



Lunenburg Public Library

Trustees of Lunenburg Public Library, Meeting Minutes October 16, 2025

Attending: Harry Kubetz, Maia Wentrup, Laura Bousso, Robin Venezia, Jana Balish, David Niose, Stephanie Trudel, Muir Haman, Glenn McLeod (Select Board Representative)

The LPLBT meeting was called to order at 6:59 p.m. by Chair Harry Kubetz.

Public Comment

- None

Agenda Items

- **Welcome new Children's Librarian**
 - Joslyn Davis, who has been a Library Assistant in the Children's Room for the past three years, has been promoted to Librarian of Children's Services.
- **Approval of Minutes of September 18, 2025**
 - Robin made a motion to accept the minutes of September 18, 2025, as amended, seconded by Maia. The motion passed with five votes, with David and Jana abstaining.
- **Acceptance Memorial Bench gift**
 - Laura DeGroot came before the board to present a proposal for the donation of a granite bench in memory of Regina McGee, who passed away in June 2021. Laura and the friends and family of Regina would like the bench to be located on the hillside area of the courtyard of the library.
 - All costs will be covered by the family and friends of Regina McGee.
 - Since the area in which the bench is proposed to be installed is part of the Proctor Memorial Garden, Muir will check with the Proctors to confirm they have no concerns about this proposal.
 - Jana made a motion to accept the proposal as presented, pending an approval from the Proctors, seconded by Stephanie. The motion passed unanimously.
- **Director's Report**
 - **FY2025 Budget Update**

There is still one outstanding invoice for 2025 for \$1,300 from Baker & Taylor, a book supplier. Baker & Taylor has filed bankruptcy and is in the process of closing. Muir does not know when they will invoice us.
 - **FY2026 Budget Update**

The calendar year is 29% completed and the budget is 29% expended.
Electricity is high at 37% expended. Muir has discussed this with Chris Ruth, Facilities Director. The high usage is not due to a meter replacement.
Heat was turned on this week.
 - **Staff Update**

Muir began the search to fill a Library Assistant position, which is vacant due to the promotion of Joslyn Davis to Librarian of Children's Services.
Muir and Lydia are working on a Policy and Procedure Handbook for staff to assist them in their interactions with patrons. This will give them guidance to ensure they handle encounters with consistency, whether it is a normal daily interaction or a less-frequent challenging situation.
Muir and Lydia are making preparations for covering expected staffing shortages due to three parental leaves expected late 2025 and early 2026. Parental leave can be up to twelve weeks. Muir will be discussing these plans with Jennifer Warren, the Town Manager, in the next few days.
Muir is working with Pauline Roy and Deb Goodsell from the Lunenburg Adult Activity Center to submit an application for the Emerson Community Grant. If awarded, this will be used for 10 memory kits which will be listed in our card catalog, but will be kept and circulated by the LAAC.

Muir is also submitting an application for the Bemis Community Fund Grant. If awarded, this will be used for a series of music and storytime programs.

- **Programs Update**

Joslyn's Around the World storytimes have been super popular. There were 124 attendees with four sessions held so far.

Book Clubs have had steady attendance, as has the Tween D&D program.

The last few monthly concerts have been popular.

There will be fewer programs offered during the three upcoming parental leaves.

The 20th Anniversary Closing Ceremony and Concert will take place on October 24.

The Friends' Book and Bake Sale is November 7 & 8.

- **Outreach Update**

Upcoming outreach is planned for Shrieks and Krieks at The Club, Literacy Night at the Primary School, Lunenburg Business Association's Trunk or Treat, and at Baker Brook Apartments.

Carla Squier and Michael Smith, Principal and Vice-Principal at the Lunenburg Primary School, would like to partner with the library.

The library held a "petting zoo" of the Library of Things at Smokestack Roasters. It did not attract many people.

- **Technology Update**

The staff's color printer is being replaced with a surplus printer from the IT Department.

Town-wide, the number of standalone printers is being reduced to streamline costs. The library currently has five printers in addition to the copy machine.

- **Building & Maintenance Update**

The HVAC system was readied for the heating season.

