



Lunenburg Public Library

Trustees of Lunenburg Public Library, Meeting Minutes February 19, 2026

Sudolnik Conference Room, Lunenburg Public Library

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

Members Absent: None

The LPLBT meeting was called to order at 6:51 p.m. by Chair Harry Kubetz.

Public Comment

- Muir thanked us for completing his performance evaluation and for our ongoing support. He will continue to strive to keep up with our expectations, and will work towards completing the new goals for FY2027.

Agenda Items

- **Approval of Minutes of January 15, 2026**
 - Robin made a motion to accept the minutes of January 15, 2026, as amended, seconded by Jana. The motion passed with six votes, with Maia abstaining.
- **Director's Report**
 - **FY2027 Budget Update**

The Town Manager has asked department heads to prepare a level service budget. Muir will be presenting the library's budget to the Finance Committee on March 5. A level service budget is anticipated to need an override at Town Meeting.
 - **FY2026 Budget Update**

Longevity is a bonus for 10 years of service and is a contractual obligation.
15K of invoices were submitted today, and an Ingram invoice for about 12K was just received.
 - **Staff Update**

Muir said he appreciated the help Lydia Paolilli and Debbie Lafond gave during his parental leave. Debbie will be back again once Lydia takes her parental leave.
Minna Scholten, the new Library Assistant, is learning circulation desk duties and helping with small projects in the Children's room.
We received a \$700 grant from the Emerson Hospital Christine Gallery Community Benefit Program. This will be used to purchase memory kits for people with dementia and their caregivers. The kits will be housed at the Lunenburg Adult Activity Center and catalogued by the library.
Muir finished the FY25 Annual Report for the Trustees.
 - **Programs Update**

Joslyn has been going above and beyond organizing and scheduling teen and tween programs while we have a vacancy in the Teen Librarian position. A paraprofessional from the school is continuing to volunteer to run a game group and a Dungeons & Dragons group.
Toddler yoga and children's crafts have been popular.
 - **Outreach Update**

Muir is working on building a list of volunteers who could help us offer a Repair Clinic event.
Melanie is preparing a second event at Baker Brook, and will also be attending a meeting of the Lunenburg Women's Club to talk about library services.

- **Technology Update**
The new color printer has been using a lot of toner. Staff have changed the settings to a lower quality print to test and see if this will produce a good print and use less toner. The old printer, which Maribeth was using to make labels, is no longer working.
Sherri's workstation is on the list to be replaced. It was scheduled to be replaced last year, but was delayed. The Friends have purchased replacement early literacy stations for the Children's Room with a gift in honor of Anne L. Rivard and Charlene M. Wagner, supplemented with other funds from the Friends.
- **Building & Maintenance Update**
Bill Tyler has been helping with some extra cleaning and maintenance around the library.
We are still waiting on the final steps of the electronic lock system.
- **CIPA Presentation**
 - The Children's and Internet Protection Act (CIPA), is a federal law which permits the government to require entities receiving certain kinds of federal funding to filter internet content.
 - CWMARS recently upgraded a fiber-optic switch for our internet. There is federal funding available through the FCC's E-Rate program to subsidize the cost of this line. In order to get this subsidy, the library would need to agree to install filtering software in order to be in compliance with CIPA. Compliance requires the use of filtering software for internet access.
 - We do not currently have a filter. It is against library policy for people to access pornography in the building or on our network.
 - Muir has submitted forms to CWMARS expressing our intent to be in compliance with CIPA so that we can apply for the grants to subsidize the cost of the line. However, this does not bind us. We can change our mind before June 30, 2026.
 - The Trustees need to decide if we want to install a filter and censor information so that we can receive a discount, or do we want to forgo the discount and decline to censor information. The discount would be about \$1,500.
 - Questions we have are:
 - What information will be censored?
 - Who determines what will be censored?
 - Will we get a list of websites and information that is being censored?
 - Can we create a whitelist to prevent certain websites from being censored?
 - Do we have liability if we don't censor?
 - Are there any unexpected expenses connected with this software that will negate the value of the discount we receive on the fiber line?
 - Muir will meet with a representative from Cisco, who will be providing the software, to get answers to our questions.
- **Trustee Handbook Discussion**
 - We reviewed Chapter 3 from the MBLC Trustee Handbook, Legal Responsibilities
- **Conroy Memorial Garden Update**
 - Muir has been working on getting quotes for a plaque for the garden. He is looking at etched brass, cast brass, or engraved granite. Bob's family would like the phrase, "Every day is an adventure", on the plaque.
- **Policy Discussion(s) - Gift & Investment**
 - Gift Policy - will review at a future meeting.
 - Investment Policy - Robin presented us with an edited version based on our discussion last month. Muir will be meeting with Town Counsel to get their feedback on this policy.
- **Brooks House Update / Discussion**
 - None

