

Lawrence Library Board of Trustees - Meeting Minutes 4/08/2021
Library Lyceum – 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),

Guests: Diane Temple and Diane Fountain (Library garden volunteers)

The meeting convened at 7:00 pm. Diane Temple and Diane Fountain gave a presentation on native plant gardening. They requested to address the BOT to propose installing native plantings on the front of the Library to reduce the amount of turf that needs to be maintained.

Minutes:

Fred Kobs made a motion to accept the minutes from the BOT meeting on 3/4/2021, and Carol Case seconded the motion. These were unanimously accepted.

Accounting:

Monthly expenditures are as expected for FY 2021. We also reviewed the status of the FY 2022, which is still on target to be level-funded.

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

- Circulation 4,313; ILL 1,849 (value of circulated items: 71,679); New Patrons 6
- Overdrive 1,243 and Boston Public Library access 274
- Website page requests: 117,720, pages 18,851; Facebook: 8,482 post reaches (traffic remains strong during the quarantine), engagement:1,207

Staff: Discussed strategies for staffing scheduling; Library Director's annual review was given

Building: (Reported by Deb Spratt)

- Boiler – Was recently inspected and passed.
- 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.
- Deb received the report from the building assessment of the Library that was performed on 10/13/2020 by a consultant service procured by the Town.
- The failed light unit in the Children's room was fixed under warranty (for parts).
- Roof repairs still on hold; Deb hasn't received a start date from the contractor, Therrien.
- The Library inventory is still in progress.

Other:

- Art Gallery Shows: Mar 10 – Apr 24, 2021- Squanicook Colonial Quilt Guild is on display.
- FinCom meeting for the Library budget was 3/17/21. Deb Spratt and Ramona Reed attended.
- Library started a seed collective -complimentary seeds are available for patrons at the Library. Programming for gardening will be offered in the spring and summer.
- Library COVID Hours - According to the governor's guidelines, the Library can open at 50% capacity. Deb Spratt has continued to review this. She is proposing to schedule the staff back to one full team and re-open the Library in May. The BOT is in agreement.

Adjournment:

Carol Case made a motion to adjourn, seconded by Lyn Warwick. The motion carried unanimously, and the meeting adjourned at 8:35 pm.

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