to Lunenburg.

- **Friends Update**

- The Friends reviewed the results of the Fall Book and Bake Sale and discussed plans for their Hot Chocolate Bar to be held during the Winter Artisan Market and Holiday Concert.
- The Friends would like to buy new cafe tables and chairs for the library, but will wait until after the Teen Room renovation is completed in case they need to fund part of that project.

- **Board Comments**

- Donna, speaking as Treasurer of the Cultural Council, let us know that all the library's requests were approved for funding.
- Donna also told us about communications she has had with Jeff Raymond of the Worcester Writers' Collective and a partnership they are working on including the WWC, the Worcester County Poetry Association, the Lunenburg Cultural Council, and the library. The Cultural Council could potentially fund writing workshops or other similar programs at the library.

- **Other**

None

- **Adjourn**

- A motion to adjourn was made by Dick and seconded by Donna. Meeting was adjourned at 8:16 p.m.

- **Attached Documents**

- November 2024 Director's Report
- November 2024 Youth Services Area Report
- November 2024 Young Adult Services Report
- November 2024 Adult Services Department Report



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

■ FY25 Budget Update

	<u>FY25 Budget</u>	<u>Budget Expended</u>	<u>% Expended</u>	<u>Calendar Completion</u>
LIBRARY DIRECTOR SALARY	\$ 90,726	\$ 33,023	36%	39%
ASST LIBRARY DIRECTOR SALARY	\$ 64,023	\$ 22,797	36%	
LIBRARY STAFF SALARIES	\$ 242,984	\$ 90,627	37%	
BLDG REPAIRS & MTC	\$ -	\$ -		
SEWERAGE DISPOSAL	\$ 1,000	\$ 317	32%	
ELECTRICITY CHARGES	\$ 22,500	\$ 4,587	20%	
HEATING CHARGES/NATURAL GAS	\$ 18,500	\$ 912	5%	
WATER CHARGES	\$ 1,000	\$ 577	58%	
NETWORK MAINTENANCE	\$ 500	\$ 80	16%	
BOOK SERVICE	\$ 4,500	\$ 4,476	99%	
PROGRAMS	\$ 15,000	\$ 2,702	18%	
CONTRACTED SERVICES	\$ 2,500	\$ 659	26%	
CWMARS NETWORK	\$ 22,630	\$ 22,630	100%	
POSTAGE	\$ 900	\$ 67	7%	
OFFICE SUPPLIES	\$ 7,000	\$ 2,381	34%	
CUSTODIAL SUPPLIES	\$ 300	\$ 237	79%	
LIBRARY MATERIAL	\$ 94,000	\$ 18,676	20%	
MILEAGE REIMBURSEMENT	\$ 4,000	\$ -	0%	
<u>TOTALS</u>	\$ 592,063	\$ 204,747	35%	

■ Staff Update

User's Council was this week. COA Director interviews conflicted, so Stacy Schuttler, Director of Townsend PL acted as my proxy. We voted on the new privacy policy that the Bylaws Committee worked on, and the FY25 CWMARS budget amendment and FY26 CWMARS budgets and assessments. I actually anticipate our assessment to decrease for FY26, even with our increase in membership fee as full member. This is due to our adding speed to our internet line and a corresponding increase in discount applied to our line cost.

I have been having conversations with staff about their individual goals for development and will be adding details to our staffing plan. Lydia and I have been developing some efficiency changes with our processes. We have discussed scheduling, and have been focusing on succession-type planning for our Children's Room staff.

We plan to host a Salvation Army Angel Tree that has in years past been located at Town Hall. We will also be partnering with the Food Pantry to put out a dropbox through the holiday season.

Interim Town Manager did thank me for helping on the changes to Capital Plan Committee presentations this fall.

The LSTA grant program this year has been delayed with changes. I will be attending a virtual information session on these changes Thursday morning, and will plan to apply again for a civics hub grant this year.