- **Friends Update**
 - Chris Harlow has set up Donor Box and it is ready to use. It should be released for public use soon.
- **Board Comments**
 - Harry let Muir know that the drinking fountains in the library were not working.
 - Robin mentioned a March 2, 2026 email from Kara McCarthy, Lunenburg's Communications & IT Manager, about federal requirements concerning website accessibility. Robin asked if the library's website would need to meet these requirements. Muir said he would check.
- **Other**
 - None
- **Adjourn**
 - A motion to adjourn was made by Stephanie, seconded by Maia. The motion passed unanimously and the meeting was adjourned at 9:10 p.m.
- **Attached Documents**
 - February 2026 Director's Report
 - February 2026 Youth Services Report
 - February 2026 Adult Services Report
- **Additional Documents Referenced**
 - MBLC Trustee Handbook
 - Lunenburg Public Library FY25 Annual Report
 - Gift Policy (Draft)
 - Investment Policy (Draft)
 - CIPA PowerPoint presentation



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

■ FY26 Budget Update

	<u>FY26 Budget</u>	<u>Budget Expended</u>	<u>% Expended</u>	<u>Calendar Completion</u>
LIBRARY DIRECTOR SALARY	\$ 97,076	\$ 60,998	63%	64%
ASST LIBRARY DIRECTOR SALARY	\$ 69,627	\$ 45,186	65%	
LIBRARY STAFF SALARIES	\$ 272,757	\$ 158,620	58%	
LONGEVITY	\$ 850	\$ 850	100%	
BLDG REPAIRS & MTC				
SEWERAGE DISPOSAL	\$ 1,300	\$ 476	37%	
ELECTRICITY CHARGES	\$ 22,500	\$ 15,443	69%	
HEATING CHARGES/NATURAL GAS	\$ 18,500	\$ 8,330	45%	
WATER CHARGES	\$ 1,150	\$ 574	50%	
NETWORK MAINTENANCE	\$ 500	\$ 140	28%	
BOOK SERVICE	\$ 4,500	\$ 4,476	99%	
PROGRAMS	\$ 16,000	\$ 8,244	52%	
CONTRACTED SERVICES	\$ 2,500		0%	
CWMARS NETWORK	\$ 20,571	\$ 20,571	100%	
POSTAGE	\$ -			
OFFICE SUPPLIES	\$ 8,000	\$ 4,007	50%	
CUSTODIAL SUPPLIES	\$ 300	\$ 233	78%	
LIBRARY MATERIAL	\$ 96,000	\$ 21,314	22%	
MILEAGE REIMBURSEMENT	\$ 4,000	\$ 278	7%	
<u>TOTALS</u>	\$ 636,131	\$ 349,738	55%	

*updated to reflect this week's warrant.

■ FY27 Budget Update

March 5 will be the Library's presentation to the Finance Committee. The Town Manager is anticipated to be delivering her preliminary budget this week, a level service budget. A level service budget for the town is anticipated to need an override.

■ Staff Update

Lydia performed to rave reviews while I was on leave. She efficiently took care of business and was acknowledged at last week's Selectboard meeting by the Town Manager. She effectively monitored and mentored staff while I was unavailable. Debbie Laffond is helping as a temporary employee. She will take some time away during March and then return to help us during Lydia's leave.

