

Minutes
Lawrence Library Board of Trustees
May 11, 2022 @ 7 pm
In the Lyceum

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

1. Review of Bills Payable, Payroll
2. Review of minutes from April 7, 2022 meeting
3. Accounting: FY2022 Budget EOM; Doing well
4. Stats: April 2022: Circ 5,492 (66% +), Overdrive: 1,526 ILL 1,395 Net lender, Patrons: 43 new; Value of Circ: \$49,480; Web: 93,983 requests, 16,117, pages; Database: see attached
5. Personnel:
 - Monday hours – new hours 10-8:30, including evening hours which patrons requested; ad for new hire to be sent out next week
6. Systems:
 - Internet cabling – no quotes received yet
 - PC for History Room – potential for a new one – hoping to pick up Thursday/Friday
7. Building:
 - Building Inspection: met May 3rd with Fire Chief and Building Inspector
 - Electrical quote for remaining 2 ACs unit; Shattuck to then come in to test it
 - Horrigan Cleaners for carpeting, etc. on Saturday May 28 @ 8:30
 - Mason – no update; Deb to follow up
8. Other:
 - Library Covid: monthly discussion & vote on mask mandate, staffing: continue to keep masks optional
 - Monday hours, evening programming & hours – Summer schedule discussion: a lot of good programs coming
 - Charter discussion: brief review of sections pertaining to the library; will review further section 2 pertaining to policies
 - Art Gallery: *Nature Photography* by Thomas Kimball; Student Art show for June/July
 - Music: May 14 @ 11 Love Letters (Senior Center/PCC) May 21: Ballou Brothers Band
 - Holiday closures: May 28 Memorial Day Weekend & Juneteenth
 - FLL –Toy Sale May 7 from 8 am-noon: great success!
 - Bindery: Sent off 11 years of Town Reports (2010-2021)
 - Director: review at meetings end. Carol motioned (Diane seconded) to approve the 2021 performance appraisal for Deb Spratt, Director, with edits as discussed and approved.