

**Lawrence Library Board of Trustees - Meeting Minutes 01/13/2021**  
**Remote Meeting – 6:30 pm**

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

The meeting convened at 6:57 pm. Vice-Chair, Carol Case, at the request of Chair, Pen Burnham, announced that the Lawrence Library Board of Trustees would be entering into an Executive Session at the end of the agenda in accordance with the Mass Open Meeting Law “to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel;”

The meeting minutes of 11/4/2020 were reviewed. Fred Kobs made a motion to accept the minutes from the meeting on 11/4/2020, Carol Case seconded the motion. The minutes of 11/4/2020 were unanimously accepted by the Trustees in attendance at that meeting.

**Accounting:**

- FY 2021, Bills Payable and EOM budget were reviewed. No budget concerns.
- FY 2022, draft Library budget was reviewed. Currently the total budget increase requested is 1.4% to stay as lean as possible. After the Library union negotiations, the payroll line will likely slightly increase.

**Statistics:**

**For November 2020 and December 2020:**

Deb Spratt reported that library circulation, web page and social media statistics are doing ok considering the quarantine restrictions. She also said the patrons have been pleased the Library is open by appointment and that the social distancing system in place for staff and patrons has been effective. The outside lockers for curbside pickup are working well and the Library will continue this process after the quarantine.

**Personnel:**

- Dual teams are still covering shifts at library. Team 2 covers Monday through Wednesday (lead by Deb Spratt); Team 1 covers Thursday through Saturday (lead by Tina McEvoy)
- New contract for the Library Director will be reviewed and completed.

**Systems:**

- Library is receiving a copier repurposed from Town Hall. This will be put in the History Room for general library use and other special jobs, as necessary. Deb is waiting for Town IT to bring it in and set up. The other Library printers were donated from the Friends of the Lawrence Library. Monies collected for copies on those printers go to the FLL.

**Building:** Reported by Deb Spratt

- Boiler – Deb called Shattuck to do a system flush.
- AC replacements for the Gallery and History room were approved for FY 2021 by the TA. Deb is in the process of obtaining quotes for these.
- Deb started the Library building inventory for the Town.
- A building assessment of the Library was performed on 10/13/2020 by a consultant service procured by the Town. Deb is awaiting their report and will provide to the BOT.
- Roof – The upper roof on the Library is leaking. Deb called Therrien to provide a quote. She plans to request a quote for repairing the upper leak and the area above the stairway. The roof over the stairway leaked again this week due to ice buildup and poor mortar.

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- Deb reported that the Ryobi fogger used to sanitize returned materials is working well so our materials quarantine is down from 4 days to 1.

**Other:**

- COVID-19 Update: Cleaning supplies/hand sanitizer continue to be supplied through the Town.
- Deb Spratt filed the State financial report on 10/16/2020.
- Library grant funds received from the State (\$15,000, facilitated by Senator Kennedy) were used to purchase 3 laptops to enable staff to work on remote programming (e.g. video recordings, webcasts, art gallery shows) and to purchase 3 new databases for patrons: Scholastic, Tumblebooks (K-6 e-books, e-graphics, etc) and Online Testing Prep (for educational and professional exams; Library will offer 100 popular exams).
- Deb Spratt submitted the Cultural Council Grant requests on 12/14/2020.
- Art Gallery Shows 2021: Jan: Jacqui Hawk, Feb: Jonathan Adrian, March: Squanicook Colonial Quilt Guild

**Executive Session:**

Chair, Pen Burnham, called for a motion to enter into Executive session. The Open meeting would reconvene briefly after for adjournment. Carol Case made a motion to enter into Executive session, which was seconded by Fred Kobs. By unanimous vote of the Lawrence Library BOT, the Executive session opened at 7:35 pm.

The Executive session continued remotely for the purpose announced at the start of the Open meeting. Only BOT meeting members were in attendance: Pen Burnham (Chair), Carol Case (Vice-Chair), Ramona Reed (Secretary), Fred Kobs, Lyn Warwick and Deb Spratt (Library Director). Minutes were kept.

After the discussions, at 9 pm, Fred Kobs made a motion, seconded by Lyn Warwick, to end the Executive session and return to the Open meeting. The motion passed unanimously by the BOT.

**Open Meeting Adjournment:**

Carol Case made a motion to adjourn, seconded by Fred Kobs. The Lawrence Library BOT meeting adjourned at 9 pm. The next meeting will be scheduled for Thurs, Feb 4, 2021.

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