Minna Scholten is our new Library Assistant, and we are excited to see how she can contribute. She seems to have picked up familiarity with circulation duties quickly, and is helping us with small projects in the Children's Room. Lydia and I are continuing regular checkins with Joslyn and Melanie to maintain our availability for them as they work on their projects.

We were awarded a grant from the Emerson hospital Christine Gallery Community Benefit Grant and will purchase memory kits that can be circulated to Alzheimer sufferers and their caregivers. These will be housed at the LAAC and catalogued by the library.



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

Karen Barret is the new Town Finance Director, the Assistant Accountant continues. I have a meeting with Karen and the Town Manager on Friday of this week to discuss the preliminary budget for the Library.

■ Programs

Joslyn has really gone above and beyond to organize and schedule a steady stream of teen/tween programs while we have had the vacancy in the Teen Room. We have also been lucky to have a volunteer interested in leading a weekly board game club and a Dungeons and Dragon group. We continue to hope that the numbers for those events will increase. Our Minecraft Tournament drew 20 excited participants on Feb 14th.

Children's crafts have seen a positive response with 32 attendees for Sock Snowmen and 38 for Love Bugs. Toddler Yoga has been another positive note with 19 little guys in attendance this past month.

Adult programs have seen some weather impacts, though many programs are seeing steady numbers. 15 attended the treasure journaling workshop, and 15 attended the sock hop concert. An interesting note: attendance at virtual programs this month climbed to 15 at the 5 events we advertised, a significant increase over recent months. Our Valentines Day movie showing brought in a small crowd who were thoroughly entertained last Friday night.

Coming up: 2/18 Afrobeats Dance class for Kids, 2/18 Scottish Music concert, 2/19 STEM Olympics, 2/20 Winter Salve workshop, 2/21 Winter Puzzle Swap, 2/27 Video Game Night, 2/28 next session of Toddler Yoga, 3/2 Bridie Wolejko art exhibit "Harmony and Discord," 3/7 Music Clinic, 3/14 Candle Making sessions for kids and for teens.

■ Outreach

Currently working on building a list of volunteers who might help us offer a Repair Clinic Outreach event. Melanie is working on scheduling a second presentation at Baker Brook, and will be visiting the Lunenburg Women's Club to talk about library services at one of their two next meetings.

We have begun filling out our calendar for late Spring and summer. If you notice any potential visits, let me know. Right now, Cruise Night, May Vendor Fair, Artisan Markets, and several visits to local recreation spots (beach, pickleball courts, etc.) are what we are planning.

■ Building & Maintenance

Bill Tyler has been helping out us with a some extra cleaning and maintenance around the library. He's always a reliable and hard-working helper. We are still waiting for the final steps on the electronic lock system.

■ Technology

We are monitoring the toner usage in the new color printer, trialing a lower "quality" setting. The old machine had been dialed in and used only a moderate amount of color toner, and this machine needs to be tuned in. The old machine also finally gave out (it limped along just long enough!) As the town



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

continue to try to minimize extra printers, we have identified at least two that we feel very strongly that we need to keep for our operations: the color machine and the staff black-and-white.

Sherril's workstation is on the list to be replaced as soon as we can make it happen. Nothing catastrophic, but we delayed that replacement last year. The Friends have purchased replacement Early Literacy Stations in the Children's Room with a gift in honor Anne L Rivard and Charlene M Wagner, supplemented with other funds from the Friends.

February 2026 Youth Services Trustee Report

Children's Stats (Jan 13 – Feb 9)

Activity	Participants
Drop-In Craft Sock Snowmen	32
Around the World Story Time	13
Around the World Story Time	15
Toddler Yoga	19
Sounds and Music Story Time	16
Kids Comic Club Kits	6
Drop-In Craft: Love Bugs	38
Around the World Story Time	4
Bookworms Book Club	4
Kiddie Music Time	38
Beginners Book Club	4

Tween/Teen Stats

Activity	Participants
Nautical Crafting w/ Pop-Up Art School	5
Tween/Teen Dungeons and Dragons	2

Budget Stats:

