

Lawrence Library Board of Trustees - Meeting Minutes 2/04/2021
Remote Meeting – 7:00 pm

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

The meeting convened at 7:08 pm.

Minutes from the Open Public Meeting on 1/13/2021

Fred Kobs made a motion to accept the minutes of the open public BOT meeting on 1/13/2021, and Lyn Warwick seconded the motion. These were unanimously accepted by the Trustees in attendance at that meeting – Pen Burnham, Fred Kobs, Ramona Reed, Lyn Warwick. Abstained: Bob Kowalski, Carol Case did not vote because she joined this meeting after the vote.

Minutes from the Executive Session on 1/13/2021

Fred Kobs made a motion to accept the minutes of the executive session on 1/13/2021, and Lyn Warwick seconded the motion. These were unanimously accepted by the Trustees in attendance at that meeting – Pen Burnham, Fred Kobs, Ramona Reed, Lyn Warwick. Abstained: Bob Kowalski, Carol Case did not vote because she joined this meeting after the vote.

Accounting:

- FY2021 Budget – YTD – This has been closed out.
- FY2022 Budget submitted Jan 22, 2021. Deb reviewed the Library's budget with the Town Administrator; no concerns because the library budget is conservative (under 2% increase). Deb created a narrative to go with it and will send to the BOT for review. The Town Finance Committee will review this in March.

Statistics:

For January 2021: (percentages up and down are in comparison to the same month last year)

- Circulation 3,980; ILL 1,784 (up 3%); New Library Cards 12, Overdrive 1,208
- Facebook: 4,913 post reaches (traffic remains strong during the quarantine)
- Boopsie (mobile app) – Library will be dropping this because it was purchased by another vendor and it will no longer be compatible with our other Library systems. Deb Spratt will be reviewing other mobile apps used by C/W MARS

Systems:

- Library received the copier repurposed from Town Hall. This was placed in the History room and tied into the network with the staff computers. Town IT assisted with this.

Building: Reported by Deb Spratt

- Boiler – Work was done on Feb. 3, 2021.
- AC replacements for gallery and History room (approved for FY 2021 by the Town). Deb will be getting quotes for these. This was also discussed during her meeting with the TA, who will further review and let her know when the funds will be available.
- A building assessment of the Library was performed on 10/13/2020 by a consultant service procured by the Town. Deb is still waiting for the report. This will help her start the next long-range plan for the library.
- Deb continues to work on the Library inventory for the Town.

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- Contractor, Therrien, will be coming next week to address the previously reported leaks in the upper roof and the roof over the front interior stairway. Deb will also ask for quotes for gutters and/or snow cleats.

Other:

- COVID-19 Update: Cleaning supplies/ hand sanitizer continue to be supplied through the Town. Deb will also purchase a new more efficient sanitizing product for the machine used to sanitize returned library materials.
- Deb Spratt filed the State financial report on 10/16/2020.
- Library grant funds received from the State (\$15,000, facilitated by Senator Kennedy) were submitted to Town Administrator on 10/23/2020; This grant is earmarked for programming.
- Cultural Council Grant requests- She is still awaiting these funds. One program she has planned is a “drive-in” concert at the Library in the Spring.
- Art Gallery Shows 2021: Feb: Jonathan Adrian, March: Squanicook Colonial Quilt Guild

Adjournment:

Fred Kobs made a motion to adjourn, seconded by Lyn Warwick. The motion carried unanimously, and the meeting adjourned at 7:54 pm.

Minutes respectfully submitted by Ramona Reed, Secretary, Lawrence Library BOT