The rainwater garden has been planted. Curb cuts will be made after the native grasses are better-established so they don't wash away. The DPW and the Storm Water Task Force have installed this garden to serve as an educational resource for homeowners who would like to have similar gardens on their properties.

In the spring, we will be removing the juniper ground cover in front of the Community Wing to make way for more native plantings.

- **Master Plan Steering Committee Feedback to Draft Recommendations for 2025**

- David is the library's representative to the MPSC. He said the committee would like our feedback on what we would like to see done with Brook's House.

- The superintendent has no interest in the Brook's House.

- Muir said he had heard from Anthony Sculimbrene, Chair of the Architectural Preservation District Committee, that turning the Brook's House into a maker space run by the library would be a great addition to town. We could collaborate with a tech school on renovating the building.

- We all agreed this would be a great addition to town, however it would be unlikely the voters would approve the costs. The cost of renovation would be around \$1 million. There would also be the expense of hiring staff to run the space and maintaining another building.

- The Trustees do not want to see a private party owning the property. If this happened we would have to give up parking spaces the library currently uses. If a business bought the property, there would be an increase in traffic through our parking lot. This would cause a safety issue, especially in the after-school hours when there are a lot of students walking through the library parking lot.

- Glenn said that due to the location of the property and the fact that it is surrounded by town property, it was not a good idea for the town to sell it to a private party.

- Stephanie suggested we should ask big, even if it is not likely we will get what we ask for. We all agreed a maker space would be a wonderful addition to the town.

- The Trustees instructed David to report to the Master Plan Steering Committee that the Trustees' first preference would be to have the Brook's House demolished, creating open space that would be beneficial to

the community. If the building is not demolished, the Trustees prefer that ownership and control of the structure remain under public authority that recognizes the importance of its use being consistent with the activities of the Library.

- **Trustee Handbook Discussion**

- Did not discuss. Will put it on next month's agenda.

- **Conroy Memorial Garden discussion**

- Muir spoke to Bob's family and asked if they would like a plaque and/or a ceremony dedicating the garden. The family is discussing this and will get back to Muir.

- **Policy Discussions - Room Use, Collection Development, Gift, Investment**

- Robin attended a virtual seminar presented by United for Libraries, a division of the American Library Association. The seminar focused on intellectual freedom and related library policies. In the seminar, lawyers discussed that a lack of clear guidelines or phrases such as "at the discretion of" in regards to intellectual freedom opens the library up to accusations of bias. Policies should contain clear guidelines that are consistently applied to all patrons within the library's defined community. The lawyers also clarified that if an affiliated organization, such as the Friends of Lunenburg Public Library, receives preferential treatment, such as under the Room Use Policy, that exception should be clearly stated in the policy.
- Room Use Policy - David will review the indemnity section for next month.
- Collection Development Policy - The policy has been updated to include databases, programs, and displays as library materials. The term "service area" has been changed to "Town of Lunenburg". David asked if it was legal to limit requests for reconsiderations to three per year per resident. Robin said it was recommended in the seminar to put a limit in your policy. This was to provide a balance between a patron's right to question specific materials and to ensure that the number of requests for reconsideration submitted do not impede the library's ability to continue offering its services to the community. Muir will check on this limit with Town Counsel. Harry made a motion to accept the Collection Development Policy as amended, pending approval by Town Counsel, with a second by Maia. The vote was unanimous in favor.
- Gift Policy will be reviewed at a future meeting.
- Investment Policy will be reviewed at a future meeting.

- **Brooks House Update**

- See Master Planning Steering Committee Feedback.

- **Friends Update**

- Nicole Groskreutz from Edward Jones attended the meeting to review the Friends' investments.
- The Book & Bake Sale will be November 7 & 8.
- The Artisan Market will be at the library for the 2nd annual Holiday Fair. The Friends discussed how they could participate.

