

Minutes
Lawrence Library Board of Trustees
February 3, 2022 @ 7 pm
In the Lyceum – 15 Main Street, Pepperell, MA

In attendance: Deb Spratt (Director); Charles Pen Burnham (Chair,) Carol Chase, Fred Kobs, Bob Kowalski, Diane Murphy, Lyn Warwick

1. Review of Bills Payable, Payroll
2. Review of minutes from January 6, 2022 meeting – approved.
3. Accounting:
Review of FY2022 Budget EOM and the FY2023 update
4. Stats: Increased again for month of January – doing well.
5. Personnel:
 - Review of vacations and possible staff opening
 - Updates on Covid requirements, test kits, etc.
6. Systems: no updates to report
7. Building:
 - ACs installed, electrical work by Johnny Dee has begun
 - History Room closet space re-purposed
8. Other:
 - Library Covid: monthly discussion on continuing the mask mandate & staffing, tests etc. Board agreed to continue mask requirement for another month.
 - Art Gallery: Ginybel February 8-March 5th
 - Cultural Council – all approved.
 - Holiday closures: February 21, Presidents Day
 - Digitized newspaper collection has arrived, need to create backup drive and set up new PC
 - PACH & Books to Keep – receiving great feedback on the publicity
 - February is *Love Your Library* month
 - Open Trustee positions: Pen and Lyn will run again.
 - Book sale coming up Mar 18th through 20th.

Meeting adjourned at 8:08 pm. Carol motioned and Fred seconded
Next meeting is scheduled for March 10, 2022

Respectfully Submitted by Bob Kowalski, Lawrence Library Board of Trustees