

Lawrence Library Board of Trustees - Meeting Minutes February 5, 2020

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

The meeting convened at 7:00 pm. The Meeting minutes from the December 11, 2019 and January 15, 2020 meetings were reviewed. The minutes from the December 11, 2019 meeting were unanimously accepted. The minutes from the January 15, 2020 meeting were accepted by a vote of 5 (Pen Burnham, Carol Case, Fred Kobs, Bob Kowalski, Lyn Warwick), Ramona Reed abstained.

Accounting:

- Bills Payable and Budget were reviewed for FY 2020
- FY2021 Budget to be reviewed at FinCom Meeting on March 18, 2020

Statistics:

- Total Circ. 6,551 (-1 %); new patrons 32 (-17%), total patrons 7,162 (+1%)
- 2,212 (up 17%) ILLS net lender, Value of materials \$95,727
- Overdrive 1,073 (+257 BPL), Boopsie: Unavail; 2,530 monthly queries
- Web hits 101,765 requests (+15%), 15,216 pages (+10%) viewed; FaceBook: 2,395 reaches, Views 378
- Foot Traffic: 4,275/month (251/day)

Staff:

- The Trustees gave the annual performance evaluation to Deb Spratt, Library Director. Deb advised the Board that the Town Administrator told her that he also planned to give her a separate evaluation from the Town. The Library Board advised that this should not be done because according to the Massachusetts Board of Library Commissioners Trustee Handbook, the Library Board of Trustees is responsible for the Library Director's evaluation. The BOT agreed that a formal statement regarding this will be sent to the TA if he advises us that he plans to do the separate evaluation.
- Union contract negotiations will begin in March 2020.
- Next Library staff meeting is Feb 14, 2020.
- Staff coverage/schedules was discussed.

Other:

- Deb Spratt met with Town Administrator about submitting a warrant article at Spring Town Meeting to request a pilot program to open the Library on Mondays. This was further discussed by the Library Trustees. Carol Case made a motion that Deb Spratt should move forward with creating a warrant article to submit for budget planning and Town Meeting which requests a pilot program to open the Library on Mondays. This was seconded by Fred Kobs, and unanimously accepted by the Library BOT.
- Social Media/Social Archiving-The BOT is awaiting further info from the Town.
- Town IT Cyber training began- An assessment link was sent to all staff.
- Eliminating library fines on late books was discussed, as this is becoming a trend for libraries. This discussion will be continued.
- Art Gallery- Music: 2/15/2020 Karen Grenier; Art Shows: 2/8/2020 Gloria Marie Hazard, Sharon Kay Chandler, Rachel Gloria Adams and Zoe Marie Adams ("Always Gloria")
- Patron Appreciation Day is February 14; February is "Love Your Library" month.

The meeting was adjourned at 8:30 pm. The next meeting is scheduled for Tues, 3/10/2020. Respectfully submitted by Ramona Reed, Secretary, Lawrence Library Board of Trustees