- **Request for Reconsideration of book *I Am Jazz***

- A Request for Reconsideration of Library Materials was submitted on 9/26/25. It was for *I Am Jazz*, a children's picture book by Jessica Herthel, which tells the true story of a young transgender child. This book is shelved in the Children's Room in the parenting section. The requester would like the book to be labeled for content, to be shelved where young children can not reach it, and/or shelved in a trans-specific section.
- The requester did not attend this meeting.
- The book was made available for the Trustees to read.
- Muir gathered professional reviews of the book for the Trustees to read.
- Harry read us the emails that he and Muir received from the requester about this matter.
- Muir said this book is in more than half of CWMARS libraries and most shelve it in their picture book sections.
- David said that shelving it in the parenting section can seem to imply that the subject matter is not for children and that it may be more appropriate to shelve it in the picture book section.
- Muir showed us where the parenting section is and the types of books found there, including books on grief, death, and divorce.

- We reviewed library policies relating to this matter. Our Child Safety Policy states that, “Children under the age of twelve (12) must be attended by a caregiver, within sight and attentive to the child.” Our Collection Development Policy states that, “Recognizing that any community contains people with different backgrounds, sensibilities, personalities and interest, the library must strive to provide materials that mirror all elements. No conscious effort will be made to impose one set of religious, political, or moral values in the selection process, thereby avoiding a biased collection.”
- Based on our discussion of the book, book reviews, library policies, and the diversity of our patrons, the Trustees decided to keep the book *I Am Jazz* where it is currently shelved.
- Harry will send an email to the requester letting them know our decision.
- **Open Meeting Law Discussion (as it applies to reviews)**
 - Harry spoke with Jennifer Warren, Town Manager, to discuss the article, SJC Decision Guides Open Meeting Law Compliance, that Glen gave us in June. This article gave guidelines on how we could complete Muir’s review without breaking the open meeting law. Going forward, Harry will collect our reviews and compile them by himself into a consolidated review. We will then review it at our next regularly scheduled meeting to edit and finalize it.
- **Board Comments**
 - Robin told us that there were two positive public comments about the library at the Select Board meeting on October 14th. Jack Rabbit complimented the library and the Adult Activity Center on their collaborating on having Meals on Wheels drivers deliver library books to their clients. Tom Alonzo thanked the library, the Trustees, and the Friends for the 20th Anniversary opening ceremony and encouraged people to attend this month’s related activities.
- **Other**
 - Glenn McLeod commented on the Request for Reconsideration of *I Am Jazz*. He gave credit to the requester for dealing with the library staff directly about their concerns, rather than posting their concerns on Facebook. He also felt their concern about the location of the book was valid, and their request to have the book labeled for content or shelved on a higher shelf where a child could not reach it was a good solution.
- **Adjourn**
 - A motion to adjourn was made by Robin, seconded by Jana. The motion passed unanimously and the meeting was adjourned at 10:42 p.m.
- **Attached Documents**
 - October 2025 Director’s Report
 - October 2025 Children’s Services Trustee Report
 - October 2025 Teen Services Report
 - October 2025 Adult Services Department Report



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

■ FY25 Budget Update

Payment for computer hardware submitted, but not on the books yet.

■ FY26 Budget Update

	<u>FY26 Budget</u>	<u>Budget Expended</u>	<u>% Expended</u>	<u>Calendar Completion</u>
LIBRARY DIRECTOR SALARY	\$ 97,076	\$ 27,524	28%	<u>29%</u>
ASST LIBRARY DIRECTOR SALARY	\$ 69,627	\$ 19,421	28%	
LIBRARY STAFF SALARIES	\$ 269,513	\$ 81,536	30%	
BLDG REPAIRS & MTC				
SEWERAGE DISPOSAL	\$ 1,300		0%	
ELECTRICITY CHARGES	\$ 22,500	\$ 8,412	37%	
HEATING CHARGES/NATURAL GAS	\$ 18,500	\$ 159	1%	
WATER CHARGES	\$ 1,150	\$ 323	28%	
NETWORK MAINTENANCE	\$ 500	\$ 60	12%	
BOOK SERVICE	\$ 4,500	\$ 4,476	99%	
PROGRAMS	\$ 16,000	\$ 3,422	21%	
CONTRACTED SERVICES	\$ 2,500		0%	
CWMARS NETWORK	\$ 20,571	\$ 20,571	100%	
POSTAGE	\$ -			
OFFICE SUPPLIES	\$ 8,000	\$ 544	7%	
CUSTODIAL SUPPLIES	\$ 300	\$ 233	78%	
LIBRARY MATERIAL	\$ 96,000	\$ 15,050	16%	
MILEAGE REIMBURSEMENT	\$ 4,000	\$ 228	6%	
<u>TOTALS</u>	\$ 632,037	\$ 181,958	29%	

