

Minutes
Lawrence Library Board of Trustees
October 2, 2024 @ 7pm
In the Lyceum

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

- Review of minutes from the September 4, 2024 meeting. Approved.
- Accounting: All is well.
 - FY2025 EOM
- Stats: September Circ: 6,659 up 7%; Overdrive: ILL: 1,803 up 8%, net lender; Patron cards 131 new; Value of Circulated materials: \$72,102; Web: 4,440 page views; 2,750 sessions; 2,064 users; Foot count: 176/day; Databases - see attachment
- Personnel: New hire update: Aria Goodrich at Circulation Desk 24 hours/week
- Building:
 - Boiler Filter Cartridge completed – heat is on
 - Blackburn - update on Aerie; front door restoration scheduled for completion October 3rd
 - Column: stone repair – no update
 - Started work on MA Preservation grant - reached out to Jason (planner); estimating work on front doors is third week of October
 - ADA Report: seeking quotes and ideas
- Other:
 - Wine tasting – canceled
 - Musket display cabinet - ordered
 - Pepperell Cultural Grants – due October 16th
 - Community Preservation Grant Application – due date October 26th
 - Some ideas: Musket Case, brick restoration, painting restoration
 - State Financials: completed, requires Chair of Trustee signature
 - Assabet software: Plymouth Rocket scheduling system has been down. We are looking to move to Assabet software for the website; target date October 31st
 - Digital Commonwealth – our collection is now live!
 - Director search update: salary range established, based on range of experience
 - Policy reviews: (1) Use of Burnham Foundation Fund. Approved unanimously to keep it as it is written; (2) Use of Meeting Room Policy: approved with changes as written

Meeting adjourned at 8:05 pm ; Pen motioned and Diane seconded
Next meeting is scheduled for Wednesday November 6, 2024

Respectfully submitted by Lyn Warwick, Lawrence Library Board of Trustees