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

I reached out to one individual, who I have spoken to in the past, about joining the Board. He is available, interested and has completed the talent bank form.

■ Programs

Our Small Works @ LPL 2024 exhibit is installed and features really impressive local artists. Our opening reception drew almost 30 people on Saturday afternoon. Generously priced artwork will hopefully lead to many sales.

Our puzzle swap continues to be popular, drawing 45 people this month. That is a slight drop off, but I have no doubt, we have established a strong tradition that will continue to be beneficial.

D&D and our weight strengthening series have been successful, with quality experiences even though attendance numbers are relatively small. Curated experiences also continue to be successful, like our book in a bag series for kids, book discussion groups, our tween cooking series with Hannaford. Our weekly stitchcraft group continues to draw about 10 people, and we were surprised with the response to our intro to sewing for adults program, which seems like it will turn into a regular sewing and socializing session.

Coming up: 30 vendors are signed up for the holiday fair on Dec 8, and our holiday concert promises a lovely experience later that day.

■ Outreach

Our current focus is to initiate a partnership with the Primary school with a holiday book exchange and library card signup program. Debbie and I are working on finalizing the details. Melanie and I are also working on developing a community meal, and finding events/gatherings to attend at Arrive Lunenburg and Tri-Town Apartments.

■ Building & Maintenance

Our teen room renovation bids have come in under budget. The winning bid is \$107,000, which give us room for contingencies. Our painting project finished well under budget as well, around \$35,000. The Proctor Memorial Garden ARPA funds repaired the water feature and we ran it for several weeks before packing up the pump for the winter so that it would not be damaged.

■ Technology

We have updated our licensing for wireless access points (Through CWMARS). We will need to replace those devices next year. Security camera upgrades look to be about to happen, though Suzor IT has requested a meeting Thursday afternoon to discuss.

NOVEMBER 2024 Youth Services Area Trustee Report

SEPTEMBER

STATS:

ACTIVITY

NUMBER / PARTICIPANTS

LITTLE LISTENERS STORYTIME	2	40/40
LPL STORYTIME PARADE	1	50/25
PRESCHOOL STORY TIME	5	91/41
MAGIC TREE HOUSE BOOK CLUB KITS	1	7
KIDS COMIC CLUB KITS	1	15
LEGOS AT THE LIBRARY	1	5/3
SEWING 101- HALLOWEEN TREAT BAGS	1	13/6
COOKIE DECORATING WITH MISS MADELINE	2	25/5

HIGHLIGHTS FOR OCTOBER:

Sewing 101- Kaitie and I partnered to help the kids make Halloween treat bags with our library sewing machines. This is the second sewing program that we have hosted and it's amazing to see the progress the kids are making already in becoming successful and confident with their sewing!

COOKIE DECORATING WITH MISS MADELINE- Local baker Madeline Burak presented a cookie decorating program for us at the library. She brought in all the supplies for the kids to make a decorated cookie or two using edible paint. As you can imagine, the kids loved it! Madeline also generously donated all her time, talents and supplies! No charge for this awesome program!

LPL STORY TIME PARADE- This annual event is a huge crowd pleaser! We had approximately 75 kids and families in our parade as we walked around town on a beautiful October day. The people that we stopped by to see were so excited and welcoming to the children- small towns are the best! We had a police escort again this year which made it so much easier- and safer- to get around on some of our busier streets.