■ Staff Update

We have hired a new Children's Librarian. Joslyn Davis has been our Library Assistant in the Children's Room for the last 3 years almost, and has had the opportunity to learn and experience many tasks under Debbie's guidance. She has shown remarkable growth during her time thus far, and I expect that she will continue to grow. Her passion and dedication to excellence should help her achieve wondrous things for the library in support of our community. We have begun our search to fill the now vacant Library Assistant position.

Lydia and I are working on a Policy and Procedure handbook for staff to assist them in their regular interactions. We have introduced a number of more stringent controls to help support staff during challenging situations, and this handbook will help ensure we approach situations with consistency. She and I are also in preparations for the parental leaves that are on the near horizon. I am hoping to meet with the Town Manager to further discuss these plans in the next few days.

I am working with Pauline and Deb at LAAC to submit our Emerson community grant. We will also submit a Bemis Community Fund Grant application. Both are due November 7.



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

The Town's Financial Department has been decimated lately, two resignations and a retirement, so payments are a bit behind. The Town Manager has made every effort to smooth payroll, but she does anticipate a few hiccups while payroll is being processed by a consultant.

■ Programs

Joslyn's Monday Around the World Storytimes have been SUPER popular, 4 session with 124 attendees so far! Books clubs continue to gather steady interest. Tween D&D has been steady, and the last few concerts in our Monthly Music Series have been fantastic in quality and high in attendance.

We are entering a transitional period with fewer staff available temporarily and then three parental leaves. The frequency of programming will drop slightly, even though we are making arrangements to keep our momentum carrying forward.

Coming up: DIY Halloween Masks for Tweens/Teens 10/16, Homeschool Craft Corner 10/20, Tween D&D 10/22, "Murder in Rockport" Book Talk with Authors 10/22, Anniversary Closing Ceremony and Concert 10/24, Tech Help Drop-In with Melanie 10/25, Storytime Costume Parade 10/27, Book Bedazzling for Adults 10/29, Wildcrafted Apothecary Workshop 11/1, Book Sale 11/7+8, Small Works Exhibit Opens 11/15

■ Outreach

Upcoming outreach: Shrieks and Krieks with The Club 10/18 (3+ staff), Literacy Night at the Primary School 10/22 (2 staff), LBA's Trunk or Treat 10/25 (2 staff), 10/28 Outreach to Baker Creek apartments.

■ Building & Maintenance

The building HVAC has been receiving attention as we prepare to transition to heating season.

The rainwater garden has been planted, with one small snafu that has been remedied. Still waiting on the curb cuts, but native grasses are already germinating! We are making preparations for Spring to removed the juniper ground cover in front of the Community Wing to make way for more native plantings.

■ Technology

Our Staff Color printer will be getting replaced in the next few days. This device is one of the oldest pieces of hardware in the building and has served us well. The IT department had a barely used surplus printer that should work for us. Town-wide, we are reducing the number of standalone printers to streamline costs. The library currently has 5 printers in addition to the copy machine.

OCTOBER 2025 Youth Services Area Trustee Report

SEPTEMBER STATS:

ACTIVITY	NUMBER / PARTICIPANTS	
Sounds & Music Storytime Ages 0-3	4	124
Sensory Storytime with Pam Wockenfuss	1	9
Beginners Book Club	1	3
Homeschool Family Meet-Up	1	19
Around the World Storytime Ages 3+	3	41
Homeschool Craft Corner	1	16
Kids Comic Club Kits	1	9

HIGHLIGHTS FOR SEPTEMBER:

