

Minutes
Lawrence Library Board of Trustees
August 5, 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; Absent: Trevor Berens

1. Convened at 7:05pm
2. Review of minutes from prior meetings:
 - June 3, 2026 – approved
3. Accounting:
 - FY26 EOM report – awaiting reports from Town Accountant
4. Stats for July 2026:

	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26
Circulation	5,329	6,213	5,909	5,184	5,704	6,423
Overdrive	1,819	2,048	1,954	1,971	1,970	2,048
Inter-library loans	3,459	2,124	3,796	3,563	1,885	1,985
Foot traffic	3,694	4,500	4,844	3,984	4,574	4,785
Programs	30	35	38	25	31	41
Programs attendance	388	541	457	215	425	248
New patrons	27	34	27			

5. Personnel:
 - Create a Substitute Circulation Library Assistant (temporary) position
 - Staff vacations
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
 - AC repairs made in non-fiction section
 - Meeting for work on lettering, columns, street side façade on 7/24. Work to occur on a weekend in August.

- A little reorganizing inside the building
- Reviewed Fire Department Fire Inspection Report
- New book drop arriving soon
- First site visit for building cable wiring upgrade performed July 21st
- Two vendors approached for phones from copper to VOIP, as necessitated by Verizon
- IT services rendered to us by an outside consultant who first met with Town IT

8. Other presented by Diane:

- ARIS report has been completed
- Staff evaluations are nearly complete
- Summer Reading has been going well with children, teen and adult participation
- Thank you to Pepperell Community Arts! Book donations and fundraising of over \$200 for Lawrence Library.

9. Use of digitized photographs by a photographer

- Request received for use of two photos on Digital Commonwealth
- Diane to ask the requestors the purpose of the two photographs

10. Upcoming Events:

Date	Event	Time	Age Group
Wednesday, August 12, 2026	Monster Truck Mayhem, crafts & activities	11:00 AM	3-8
Thursday, August 27, 2026	Scrabble Coaster Craft	6:00 PM	Teens & adults
Saturday, August 29, 2026	Summer Treasures, beach treasure painting	11:00 AM	3-12
Tuesday, September 22, 2026	Fraud Safety: Be scam aware! Presented by the Middlesex County Sheriffs Office	1:30 PM	Adults
Friday, September 25, 2026	Trevor Berens & Friends Classical Concert	7:00 PM	All
Tuesday, September 29, 2026	Eliza Lucas Pinckney's Story	6:00 PM	All

Meeting adjourned at 8:30; Lyn motioned and Pen seconded

Next meeting is scheduled for Wednesday September 2, 2026

Respectfully submitted by Emil Diaz, Lawrence Library Board of Trustees