UPCOMING EVENTS FOR NOVEMBER:

- November 4-18th : Little Listeners Storytime for 0-3's
- November 6-20th - Preschool Story Time for 4's & 5's
- November 7th - LPL Kids Book Club
- November 7th - In-Betweeners Book Club

- November 4th – Homeschoolers Meet-Up
- November 1st- Magic Tree House Book Club and Kids Comic Club Kits available
- November 18th – Drop-In Craft with Miss Joslyn
- November 18th- Homeschoolers Craft Hour
- November 19th- Legos at the Library

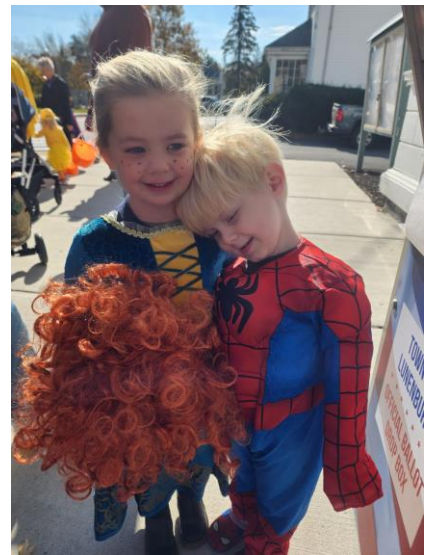
Debbie Laffond, Children's Services Librarian

