

Trustees of Lunenburg Public Library

June 17, 2010

Meeting called to order at 6:30 p.m.

Attending: Lisa Krowitz, John Mara, Dick Mailloux, Jeanne Raboin, Amy Sadkin, Len Smetana, Noel Bodkin, Kate Murray

1. Public Comment: John read a thank you note from Deb Chapdelaine.
2. Amy presented a letter from Jennifer Mason concerning her position at the LPL.
3. New Business
 - May 20, 2010 Minutes: Motion made and accepted to pass minutes as amended.
 - May 20, 2010 Executive Session Notes: Motion made and passed to accept.
 - Director's Contract: Amy has accepted contract as amended. The contract will go to Lunenburg Town Hall.
4. Director's Report (please see Amy's report for more detail)
 - LPL was a regional net lender in FY10, monies from region will be applied against CWMARS FY11 fees.
 - Amy reviewed the budget with the Trustees.
 - Staff: Jen attended two meetings about the current catalog and changes to interlibrary loans; she will also be attending NELA. Patty attended a meeting on using the new Evergreen cataloging system.
 - Staff met about the library opening/closing procedures, return to original schedules and policies for July 1 and increased vigilance by staff in checking all areas before locking library for the evening. Staff also discussed the Endowment list and sharing of information from meetings/conferences attended.
 - New computers have arrived, but have not been installed.
 - Facilities: security cameras installed and collecting data, signs have been posted in building and garden area. Friend's money set aside for carpet cleaning and upholstery, therefore not necessary to use Endowment funds for this project. New cleaners started, will be at library Tuesday and Thursday evenings. The lawn has been "fed" and Maryann Sudolnik and Bea Adams continue to maintain the flower urns by the main entrance. Simplex replaced and relocated a pipe from the boiler room, DPW covered the cost.
 - Technology: Computer monitor near main desk will soon be installed, just waiting on some parts; library looking into Comcast being run into the system.
 - Programs: please see Director's Report for this list. Highlights: Kate hosted a Board Games session for 7th graders who didn't attend the NYC class trip; Babysitter Connection program and Red Cross Babysitting course will be offered this summer; for the younger kid's the Lean Green Clean-up Machine and the Jen Morris program will be happening in June.
 - Other: Patty and Amy completed moving the Main Hall collections with the help of volunteers.
 - Friends Book & Bake Sale brought in \$2042.
5. Personnel Posting for a Junior Library Assistant; there is budget for two high-school age students to go through the year.
6. Calendar of Trustee Meetings for FY2011: meetings will remain at 3rd Thursday of the month, 6:30 p.m.
7. LPL Friends Annual Meeting: Friday, July 23, 6 Op.m. It will be a potluck, all Friends members and Trustees invited.
8. Endowment/Friends Request List: Laptop (1): Gateway for \$599, software from town for free; Lawn Weed & Feed for the year \$1,200; Indoor Painting – Wallace Room walls & closet, entrance hall, kitchen and study rooms (chair rail & painting); Art Hanging System needs to be stained and installed; Chairs (2) upholstered; Portable defibrillator, perhaps through a grant and CPR training (free for municipal employees through the Fire Dept.).
9. Open Meeting Law: there will be meetings throughout the state to discuss the changes to this law.
10. State Ethics Test: to be in compliance, Trustees are required to take online test and then send sheet to Kathy Herrick.
11. Review of Director's contract and evaluation procedures.
12. Former hours to resume July 1, 2010.

Meeting adjourned at 7:36 p.m.

Next meeting: September 16, 2010

Respectfully submitted,

Jeanne Raboin, Secretary, Trustees of the Lunenburg Public Library

