



**Trustees of Lunenburg Public Library, Meeting Minutes June 18, 2026**  
**Sudolnik Conference Room, Lunenburg Public Library**

**Members Present:** Muir Haman (Director), Harry Kubetz, Laura Boussom, Robin Venezia, Jana-Lee Balish, David Niose, Stephanie Trudel

**Members Remote:** Maia Wentrup

**Members Absent:** None

**Select Board Representative:** None

The LPLBT meeting was called to order at 6:50 p.m. by Chair Harry Kubetz.

**Public Comment**

- None

**Agenda Items**

- **Approval of Minutes of May 21, 2026**

- Robin made a motion to approve the minutes of May 21, 2026, as amended. Stephanie seconded. The motion passed by roll call vote.
  - Harry Kubetz Aye
  - Maia Wentrup Aye
  - Laura Boussom Aye
  - Robin Venezia Aye
  - David Niose Aye
  - Stephanie Trudel Aye
  - Jana-Lee Balish Aye

- **Director's Report**

- **FY2027 Budget Update**

FY2027 will soon be open for purchase requisitions. An improved process for accounts payable and invoice processing has been put in place.
- **FY2026 Budget Update**

Muir submitted a \$12k batch of invoices on Tuesday.  
A poster printer will be purchased for \$4k before the end of the fiscal year.  
Database renewals will use up the unexpended amount in Library Materials.  
Office supplies will be ordered.  
Muir will be making sure he spends as close to budgeted amounts as possible, with receipt of goods to be before the end of the fiscal year.
- **Staff Update**

The town had a full day of training on June 9, with sections on CivicsPlus (town website), Suzor IT help, and MUNIS.  
Muir attended the CWMARS User's Council on June 2.  
Marabeth and Cheryl have both returned to work after their leaves. Lydia will be returning at the end of the month.  
North End Subaru committed to another year of support for the Monthly Music Series and increased their funding to \$400 per event, up from \$300 in previous years. They have also approved the use of their funds for a potential outside, off-site series this summer to take place at the Lunenburg Adult Activity Center. This needs to be coordinated with Deb Goodsell, Director of the Council on Aging.  
Muir plans to meet biweekly with Jennifer Warren-Dyment, Town Manager, to improve communication and discuss organizational needs.
- **Library Director Job Description** The Director's Job Description has been placed in the Library Trustees New Member Kit and the June Meeting Documents folders.

- **Programs Update**

The Summer Reading Program (SRP) launched with quite a bit of interest. Nearly 200 children have registered so far. Teen numbers have been slow to increase. A couple dozen adults have registered. We have added second sessions for nearly all the summer children's events as registrations for most of them filled up in the first two days. We will use State Aid funding to cover the cost of these extra sessions. Harry asked how our SRP attendance compares to other libraries. Muir does not know, but will investigate and get us an answer.

We are on track to have over 72,000 visitors in FY26. This will be a 10-year high. Harry asked if there is a way to compare our attendance with other libraries in the area. Muir will look into this.

Harry also suggested that Muir send a letter of thanks to North End Subaru, expressing our appreciation for their support of the monthly concert series. Muir said he will do that.

The Hello Summer Henna, Summer Book Bag Decoration, Wacky Weather with Cosmic Kelly, and Caterpillar Day programs for children were well-attended. There seems to be interest in the Crochet and 3D Printing clubs for teens this summer.

For adults, the Felted Wool Sheep Workshop was full, and the Stitchcraft and Book Clubs have been steady. The monthly concerts have also been bringing in steady numbers.

The SRP finale will be on July 30, with LED mini-golf and games.
- **Outreach Update**

Upcoming outreach events will be held at the Artisan Market at the Montuori Flea Market on Mass Ave., and at the Town Beach.
- **Technology Update**

We will be purchasing a poster printer that can print up to 24" in house. This service will be available to staff, patrons, and other town departments. It will be capable of printing on matte or gloss paper, and vinyl banners. The schedule of fees is to be determined.

A Cisco Umbrella license has been purchased. Our trial remains in effect as CWMARS will be installing a new router this summer that will allow us better filtering management. Filtering is currently limited to library-owned devices.
- **Building & Maintenance Update**

The water fountain by the patio is waiting for service before it can be turned on.

New bathroom stalls were ordered, but the wrong color was delivered.

