

Lawrence Library Board of Trustees - Meeting Minutes 3/04/2021
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:

Lyn Warwick made a motion to accept the minutes from the BOT meeting on 2/4/2021, and Fred Kobs seconded the motion. These were unanimously accepted by the Trustees in attendance at that meeting – Pen Burnham, Fred Kobs, Ramona Reed, Lyn Warwick, Bob Kowalski; Carol Case abstained.

Accounting:

Monthly expenditures are as expected. The electricity budget has not been expended because the Town's electricity budget currently has a credit balance so the Library has not been billed. Deb will review the actual kilowatt usage as a metric to compare to prior budgets.

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

- Circulation 3,765 (down 40%); ILL 1,659 (up 13%); New Patrons (7, total patrons 6990), Overdrive 1,098 (up 21%)
- Website page requests: 102,137 (up 9%); Facebook: 3,471 post reaches (traffic remains strong during the quarantine), engagement: 856

Staff:

- Staff member, Troy Nikander, resigned. Deb Spratt will review hours and staffing to determine when the open position can be filled.

Systems:

- The repurposed printer from Town Hall has been a helpful addition to the Circulation desk printer for the staff. The Lyceum room B/W printer had issues and was sent for repairs under warranty.

Building: (Reported by Deb Spratt)

- Boiler – Working fine since the February repairs.
- AC replacements for Gallery and History room (approved for FY 2021 by the Town). Deb will be getting quotes for these and she is still waiting for funds from the Town.
- 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. There needs to be further review of the specialized roof components. The report will be important for the next Long-range plan for the library.
- A light unit in the Children's Room failed (strobing issue). Deb will have it replaced and check the warranty. In the meantime, this has been disconnected.
- Due to the weather, the roof issues have not been fixed yet. Deb has not received a start date from the contractor, Therrien.

Other:

- Cultural Council Grants have been received; the Library programming will be scheduled.
- Art Gallery Shows: Mar 10 – Apr 24, 2021- Squanicook Colonial Quilt Guild is on display.
- Library is considering an "On Your Own Time" exhibit to showcase talent and skills (what people do on their own time for hobbies – e.g. music, gardening, photography, etc.)
- FinCom meeting for the Library budget is March 17th.

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- Annual Town Meeting will be a “Drive-in” meeting on April 13th.
- Library started a seed collective/catalog where complimentary seeds will be available for patrons at the Library. Also, programming around gardening will be offered throughout the spring and summer.
- Library gardening volunteers submitted a “natural” garden plan for the front lawn to replace some of the front portions of the lawn with self-sustaining and native plants.
- Library COVID Hours/Restrictions - According to the governor’s guidelines, the Library can be open at 50% capacity. Deb Spratt’s recommendation is to remain with the Library’s current model (40% capacity) until vaccinations are more widely administered, which is in line with the CDC guidelines. We are accommodating patrons well and can reconsider lifting some restrictions later in April. The BOT agreed and suggested that a statement from us be prepared to post online. Carol Case will write a draft for review. We were one of the first libraries to re-open during the quarantine and have not had to close. The BOT will revisit this status monthly.
- Long-range Plan - Deb is starting the Long-range plan. She suggests forming a committee consisting of staff, a BOT member, an FLL member, etc. She would like to do a community survey starting in April or May. Topics to explore include a small Library building addition for community meeting space, maintaining permanent Monday hours, etc.
- Deb Spratt discussed that she’d like to have a plan in place to ensure continued communications between the various Library entities (e.g. BOT, FLL, staff, etc.). This can be part of a succession plan for the Library Director.

Adjournment:

Carol Case made a motion to adjourn, seconded by Fred Kobs. The motion carried unanimously, and the meeting adjourned at 8:33 pm.

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