

## Agenda

Lawrence Library Board of Trustees

Nov 4, 2021 @ 7 pm

In the Lyceum – 15 Main Street, Pepperell, MA

1. Review of Bills Payable, Payroll
2. Review of minutes from October 7th, 2021 meeting
3. Accounting:
  - FY2022 Budget - updates
4. Stats: October –
5. Personnel:
6. Systems:
  - Jasonics: upgrade completed on the Panic Button Wi-Fi on Oct 21st
  - Webpage: deposit sent and we will begin working with them this month
7. Building:
  - Shattuck: AC deposit sent, ACs have been ordered. This will freeze the pricing on the quote
  - Driveway: was done Oct 12-14 – Looks awesome! Piping laid for the EV charging station
  - State elevator inspection scheduled for Oct 25 was postponed by the state, new date TBD
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8. Other:
  - Library Covid: monthly discussion on continuing the mask mandate
  - Fall Town Mtg is this **Saturday, November 6, 2021, 9 am**
  - November Art Gallery: Stacy Howe
  - Cultural Council grants submitted
  - Holiday closures: Nov 11, Nov 25 & 26, Dec 25, 25, 31, Jan 1
  - Policies to be reviewed: Borrowing, and WiFi Hot Spot Lending Policy
  - Microfiche conversion- underway