Don has been trying to find a replacement for the baby changing station in the Men's Room, but the sizing has been incorrect and the original is no longer made.

Al is out on leave, but when he returns, he will continue with the painting projects for the library.

We received an anonymous gift to replace the marsh marigolds that were taken from the Rainwater Garden in May. Robin planted them.
- **Discussion about amending Director's contract reflecting new Town of Lunenburg employee vacation system**
  - Harry let us know that Muir's contract would be updated to include the standardized language about vacation accruals that the town now uses. Nothing else will change. We all agreed this was an appropriate change.
- **Trustee Handbook Discussion - Chapter 7 - Budgeting & Financial Management**
  - Due to the size of Lunenburg and the organization of our town government, the Trustees are not responsible for developing a budget. However, Harry suggested that we should be more involved in the future by attending budgeting meetings with the Finance Committee and the Tri-Board.
  - Robin said we should promote our programs and the value we and the Friends add to the town. The summer free lunch program is a good example of this. Promoting our successes and showing how much we add to the town will help when asking voters to support our budget.
  - Maya asked Muir if there is a role for us in helping to raise funds from the community. He said there was for special projects and for encouraging people to make donations to the Friends or to our trust funds.
  - Robin noted that the MBLC's Annual Report Information Survey (ARIS) is an excellent tool to research how we compare to other libraries in the state.

- **Conroy Memorial Garden Update**
  - The rock has been delivered to Leominster Monument for engraving. Muir is waiting for the mock-up to give final approval.
  - Bob's family would like a dedication ceremony.
- **Strategic Plan**
  - **FY22 - 27 report**  
Muir reviewed the goals and action plan of our current plan. Some goals were accomplished and some are ongoing and can be included in our new plan. An action plan is submitted to the MBLC each year so that we can qualify for LSTA grants.
  - **RFP review & schedule for new five year plan**  
Not complete. Will review at the next meeting. We will be having a meeting in July to start the strategic planning process.
- **Policy Discussion**
  - **Collection Development Policy**  
Muir has not received the answers to our questions from Town Counsel.
  - **Room Use Policy**  
Laura asked if the patio should be included as an area that can be reserved. Muir said he would like to see it get more use, but that it is hard to monitor. Jana doesn't want it to be over-reserved and prevent casual use. Robin noted that our parking lot is not mentioned in Section 8, Parking. It only mentions on-street parking and nearby municipal lots.  
In Section 1, Purpose, it states that the library is not to be used for non-library related entrepreneurial or commercial purposes. We allow professional tutors to reserve rooms, so this would need to be stated in the policy. We would also need to include a carve-out for the Friends.  
We deferred further discussion until September.
  - **Statement on Library Filtering Software**  
Robin asked who is the intended audience of this statement. Muir said it was for patrons.  
An explanation of what a patron should do if they feel they are incorrectly blocked needs to be added.  
The statement needs some reworking, which Muir will do and bring back to us in the fall.
- **Brooks House Update / Discussion**
  - Muir mentioned that he has spoken to several town employees and town officials who have expressed an interest in seeing a makerspace at the Brooks House. No plans are underway, and finding the funds to do this would be difficult.
- **Friends Update**
  - Chris Harlow had QR codes ready for the Book & Bake Sale so that electronic payments could be accepted through Donorbox.
  - The Book Sale brought in \$2,674.66 and the Bake Sale brought in \$1,155.62.
  - The Friends' annual meeting is August 8, 2026 at 9:00 a.m.
- **Board Comments**
  - None
- **Other**
  - None
- **Adjourn**
  - A motion to adjourn was made by Stephanie, seconded by Robin. The motion passed unanimously by roll call vote and the meeting was adjourned at 9:39 p.m.