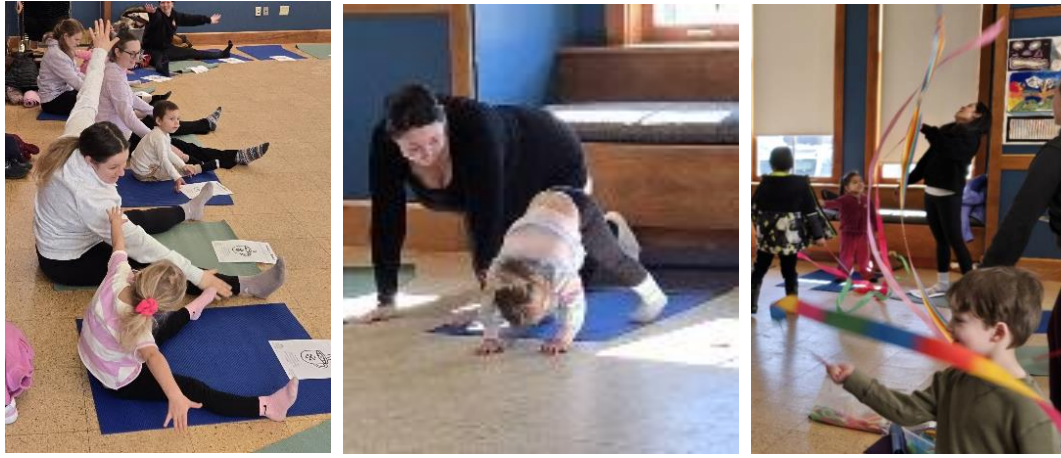
CHILD PROGRAMS AS OF 2/9/2026				
BUDGET LINE	TOTAL	% SPENT	% ENCUMBERED	\$ REMAINING
TOWN	\$3,000	46%	50%	4%
TOWN STEM	\$3,000	22%	57%	21%
FRIENDS	\$1,000	40%	37%	24%
GRAND TOTAL	\$7,000	40%	56%	17%

TWEEN PROGRAMS AS OF 2/9/2026				
BUDGET LINE	TOTAL	% SPENT	% ENCUMBERED	\$ REMAINING
TOWN	\$3,000	54%	46%	-1%
FRIENDS	\$3,000	60%	0%	40%
GRAND TOTAL	\$6,000	34%	41%	25%

TEEN PROGRAMS AS OF 2/9/2026				
BUDGET LINE	TOTAL	% SPENT	% ENCUMBERED	\$ REMAINING
TOWN	\$2,200	83%	0%	9%
FRIENDS	\$2,000	40%	23%	38%
GRAND TOTAL	\$6,000	34%	41%	25%

Highlights:

TODDLER YOGA: The first of our Monthly Toddler Yoga was an adorable success! Ava from 2 Mindful Girls was incredible at engaging the kiddos in a Frozen-themed yoga class both toddlers and their grownups seemed to really enjoy! The February session is already full - with a full waitlist too!



DROP-IN CRAFT – LOVE BUGS: Seems like Drop-In Crafts are back in full swing! Plenty of adorable little bugs and proud kids!



KIDDIE MUSIC TIME: Monument Square Music is always delightful. The kids that dance, dance the whole time. The kids that are too scared to dance, still watch the whole “show” in awe. Lots of smiles and giggles as always.



Upcoming Events:

- Feb 11: Around the World Storytime
- Feb 11: Teen Board Game Club
- Feb 11: In-Betweeners Book Club
- Feb 12: Teen Metalsmithing Workshop
- Feb 13: Tween/Teen D&D Club
- Feb 14: Tween Minecraft Tournament
- Feb 17: Winter Painting w/ Miss Julie
- Feb 18: Afrobeats Dance Class
- Feb 19: STEM Olympics
- Feb 23: Sounds and Music Storytime
- Feb 23: Homeschool Craft Corner
- Feb 25: Around the World Storytime
- Feb 25: Teen Board Game Club
- Feb 27: Tween/Teen D&D Club
- Feb 27: Tween/Teen After-Hours Video Game Night
- Feb 28: Toddler Yoga
- Mar 2: Sounds and Music Storytime
- Mar 4: Around the World Storytime
- Mar 4: Teen Board Game Club
- Mar 5: The Bookworms Book Club
- Mar 6: Tween/Teen D&D Club
- Mar 9: Kiddie Music Time
- Mar 9: The Beginners Book Club
- Mar 10: Teen Cupcake Decorating
- Mar 11: Around the World Storytime
- Mar 11: Teen Board Game Club
- Mar 12: In-Betweeners Book Club
- Mar 13: Tween/Teen D&D Club
- Mar 14: Colorful Candle Making for Kids
- Mar 14: Tween Spring Candle Making

