



Trustees of Lunenburg Public Library, Meeting Minutes July 10, 2026
Sudolnik Conference Room, Lunenburg Public Library

Members Present: Muir Haman (Director), Harry Kubetz, Maia Wentrup (arrived 5:20 p.m.), Laura Bousso, Robin Venezia, Jana-Lee Balish, David Niose, Stephanie Trudel

Members Remote: None

Members Absent: None

Select Board Representative: Glenn McCloud

The LPLBT meeting was called to order at 5:02 p.m. by Chair Harry Kubetz.

Public Comment

- None

Agenda Items

- **Approval of Minutes of June 18, 2026**
 - Robin made a motion to accept the minutes of June 18, 2026, as amended. Jana-Lee seconded. The motion passed 6 to 0. Maia was not present for the vote.
- **MOU between Parks Commission and LPL Trustees re: Room Use**
 - Since the TC Passios building is now closed, the Lunenburg Parks Commission is looking for indoor space to hold Recreation Department programs for which they would be charging fees to participants. The Parks Commission asked if they could use the library for some of their activities. This Memorandum of Understanding is intended to be a guide for our ongoing collaboration.
 - Our Room Use Policy states that outside groups are not allowed to exceed 13 reservations in a calendar year, or to charge a fee for participation in activities. However, the policy also states that the Trustees can make exceptions to this rule.
 - Muir asked us if we approve of this collaboration and if so, to approve the language of the MOU.
 - The Trustees support allowing the Rec Department to use the Wallace Community Room for their programs until the end of FY27. The library and rec department offer some similar programs and are in competition for funding sources and for attention from residents. However, supporting this collaboration is what is best for the town and we strive to be supportive of other departments when possible. We asked Muir to add a statement to the MOU that says the Rec Department can charge for their programs, since this was not clearly stated.
 - Harry suggested that Muir speak with the Town Manager and come to an understanding that if any damage is done to the library facilities during these programs, that the cost of repairs would come from town funds and not from the library's budget.
 - Muir will revise the MOU as requested.
 - Muir will add a public-facing statement to the library's website about our collaboration with the Rec Department.
 - Laura made a motion that the Trustees support a collaboration between the Lunenburg Recreation Department and Lunenburg Public Library pursuant to the terms of the Memorandum of Understanding. Stephanie seconded. The motion passed unanimously.
- **New LPL Strategic Plan**
 - **Subcommittee - Yes or No?**

It will be difficult to schedule planning meetings that all of us can attend, so we feel it is best to form a subcommittee. Robin made a motion to establish a subcommittee for strategic planning. Members will be Stephanie, Maia, and Laura. Harry seconded. The motion passed unanimously.
 - **Schedule for Consultant Interviews, Focus Groups, etc.**

Muir included a timeline for the project in the Request for Proposal, aiming to submit the RFP by the end of July and for a December 2026/January 2027 completion date. We agreed as a group to change this timeline to have the RFP issued by the end of August 2026, and to have the project completion date be June 2027.

We do not need to rush through this planning process since Muir will not need it until October of 2027, when it will be required for the library to qualify for MBLC grants.

- **RFP Details Review**

Muir provided us with a Strategic Planning Request for Proposals. The subcommittee will review this.

- **Discussion of Values & Priorities**

We decided to update the existing plan instead of creating a whole new one.

Harry suggested we add a goal to have the Trustees become more involved in fundraising and financial sustainability.

Maia suggested we add a goal of continued relationship building with stakeholders in the community, such as the schools, LAAC, and local businesses.

We will look at other libraries' plans to get ideas.

We will work on a five-year plan, instead of one for a shorter time period.

- **Board Comments**

- Harry said that he would be meeting with the Friends to give them a wishlist of items from the library. The solar shade for the patio and shades for the main hall still have not been purchased. Maia suggested a VR system, which could be used for educational purposes. Harry said we should send a list of any items we would like to Muir. The Friends will use their endowment to purchase the approved items.

- **Other**

- Robin reminded us that the Friend's Annual Meeting is Saturday, August 8 at 9:00 a.m.

- **Adjourn**

- A motion to adjourn was made by Jana-Lee, seconded by Stephanie. The motion passed unanimously and the meeting was adjourned at 6:50 p.m.

- **Attached Documents**

- None

- **Additional Documents Referenced**

- Memorandum of Understanding between the Lunenburg Public Library Board of Trustees and the Town of Lunenburg Parks Commission
- Strategic Planning Request for Proposals
- Lunenburg Public Library Strategic Plan FY22 to FY27