Joslyn Davis, Library Assistant, Children's Area



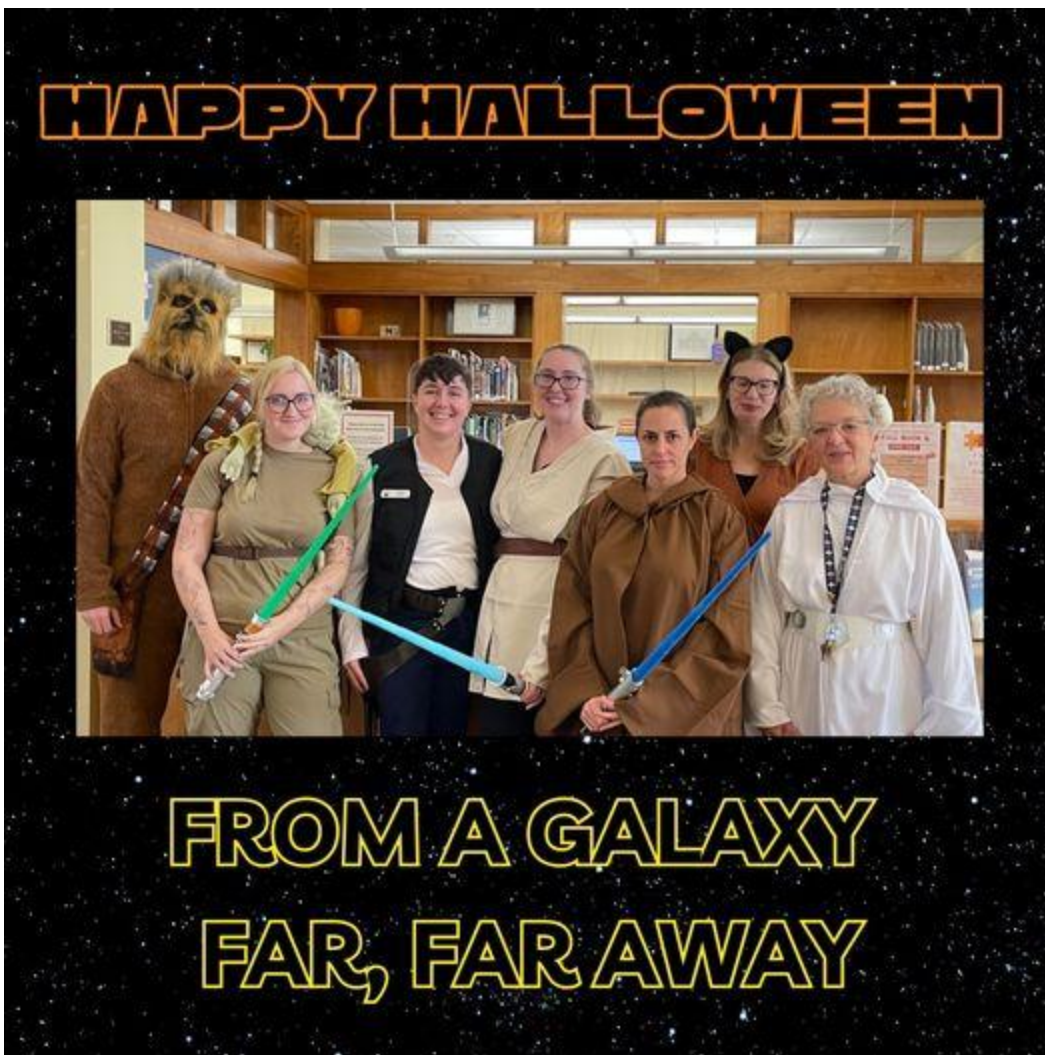
Halloween Treat Bag

HALLOWEEN PARADE:





OUR INIMITABLE LIBRARY STAFF!



JUST IN CASE YOU MISSED SEEING THIS...

Kaitlyn Himmelberger

Young Adult Services

November 2024

November Summary

- Programs
 - Virtual cooking classes with Hannafords
 - Held four classes over 8 weeks. Consistently had 5 – 6 participants.
Will try to host this event again in the spring
 - Teen Craft Club, Nov. 6 (4 participants)
 - Teen Video game night (6 participants)
 - Homeschool Family events
 - Twice a month we will now host events for homeschool families.
Social hour on the first Monday of the month and a craft on the third Monday of the month. We had over 20 people for both events this month
 - Graphic Novel workshop, Nov. 14 (6 participants)

Other news/updates

- Teen Advisory Board Updates
 - TAB came up with the idea of take & make craft kits to pass out over the winter. They have also come up with several craft program ideas that are scheduled over the next three months.
- Collection Development
 - Adding a parenting teens section for parents in the teen room. Books will focus on a range of topics such as teen brain development, parenting with screens/smart phones, understanding teen behavior etc.

Trustee Report
Adult Services Department
November 2024

A few outstanding programs we hosted this October include:

- The autumn session of our weight strengthening series with Niki Holtzman started Tuesday October 15th with 10 people in attendance. This year's fall session has lower attendance than anticipated, but the participants are grateful for the classes and getting a lot from them.
- A new Adult Dungeons and Dragon campaign kicked off that day as well. So far, we have 6 people playing through a campaign that will run for 10 weeks to end on December 17th.
- Our October monthly music series concert was held on Wednesday October 16th with a visit from Howie Newman for a baseball themed music/comedy show that 13 people attended.
- On Saturday October 19th, historian Jeremy D'Entremont gave a presentation on haunted lighthouses to 17 people who braved the library despite the homecoming parade!
- Carrying forward the Halloween feelings, the library hosted the curator of the Edward Gorey House on Wednesday October 23rd for a talk about Edward Gorey's life and his influence as "Mr. Sinister Cozy" in the literary world. There were 17 people in attendance for this program as well.
- Wrapping up October was our Craft & Chill night on Friday October 25th where 14 patrons sewed their own mug cozies and sipped on warm mulled apple cider.
- Our book clubs maintain popularity with continued strong attendance, but the most rewarding aspect of our meetings are the discussions we have each month. Not always related to the book we read; the discussions carry deep meaningful themes that connect our members to each other and lend support when needed. This is one area where we can confidently state we have built a community in our library.

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

- On Thursday November 7th we are running a Sewing 101: Sewing Machines Demystified workshop for attendees to bring their own machines and learn how to use them.
- Our fall puzzle swap will be held on Saturday November 9th.
- Leominster native Ronny LeBlanc will return for a paranormal hotspots program on Tuesday November 12th.
- Editing and writing experts are hosting a memoir writing workshop on Saturday November 16th
- The November installment of the monthly music series will be held on Wednesday November 20th with a visit from Misty Blues frontwoman Gina Coleman and a keyboard accompanist.
- Ending the month will be the afterhours Craft & Chill program with Kaitee, where we will be making veggie sushi rolls on Friday November 22nd

Respectfully submitted,
Lydia Paolilli