- Harry Kubetz      Aye
- Maia Wentrup      Aye
- Laura Boussom      Aye
- Robin Venezia      Aye
- David Niose      Aye
- Stephanie Trudel      Aye
- Jana-Lee Balish      Aye

- **Attached Documents**

- June 2026 Director's Report
- June 2026 Youth Services Report

- **Additional Documents Referenced**

- Town of Lunenburg Library Director Job Description
- Lunenburg Public Library Statement on Library Filtering Software (Draft)
- Strategic Plan FY22-27 Goals and Descriptions
- Collection Development Policy with proposed changes
- Room Use Policy with proposed changes



## LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

June 18, 2026

### ■ FY26 Budget Update

|                              | <u>FY26 Budget</u> | <u>Budget Expended</u> | <u>% Expended</u> | <u>Calendar Completion</u> |
|------------------------------|--------------------|------------------------|-------------------|----------------------------|
| LIBRARY DIRECTOR SALARY      | \$ 97,076          | \$ 90,753              | 93%               | <u>96%</u>                 |
| ASST LIBRARY DIRECTOR SALARY | \$ 69,627          | \$ 66,770              | 96%               |                            |
| LIBRARY STAFF SALARIES       | \$ 272,757         | \$ 231,860             | 85%               |                            |
| LONGEVITY                    | \$ 850             | \$ 850                 | 100%              |                            |
| BLDG REPAIRS & MTC           |                    |                        |                   |                            |
| SEWERAGE DISPOSAL            | \$ 1,300           | \$ 951                 | 73%               |                            |
| ELECTRICITY CHARGES          | \$ 22,500          | \$ 22,656              | 101%              |                            |
| HEATING CHARGES/NATURAL GAS  | \$ 18,500          | \$ 13,256              | 72%               |                            |
| WATER CHARGES                | \$ 1,150           | \$ 752                 | 65%               |                            |
| NETWORK MAINTENANCE          | \$ 500             | \$ 219                 | 44%               |                            |
| BOOK SERVICE                 | \$ 4,500           | \$ 4,476               | 99%               |                            |
| PROGRAMS                     | \$ 16,000          | \$ 13,468              | 84%               |                            |
| CONTRACTED SERVICES          | \$ 2,500           | \$ 256                 | 10%               |                            |
| CWMARS NETWORK               | \$ 20,571          | \$ 20,571              | 100%              |                            |
| POSTAGE                      | \$ -               |                        |                   |                            |
| OFFICE SUPPLIES              | \$ 8,000           | \$ 4,007               | 50%               |                            |
| CUSTODIAL SUPPLIES           | \$ 300             | \$ 294                 | 98%               |                            |
| LIBRARY MATERIAL             | \$ 96,000          | \$ 60,714              | 63%               |                            |
| MILEAGE REIMBURSEMENT        | \$ 4,000           | \$ 847                 | 21%               |                            |
|                              |                    |                        |                   |                            |
| <b><u>TOTALS</u></b>         | <b>\$ 636,131</b>  | <b>\$ 532,701</b>      | <b>84%</b>        |                            |

### ■ FY27 Budget Update

FY2027 is open for purchase requisitions, and we have been introduced to an improved process for Accounts Payable and invoice processing.

### ■ Staff Update

The Town offered a full-day training on June 9, with sections on CivicsPlus (Town website), Suzor IT Help, and MUNIS. I attended and will share the CivicsPlus details with Melanie, though we do not use the Town's website for much.

User's Council occurred on June 2, with a handful of votes, including a renewal of by-laws. News of Clinton's voting down their Library's building project clouded the event. Moods were slightly buoyed with reports from MBLC and MLS about advocacy efforts.

Marabeth and Cheryl have both returned to duty. Lydia and I discussed her return at the end of the month. Thanks again to Debbie for sticking around in her retirement and continuing to help us out.

North End Subaru has committed to another year of support for the Monthly Music Series and increased their funding level to \$400 per event. They have also approved use of their funds for an outside, off-site series during the summer, if I can work with Deb at COA and make that happen on



## LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

short notice. I plan to meet with the Town Manager on a more regular basis to improve communication, with meetings every other week penciled in to the schedule.

### ■ Programs

Summer Reading registration has launched with quite a lot of interest. We registered nearly 200 children by the end of the second week that registrations have been open. Teen numbers have been slow to increase, perhaps related to the conclusion of the school year. We have a couple dozen adults already registered, too. A number of residents registering for new cards have also expressed interest in Summer Reading. We have added second sessions for nearly all summer events for children, too, as registrations filled up in the first two days for almost everything. We will use State Aid funding to cover these extra sessions.

