

Lawrence Library Board of Trustees - Meeting Minutes March 10, 2020

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

The meeting convened at 7:10 pm. The Meeting minutes from the February 5, 2020 meeting were reviewed and unanimously accepted.

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. 6,322 (+9 %); new patrons 36 (+12%), total patrons 7,160 (+1%)
- 2,033 ILLs (up 10%), net lender, value of materials \$91,832 (+20)
- Overdrive 910 (+234 BPL, +8%), Boopsie: 36 unique users
- Web hits 95,812 (+2%), 14,947 pages viewed, FaceBook: 3,493 hits (+8), 719 reaches (+74%), 378 views
- Foot Traffic: 5,320/month (266/day average)

Staff:

- Deb Spratt advised that the Library staff union contract negotiations begin on 3/13/2020

Systems:

- Deb Spratt advised she is monitoring the Circulation Desk PCs, as some have had intermittent power problems.

Other:

- The following Library Policies were updated and approved:
 - Pandemic Policy (new)– Carol Case motioned to approve the new Pandemic Policy, Fred Kobs seconded. The policy was unanimously approved by the BOT.
 - Minimum Staff Requirement Policy– Carol Case motioned to approve the updated Minimum Staff Requirement Policy, with minor formatting corrections, Fred Kobs seconded. This policy was unanimously approved by the BOT.
 - Responsibility for Library Operations (new) – Carol Case motioned to approve the new Responsibility for Library Operations Policy, Lyn Warwick seconded. This was unanimously approved by the BOT.
- Deb Spratt gave an update on the warrant that she will submit for Town Meeting to open the Library on Mondays. For the first fiscal year, the cost would be approx. \$69,000 if the Library started opening on the Monday after Labor Day, 2020, and opened all Mondays after through the last Monday in May, 2021. March 20th is the date by which the warrant needs to be submitted.
- Social Media/Social Archiving-The BOT is still awaiting further info from the Town.
- Town IT Cyber training continues- An additional assessment link was sent to all staff.
- Eliminating library fines on late book returns was discussed. If the Library eliminated fines for late book returns, there would still be fines for late media returns as well as replacement charges for lost books. Lyn Warwick presented some research mentioning that the American Library Association has advocated for elimination of late book fines for various reasons. There are grant-funded research and other studies also happening to determine what effect, if any, late book fines have on returning books on time. No decision was made but this discussion will be continued.

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- Art Gallery Music – Open Mic on Friday, 3/6, was very well attended. 3/21 -Worcester Youth Symphony Orchestra performs at 4 pm, the Rakes (Celtic music) begin at 7 pm. Art – 3/14 Reception from 11 am - 1 pm for Squanicook Colonial Quilt Guild Show exhibit
- Public Library Assoc. Conference Recap – Deb Spratt provided a recap on some of the programming sessions she attended. In particular, she noted one called the Piano Project, where donated old pianos are decorated/fixed for use by the community. A grant can pay for the program. Pianos could be placed at the library or businesses in town.

Carol Case motioned to adjourn the meeting and Fred Kobs seconded. By unanimous vote, the meeting was adjourned at 8:35 pm. The next meeting is scheduled for Weds, April 1, 2020.

Respectfully submitted by Ramona Reed, Secretary, Lawrence Library Board of Trustees