

**Minutes**  
**Lawrence Library Board of Trustees**  
**December 7, 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 October 5, 2022 Pen motioned, Accepted
3. Accounting: FY2023 budget EOM; FY2024 budget discussion & Monday funding
4. Stats: November: Circulation 5,815, 19% increase; Overdrive 1,518, 12% increase; New Patrons:50, 34% increase; ILL: 1,317; net lender; web users 1,600
5. Personnel:
  - o Custodial position: new hire starts December 27th
  - o Staffing: Amy's resignation
  - o Deb on vacation: Jan 10-14, 2023; review discussion
6. Systems: Nothing for this month
7. Building:
  - TAGS: met with HVAC technician, received quote
  - Snowblower is repaired
8. Other:
  - Tree lighting recap: 476 people inside, 550+ outside
  - Long range plan: discussion for ideas, timeline, etc.
  - Library Covid: Status quo
  - Jan 12th Red Cross Blood Drive 10-3
  - Policy discussion for Art Gallery displays & recognition form. Carrol motioned to approve both; Fred & Lyn seconded. Accepted.

Meeting adjourned at 8:15 pm. Diane motioned and Fred seconded

Next meeting is scheduled for January 4, 2023

Respectfully Submitted by Bob Kowalski, Lawrence Library Board of Trustees