

Minutes
Lawrence Library Board of Trustees
June 3, 2026 @ 7:00pm
In the Lyceum

In attendance: Carol Case (Chair), Charles Pen Burnham, Diane Lynch (Director), Emil Diaz (Secretary), Lyn Warwick (Vice-Chair), Pat Payer, Trevor Berens

1. Convened at 7:00pm
2. Review of minutes from prior meetings:
 - May 6, 2026 – approved
3. Accounting:
 - FY26 EOM report – reviewed thru March
4. Stats for May 2026:

	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26
Circulation	5,440	5,913	5,329	6,213	5,909	5,184
Overdrive	1,767	2,025	1,819	2,048	1,954	1,971
Inter-library loans	1,728	1,974	3,459	2,124	3,796	3,563
Foot traffic	3,865	4,091	3,694	4,500	4,844	3,984
Programs	32	31	30	35	38	25
Programs attendance	452	445	388	541	457	215
New patrons		40	27	34	27	

5. Personnel:
 - Kim Magdziarz hired as Circulation Assistant/Program Coordinator
6. Policy updates:
 - N/A
7. Building:
 - AW Therrien Roofing contacted regarding entrance side gutter repair/replacement, estimate for back of building gutter installation near Friends of Lawrence Library book drop, and window/ceiling of art gallery
 - Bid process for mortar repair, plaque restoration, and pilaster and lettering repair is open. Site visits occurred June 1st and bids are due June 11th.
 - Scope of request for proposal to be updated

8. Other presented by Diane:
 - Budget and the MAR – greatly expanding the Library of Things
 - Vandalism on the story walk trail
 - Staff update
 - New evaluation tool for annual reviews
 - Summer reading plans for teens, tweens, and adults underway. Featuring a Bingo card and raffles.
 - Nick DePasquale has offered to do a presentation on traveling to Cuba in the fall
 - Diane attended the Let's Talk Youth Mental Health event at the COA on May 21st
 - Friends of Lawrence Library have decided against holding a wine tasting this year due to difficulty securing a vendor and cost
9. Library closure and hours for July 4th (Saturday)
 - Comp day for full time staff not scheduled for July 4th
 - Comp day to be taken within 30 days
10. Upcoming events
 - Barry Arvin Young June 13th
 - Open Mic nights the 3rd Friday of every month – resuming in September
11. Diane's one year evaluation discussion
 - Approved salary contract amendment
 - Reviewed draft of annual evaluation
 - Carol to prepare final draft
 - Motion by Pat and seconded by Pen to allow Carol to sign final evaluation – approved 6-0

Meeting adjourned at 8:10; Lyn motioned and Trevor seconded

Next meeting is scheduled for Wednesday August 5, 2026

Respectfully submitted by Emil Diaz, Lawrence Library Board of Trustees