- **Story times** have resumed! We're getting lots of enthusiastic participation and many new families. Joslyn has a well-developed curriculum planned for the two different age groups. For the littlest participants we have Sounds and Music Storytime: *"As little ones start to become more aware of their surroundings, they are discovering so many different worlds of sounds. To help them along their noisy adventure, we'll be examining a new sound theme every week. Depending on the week, there could be everything from interactive stories, silly sounds, instrument play, dancing, crafts and more!"*
For the older 3-5 group, the theme is Around the World Storytime: *a whimsical journey across the globe as we explore vibrant cultures, places, and holidays from around the world. Each week, we'll set our sights on a new exciting holiday or location - discovering captivating tales and festivities through stories, music, activities, and crafts!*
- We have **2 new book clubs** this year. Joslyn has developed a year of book sharing, The Beginners Book Club, for kids ages 6-8 where they will have an opportunity to: *chat about our latest book, share our favorite moments, discover new perspectives, eat some yummy treats/snacks, and do crafts/activities that bring our books to life! It's a fantastic way for your 1st or 2nd grader to make new friends and discover a love of reading!*

The second book club, The Bookworms, is designed to engage kids ages 8-11 who are middle grade readers *looking for a place to find new stories and talk about them!*

Many reading adventures ahead!

UPCOMING EVENTS FOR OCTOBER:

- **October 6-27th: Sounds and Music Storytime for 0-3's**
- **October 1-29th- Around the World Storytime for 3's,4's 5's**
- **October 1st - Kids Comic Club Book Kits available**
- **October 2nd -The Bookworms Book Club for ages 8-11**
- **October 3rd- Taylor Swift Listening Party**
- **October 4th - Creepy Crawlies with Joys of Nature- 2 sessions**
- **October 6th - Beginners Book Club for ages 6-8**
- **October 6th - Homeschoolers Family Meet-Up**
- **October 20th-Homeschoolers Craft Corner**
- **October 22nd- Halloween Art Class with Miss Julie**
- **October 27th- Halloween Parade Around Town**
- **October 28th- Legos at the Library**

Respectfully submitted:

Debbie Laffond, Children's Services Librarian

Joslyn Davis, Library Assistant, Children's Area

Dear Muir and Board of Trustees,

Thank you so much for giving me the opportunity to serve as the Children's Librarian these past ten years. It has been such a joy to share stories, laughter, and learning with our community's children. I'm truly grateful for your trust and support. I have always felt the respect and gratitude that you have extended to me as I went along this journey.

Martha asked me what my goals were as the Children's Librarian here at LPL. My number one objective was to help create an environment that made people want to, not just drive by and admire this beautiful building, but to pull into the parking lot and come on in. Mission accomplished, I'd say!

Thanks for giving me my dream job and for "having my back" all these years!

With appreciation,
Miss Debbie

Teen Services

Trustee Report

10/16/2025

Past Programs

- Sept. 19th - The Page Turners Book Club –2 participants
- Sept. 20th - The Great Oreo Guess Off (TAB Event) - 26 participants, 3 TAB members
- Sept. 24th - Tween Dungeons and Dragons – 5 participants
- Sept. 25th - Virtual Cooking Class – 1 participants
- Sept. 26th - After Hours Video Game Night –6 participants
- Oct. 2nd - In-Betweeners Book Club – 8 participants
- Oct. 3rd - Taylor Swift Listening Party – no participants
- Oct. 8th - Tween DnD – 5 participants
- Oct. 9th - Virtual Cooking Class – 3 participants
- Oct. 14th - TAB Meeting – rescheduled for Oct 21st
- Oct. 16th - DIY Halloween Masks – no participants

Upcoming Programs

- Oct. 17th – The Page Turners Book Club
- Oct. 22nd – Tween Dungeons & Dragons
- Oct. 23rd – Virtual Cooking Class
- Oct. 28th – Coding Club
- Nov. 4th – Fall Mosaics
- Nov. 5th – Tween Dungeons & Dragons
- Nov. 6th – In-Betweeners Book Club
- Nov. 13th – Virtual Cooking Class
- Nov. 14th – TAB Meeting
- Nov. 18th – Needle Felted Art
- Nov. 19th – Tween Dungeons & Dragons
- Nov. 20th – Sewing for Teens

- After-school activities have been going well with an average of 2 participants per day. There are now snacks available for the participants so there has been a slight bump in participation thanks to that. These activities have also attracted older teens, from 10th to 11th grade, which is usually an age we don't see participating in teen activities at the library much.
- TAB events have slowed down for the fall. Most of the TAB members are usually engaged in sports during this time of year and don't have time for much else. I believe that TAB activity will pick back next month when most of the sports they play end.
- Program participation has averaged at 5 participants per program for the past two months. Video game night and tween dungeons & dragons have so far had the most engagement. The tweens at dungeons & dragons are very excited to have a game to play and several of the parents have told me that they are grateful that Lunenburg is holding such an event regularly.