Hello Summer Henna was again popular, drawing 48 attendees. Although a number of registrants did not show up, Joslyn's Summer Book Bag Decoration program had 72 attendees! 32 attended Wacky Weather with Kosmic Kelly and 13 came to Caterpillar Day and our screening of Amazing Caterpillar, even though we had to release the butterflies we hatched early. For teens, one scheduled of the Yoga drew a dozen participants, but then the second was scheduled to close to the end of the year. There does seem to be interested so far in our Crochet and 3D printing clubs during SRP, too!

We had a full workshop to make felted sheep on June 10<sup>th</sup>, and Stitchcraft and Book clubs have been steady for adults. Concerts have brought in solid numbers the last few months. North End Subaru committed to another year of funding at \$400 per event (an increase of \$100).

Coming up: SRP full launch 6/22! 6/18 Monthly Music: Pop Rock of the 60s and 70s, 6/19 closed for Juneteenth. Teens: 3d printing club on Mondays, Crochet Tuesday afternoons. Children: Make-It Mondays, Lego Tuesdays, Therapy Dog Wednesdays, Big Event Thursdays. 6/25 SRP Kickoff: Ice Cream Social (after free lunch) 7/9 Animal Adventures (with a wallaby!). 7/15 Monthly Music Series: Irish Folk Music, 7/27 Make It Monday: Unicorn Snot, 7/30 LED Mini Golf and Games (Finale).

### ■ Outreach

The Earth Day Info Fair was our high point for outreach this month, Herlin Jaime organized a fabulous event with some vendors traveling quite a distance, and the gym was very active with visitors.

April 27 FSU Farmer's Market and Info Fair and May 18 Seven Hills Transition to Adult Hood Info Fair. Both enabled us to gather some informal data on needs in our community.

Upcoming Events: Artisan Market on 6/21, 7/19, 8/2, 8/30. Town Beach TBD.

### ■ Building & Maintenance

A number of Facilities projects have seen delays this spring. Our water fountain is still awaiting service. The bathroom stalls that were ordered came in the wrong color. Don has been trying to find a replacement for the baby changing station in the Men's Room, but sizing has been incorrect and the original is no longer made. Al is out on leave and will continue painting projects around the Library when he returns.



## **LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT**

We received an anonymous gift to replace the marsh marigolds that went missing in May. What a generous and kind person to do this!

### **▪ Technology**

Cisco Umbrella licensing has been purchased. Our trial deployment remains in effect as CWMARS will be installing a new router this summer that will allow us better filtering management.

We will be purchasing a poster printer that can print up to 24" in-house. This service will be available to staff, patrons and other departments. We will be capable of matte or gloss paper printing, and vinyl (banners). Schedule of fees TBD.

## JUNE 2026 Youth Services Trustee Report

### Children's Stats (May 15 – June 11)

| Activity                      | Participants |
|-------------------------------|--------------|
| Caterpillar Day               | 13           |
| Wacky Weather w/ Kosmic Kelly | 32           |
| LEGO Club                     | 2            |
| Toddler Yoga                  | 17           |
| DIY Summer Reading Book Bags  | 72           |

### Tween/Teen Stats

| Activity                            | Participants |
|-------------------------------------|--------------|
| Mindful Yoga for Teens (2 Sessions) | 12           |

### Patron Quotes:

“OMG [child] came home SO EXCITED about the library. He told me we have to go every single day this summer because “there’s something ALL SUMMER LONG”  
(text Minna received from a Lunenburg mom after our Primary School visit)

### Budget Stats:

| CHILD PROGRAMS AS OF 6/11/2026 |         |         |              |              |
|--------------------------------|---------|---------|--------------|--------------|
| BUDGET LINE                    | TOTAL   | % SPENT | % ENCUMBERED | \$ REMAINING |
| TOWN                           | \$3,000 | 97%     | 0%           | 3%           |
| TOWN STEM                      | \$3,000 | 88%     | 0%           | 2%           |
| FRIENDS                        | \$2,000 | 95%     | 23%          | 12%          |
| GRAND TOTAL                    | \$8,000 | 93%     | 6%           | 5%           |

| TWEEN PROGRAMS AS OF 6/11/2026 |         |         |              |              |
|--------------------------------|---------|---------|--------------|--------------|
| BUDGET LINE                    | TOTAL   | % SPENT | % ENCUMBERED | \$ REMAINING |
| TOWN                           | \$1,800 | 101%    | 0%           | -1%          |
| FRIENDS                        | \$1,000 | 91%     | 0%           | 10%          |
| GRAND TOTAL                    | \$2,800 | 97%     | 0%           | 3%           |

| TEEN PROGRAMS AS OF 6/11/2026 |         |         |              |              |
|-------------------------------|---------|---------|--------------|--------------|
| BUDGET LINE                   | TOTAL   | % SPENT | % ENCUMBERED | \$ REMAINING |
| TOWN                          | \$2,200 | 83%     | 0%           | 9%           |
| FRIENDS                       | \$2,000 | 63%     | 20%          | 29%          |
| GRAND TOTAL                   | \$4,200 | 73%     | 38%          | 75%          |

