

Minutes
Lawrence Library Board of Trustees
November 1, 2023 @ 7 pm
In the Lyceum

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

1. Review of minutes from October 4, 2023 meeting. Approved.
2. Accounting: FY2024 budget EOM report; FY2025 forecast
3. Stats: October Circ: 6,724; Overdrive: 2,081 up 23%; ILL: 1,756, net lender; Patrons: new 35; Value of Circ: \$71,778; Web Page: pages viewed; 5,299, event count 3,482; Users: 1,898; Foot Traffic: daily averages
4. Personnel: November staff meeting 11/13/2023
5. Building:
 - Mortar – discuss quote and funding ideas for masonry work for 2025(Community Preservation, Massachusetts Preservation Projects Fund)
 - HVAC – update
 - Electrical outside lights – thanks to Pen and Johnny!
 - Blackburn –update on the repairs
6. Other:
 - Music & Art Gallery: Gladius, Jeff Snow, photography exhibit
 - FLL – Wine Tasting Oct 14th, very successful; puzzle sale Nov 4th, Tree lighting December 1st
 - Garden label project : thank you
 - PBA – Breakfast host November 15th
 - Passport facility – pre approved : next steps
 - Recap Pepperell + Community Heart and Soul meeting October 28th
 - Library paintings, storage cases, etc.
 - Director review and contract discussion in December
 - Pet policy review. Board agreed to review options for policy. Emile moved, Bob seconded – approved.

Meeting adjourned at 8:50pm. Emil motioned and Lyn seconded

Next meeting is scheduled for December 6, 2023

Respectfully submitted by Bob Kowalski, Lawrence Library Board of Trustees