Joslyn Davis, Children's Services Librarian

Summary of Last Month

- The yoga and breathwork classes showed a lot of initial interest with full classes and long waitlists for the January sessions. However, we had nearly 50% no-show rates for each program. We will adjust class sizes to absorb some of these absences, and an email was sent to all February and March registrants to be considerate of their registration. Hopefully we will see improvement for the remainder of the classes.
- The treasure journaling workshop on Friday, January 16th went really well. We had 15 enthusiastic crafters attend and create unique hand-sewn journals out of recycled materials. It was highly reviewed and these presenters will be on my list of programmers to ask back in the future for more crafting events.
- On January 24th we held our Sock Hop Golden Oldies party despite the frigid temperatures outside. There were 15 people in the audience for this very fun and engaging concert. Denis Cormier brought costumes and great energy to make this an unforgettable show at the library.
- For our virtual program offerings, there were 16 total registrations across the five programs held this month. Some were more popular than others, but it is encouraging to see the engagement rising. There are six virtual events planned for February, so we will see if the trend continues or starts to dip as the year progresses.

Recurring Program Updates

- Book clubs went well in January. We had steady attendance at both meetings – and a few new members joined us!
 - 100 Books Bucket List is discussing *The Wind in the Willows* by Kenneth Grahame at the next meeting on Tuesday March 3rd
 - Between the Bookends is discussing *Modoc: The True Story of the Greatest Elephant That Ever Lived* by Ralph Helfer at the next meeting on Wednesday March 11th
- No significant changes to our drop-in tech help sessions with Melanie. There have been more patron requests for tech help appointments during other work hours, but

the workload seems manageable for Melanie for now. We will continue to monitor and adjust if needed.

February Programs

- Adults Only Make It Monthly for February are string art hearts on Wednesday, February 4th and Thursday, February 5th. This will be the last of the series before my maternity leave, but based on how well this class goes, we may resume when I return in the summer.
- The biweekly yoga and breathwork classes continue for February on Thursday, February 5th and 19th.
- A popular program, Jason Graham's Saturday music clinic, will be on February 7th.
- Jill Pottle is returning to teach colored pencil drawing on Sunday, February 8th.
- In conjunction with a teen session earlier in the day, adults can make their own copper bookmark with Heather Beck on Thursday, February 12th.
- To celebrate Valentine's Day, on Friday, February 13th we will host Jeff Rapsis for live music accompaniment to silent film "Girl Shy" starring Harold Lloyd.
- The Monthly Music Series for February will take place on Wednesday, February 18th with an evening of Scottish music.
- Grace Krupkowski with Trilogy Herbalism rescheduled her winter salve making workshop from January 30th to February 20th.
- Our annual winter puzzle swap will take place on Saturday, February 21st and we already have quite a few collected!
- Following the puzzle swap will be a puzzle race on Wednesday, February 25th.
- We also have several virtual programs running in conjunction with the Ashland Library on February 2nd, 7th, 9th, 12th, 23rd, and 26th.

Programming Financial Report

ADULT PROGRAMS AS OF 2/1/2026				
BUDGET LINE	TOTAL	% SPENT	% ENCUMBERED	% REMAINING
TOWN	\$4,500	51%	41%	8%
FRIENDS - PROGRAM	\$3,000	67%	29%	4%
FRIENDS - SUPPLIES	\$1,000	23%	0%	77%
MUSIC SERIES	\$6,600	52%	27%	21%
GRAND TOTAL	\$14,600	48%	24%	28%

Respectfully submitted,

Lydia Paolilli, Assistant Library Director