

**Minutes**  
**Lawrence Library Board of Trustees**  
**August 2, 2023 @ 7 pm**

In the Lyceum

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

1. Review of June 7, 2023 minutes. Diane motioned; Lyn seconded. Approved
2. Review of bills payable, payroll and accounting:
3. FY2023 Budget EOY; FY2024 Budget EOM
4. Stats: June/July: Circulation 6,439 up, ILL ; Overdrive : June 1,979, July 1,992; Patrons 6,425 (3,546 adults , 1,587 seniors, 394 juveniles, 520 young adults); Value of circulation: June \$89,644, July \$82,017; Web page: June: 5,454 page views, 2,756 users; July 5,610 page view, 2,797 users; Foot traffic: June average 190/day, July average 375/day.
5. Personnel:
  - o Vacations updates
  - o PT Circulation opening effective August 14th
6. Systems: no updates
7. Building
  - o TAGS – update
  - o Mortar – update on Bergquist Masonry
  - o Art Gallery Floor: still on schedule for week of August 21
  - o Carpet cleaning rescheduled to Sept 2 (Horrigan)
  - o Electrical outside lights. Need to locate power source
8. Other:
  - o Music & Art Gallery – music and art booked for the remaining year
  - o Policies: Meeting Room update; Photography & Video Recording
  - o New database: Niche Academy
  - o FLL – Bulb Sale in August, piano update, Wine Tasting Oct 14<sup>th</sup>
  - o Trustee opening discussion. Carol and Deb to recommend Emil Diaz to open position.

Meeting adjourned at 8:35pm. Fred motioned and Lyn seconded

Next meeting is scheduled for September 6, 2023

Respectfully Submitted by Bob Kowalski, Lawrence Library Board of Trustees