

Minutes  
Lawrence Library Board of Trustees  
December 6, 2023 @ 7 pm  
In the Lyceum

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

1. Review of minutes from November 1, 2023 meeting. Approved.
2. Accounting: FY2024 budget EOM report; FY2025 forecast; update due 12/13/2023
3. Stats: November Circ: 6,033; Overdrive: N/A; Patrons: 24 new; ILL: 1,505 net lender; Value of Circ: \$15,438; Web Page: pages viewed; 1,800 users, 4,497 pages viewed
4. Personnel: custodian; PT circulation hire doing really well
5. Building:
  - HVAC – update
  - Blackburn –complete plaster repairs. MILA approved woodworking repairs in Aerie
  - Upholstered chairs delivered December 4th
6. Other:
  - Music & Art Gallery: Jeff Snow, open mic and Joe Clark January 5th
  - FLL: tree lighting - great turnout; luncheon December 13th at 11:30am
  - Pepperell Community Media
  - Pepperell Preservation Committee
  - MA Cultural Council Grants
  - PBA: Secret Santa Saturday December 16th
  - Passport facility – training scheduled for next January/February
  - Director review of goals and contract discussion. Initial review and discussion. To be completed in January

Meeting adjourned at 8:25pm; Pen motioned and Diane seconded

Next meeting is scheduled for January 3, 2024

Respectfully submitted by Bob Kowalski, Lawrence Library Board of Trustees