

## Agenda

Lawrence Library Board of Trustees  
August 12, 2021 @ 7 pm  
In the Lyceum – 15 Main Street, Pepperell, MA

1. Review of Bills Payable, Payroll
2. Review of minutes from June 3, 2021 meeting
3. Accounting:
  - FY2022 Budget - updates
4. Stats: June & July -
5. Personnel:
  - Staff update: job openings have all been filled
  - Staff meeting August 11<sup>th</sup> at 5 pm – recap
6. Systems:
  - Public pcs: currently 4 set up
  - Circ pcs:
  - Jasonics has been contacted to upgrade the Panic Button Wi-Fi
7. Building:
  - AC quotes :CommBuys – still no quotes so reaching out locally
  - Handicap and door access – gathering quotes (2 quotes to date)
  - Cubicle set up for new hire
  - Aerie floor project completed
8. Other
  - Art Gallery shows *On My Own Time* for the summer
  - Holiday closures: September 4 & 6, 2021 Labor Day weekend
  - Invasive plants – was successful, some work to be done by DPW
  - Library Covid: discussion on continuing the mask mandate and fall hours
  - Water – monthly bottled water delivery to the staff kitchen
  - Long Range Plan – strategic planning – August date?
  - Summer Reading – on going, wraps up in August
  - FLL – bulb sale (last order date is August 14) and Wine Tasting October 16<sup>th</sup>
  - Covid protocol: discussion on mask and fall hours