

## Lawrence Library Board of Trustees - Meeting Minutes January 15, 2020

**Attendance:** Pen Burnham (Chair), Carol Case (Vice-Chair), Fred Kobs, Bob Kowalski, Lyn Warwick, Deb Spratt (Library Director) Absent: Ramona Reed (Secretary)

Meeting convened at 7:00 pm. The Meeting minutes from the December 11, 2019 meeting were not available so these will be reviewed at the next meeting.

### Accounting:

- Bills Payable and Budget were reviewed for FY 2020
- The upcoming FY 21 draft budget and process was reviewed again. The Town has a new on-line process for the Department heads to submit them. This is due January 16, 2020.

### Statistics:

- Total Circ. 5,390 (up 3%); new patrons 24 (-13%, Total patrons 7,151)
- 1,844 (up 26%) ILLS net lender, Value of materials \$99,928
- Overdrive 1,063 (+258 BPL), Boopsie: 58 unique users, 2,530 monthly queries
- Web hits 86,831 requests, 13,825 pages viewed; FaceBook: 2,395 reaches, Views 378
- Foot Traffic: 4,275/month (251/day)

### Staff:

- Library Director's Performance Review will be given next month
- Union contract negotiations will begin in March 2020

### Building:

- Citron – further reviewed this vendor who will install the odor neutralization system for the building rest rooms.

### Other:

- Social Media and Social Archiving – Still waiting for info on Town
- Town IT will provide cyber security training for library and other town employees
- Art Gallery – Music: 1/18/2020 Cool Classics by Nissitissit String Quartet, 2/15/2020 Karen Grenier; Art Shows: 1/4/2020– Wendy Prest (Pastel Show), 1/8/2020 Gloria Marie Hazard, Sharon Kay Chandler, Rachel Gloria Adams and Zoe Marie Adams ("Always Gloria)

The meeting was adjourned at 8:53 pm.

Respectfully submitted by Fred Kobs, Lawrence Library Board of Trustees