## Highlights:

**MINDFUL YOGA FOR TEENS:** We had such an unexpected number of teens show up that the instructor had to make a trip back to her car to get more yoga mats! There was a good mix of kids (gender, age, newbies vs frequenters, etc.) with the newbies giving rave reviews afterwards! Bonus: Kat, the instructor, was proud of some of the boys who have shown interest but had a couple of behavioral issues during past sessions. A great example of how consistency can build both interest and trust with the teens!

**SUMMER READING OFF TO A GREAT START:** Minna and I had a fantastic visit to the Primary School! The kids were so full of energy that we had to hold for applause after everything we said! And it seems to have worked... We have had an overwhelming response to our summer reading events! We've even had to add second sessions to a few programs. I can't blame everyone for wanting to do a craft with me, but we're going to need a lot of glue for our Unicorn Snot slime... We are also up to 207 SRP registrations!



**WACKY WEATHER W/ KOSMIC KELLY:** Cosmic Kelly is karismatic, kreative, and klever! The kids were thoroughly entertained by her weather show and, thankfully, very interested in both the spectacle and the science behind it. Hopefully it was a room full of future scientists!



**LAST TODDLER YOGA:** We had some frequenters and some surprised patrons who just happened to show up on a Saturday and then we roped into doing yoga... But everyone was delighted! Every session has received very positive feedback with 2MindfulGirls' being fantastic

with the kiddos – but this one received the most praise (along with demands to have them back next school year). Might have to be a recurring event!



HENNA: As always, Mandy’s henna was quite popular and loved! She always brings tons of designs and works at an unbelievably impressive speed allowing her to do henna for around 50 people in just a 2-hour time span. Even the toddlers who got henna didn’t have the time to get impatient.



DIY SUMMER READING BOOK BAGS: I could not have predicted this event’s popularity... I even had to go and buy double the number of bags! And it was worth it for all the highly enthused young artists ready to take home some summer reading books in their brand-new bags



### Upcoming Events:

|                  |                               |
|------------------|-------------------------------|
| <b>TEENS:</b>    |                               |
| 3D Printing Club | Mon 6/22 - 7/20<br>4 Sessions |

|                                                    |                                |
|----------------------------------------------------|--------------------------------|
| In the Loop (Crochet Club)                         | Tues 6/23 - 7/28<br>6 Sessions |
| Explore the Procreate App                          | 7/21/26                        |
|                                                    |                                |
| <b>CHILDREN:</b>                                   |                                |
| Floor Babies: A Postpartum Support Group           | 6/18/26                        |
| Make-It Monday: Fairy Houses                       | 6/22/26                        |
| Dog Days: Read to a Therapy Dog                    | Wed 6/24 - 7/22<br>5 Sessions  |
| Make-It Monday: Magic Wands                        | 6/29/26                        |
| Science Heroes: Digging It                         | 7/2/26                         |
| Make-It Monday: Creature in a Jar Session One      | 7/6/26                         |
| Make-It Monday: Creature in a Jar Session Two      | 7/6/26                         |
| Animal Adventures Session One                      | 7/9/26                         |
| Animal Adventures Session Two                      | 7/9/26                         |
| Make-It Monday: Chinese Dragons                    | 7/13/26                        |
| America is Wild                                    | 7/14/26                        |
| Alien Escape w/ Big Ryan's Traveling Mystery Rooms | 7/16/26                        |
| Make-It Monday: DIY Woodland Crowns                | 7/20/26                        |
| Reading is Magic                                   | 7/23/26                        |
| Make-It Monday: Unicorn Snot                       | 7/27/26                        |

Joslyn Davis, Children's Services Librarian

Minna Scholten, Library Assistant (Children's Room)