

Minutes
Lawrence Library Board of Trustees
December 4, 2024 @ 7pm
In the Lyceum

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

- Review of minutes from the November 11, 2024 meeting. Approved.
- Accounting: FY2025 EOM
- Stats for November, Circ: 5,891, down 2%; Overdrive: 1,803, up 6%; IL: 1,562, up 4%, net lender; Patron cards: 40; Value of Circulated materials: \$67,233; Web: 4,440 page views; 2,750 sessions; 2,064 users; Foot count: 195/day; Databases - see #statistics attached.
- Personnel: staff update: new hire starts Dec 9th, PT circulation position discussion
- Building:
 - Blackburn - front door restoration completed. Side door weather permitting (Spring)
 - Column update: Jr believes it was an old old repair that is showing its age. sto
 - Mason: 2 quotes provided
 - Roof - Therrien was here December 2nd, roof required no work. Gutters are cleared. They indicated that the copper roof would require replacement in 10 years. Will be sending a quote and will continue to work with the new director
 - Elevator is certified
- Other:
 - Pepperell Cultural Grants – awaiting funding announcements
 - Town meeting recap. Correction-actual FTE is 6.5, not 8.2 (both infilled PT positions & PT circulation position counted twice)
 - Community Preservation - 2 grant requests submitted - exterior work and exterior light
 - Cultural Facilities Fund - deadline December 19th - Bob taking the lead
 - Annual Tree Lighting- Dec 6th @ 6:45pm; holiday concert Sunday December 8th @ 3pm; FLL luncheon December 11th @ 11:30 ish
 - Director search: Bob Kowalski recused himself at 8:05pm, promising to let the board know by Dec. 15 whether you will be resigning in order to give a 30 day window before we open applications for the Director position
 - Determined that Tina will be the recipient of applications
 - Time frame will be: posted "until filled", hoping for early May
 - Wording for the job ad refined--Carol will give Lyn the changes and Lyn will incorporate them into the ad so it will be ready to send out
 - Salary range will be \$85-\$96,000, with some flexibility in the budget

Meeting adjourned at 8:40pm ; Carol motioned and Lyn seconded
Next meeting is scheduled for Wednesday January 8

Respectfully submitted by Bob Kowalski & Lyn Warwick, Lawrence Library Board of Trustees