Summary of Last Month

- To start the fall season, we had a return to normal levels of programming, with some great successes marking the month of September.
 - Our monthly music concert was on September 4th by a regular performer, Dan Kirouac, who has been here a few times with his band Creeque Alley. This concert featured the music of Paul McCartney and was one of our best attended performances this year with 70 people in the audience.
 - Another success was a Friday Night Paint Night with local artist Tina Senecal on September 12th. We had 22 painters attend and a waitlist that could have filled another class; a big hit for us!
 - We also participated in the Mass Center for the Book's statewide read of the graphic adaptation of *Stamped from the Beginning: A History of Racist Ideas in America* this month, with a book discussion on September 15th attended by 7 people, followed by a virtual interview with the illustrator on September 25th that drew 5 more people. It was a very engaged group with an excellent civil discussion at both events.
 - At the end of the month, we started our annual fall Weight Strengthening series with Niki Holtzman on September 30th. This 5-week series has 16 registrants with many new faces in attendance.

Recurring Program Updates

- Each book club had 6 participants in September, but we anticipate more in the fall.
 - 100 Books Bucket List is discussing *The Catcher in the Rye* by J.D. Salinger at the next meeting on Tuesday November 4th
 - Between the Bookends is discussing *Still Alice* by Lisa Genova at the next meeting on Wednesday November 12th
- The Stitchcraft knitting and crochet group also continues to grow! We saw 8 people every Tuesday for the sewing group with a few new faces every so often.
- Drop-in tech help with Melanie sees intermittent participation, as expected, but many find it helpful to have a set time for their technology questions. This is an easy program to continue, and we hope to see patron engagement grow with time. Right

now, this program runs bi-weekly on Saturday mornings when Melanie is scheduled to be in the library.

October Programs

- 20th Anniversary of the Building: Welcome Remarks & LHS Presentation on Friday, October 3rd at 6:00 pm.
- Monthly Music Series: Bluegrass Duo: Flynn Cohen & Laura Orshaw on Thursday, October 9th at 6:30 pm.
- “HELLO!” — A Student Self-Portrait Exhibition by LMHS Art Department is going up on Friday, October 10th and will run until November 9th.
- "Murder in Rockport, Massachusetts" Book Talk with the Authors on Wednesday, October 22nd at 7:00 pm
- 20th Anniversary of the Building: Closing Birthday Party on Friday, October 24th at 5:00 pm, with a Jazzukulele Concert that evening at 6:00 pm.
- Adult Craft Night: Book Bedazzling on Wednesday, October 29th at 5:30 pm.

Programming Financial Report

ADULT PROGRAMS AS OF 10/1/2025				
BUDGET LINE	TOTAL	% SPENT	% ENCUMBERED	% REMAINING
TOWN	\$4,500	24%	40%	36%
FRIENDS - PROGRAM	\$3,000	24%	29%	47%
FRIENDS - SUPPLIES	\$500	10%	0%	90%
MUSIC SERIES	\$6,600	20%	59%	21%
GRAND TOTAL	\$14,600	20%	32%	48%

Admin Report

Due to my upcoming parental leave in the spring, Muir and I have been working on additional admin/planning projects to assist the library in my temporary absence. Among these projects include a best practice procedural manual for uncommon situations that may arise in the library, updated documentation around tasks like scheduling, payroll, and financial processing, and sketching out potential delegation of responsibilities on staff.

These are ongoing projects between myself and the Director to ensure there is adequate planning and coverage before I am unavailable in April.

Respectfully submitted,

Lydia Paolilli, Assistant Library Director