

Minutes
Lawrence Library Board of Trustees
January 6, 2022 @ 7 pm
In the Lyceum – 15 Main Street, Pepperell, MA

In attendance: Deb Spratt (Director); Charles Pen Burnham (Chair,) Fred Kobs, Bob Kowalski, Diane Murphy; Absent Carol Chase, Lyn Warwick

1. Review of Bills Payable, Payroll
2. Review of minutes from December 2, 2021 meeting: approved
3. Accounting: FY2022 Budget -EOM; Review of initial draft of FY2023 payroll
4. Stats:
 - December: Circ 4,921; YTD: Overdrive: 1,282 (up 10%) BPL: 305; ILL: 1,313, YTD 18,616 (net lender); Total YTD Patrons: 6,941; Value: \$48,201 YTD: \$497,865; Web: 87,228 requests, 14,023 pages YTD: 1,110,576 requests, 163,968 pages
5. Personnel: No updates to report
6. Systems:
 - Webpage: began working with Clearpeak on December 8
 - 2 Dell PCs have arrived and set up. Old PC will be set up to local archived newspapers
7. Building:
 - Shattuck: ACs have been installed; electrical work (Johnny Dee) has begun
 - History Room donation from Mr. Parker – also has given us an 1823 musket. Will look into display case options
 - State elevator inspection - passed
8. Other:
 - Library Covid: monthly discussion on continuing the mask mandate; will continue for now
 - Art Gallery: Photography by Mark Lotterhand
 - Cultural Council – waiting to hear
 - Holiday closures: Jan 17th MLK
 - Fine Free announced December 1st been very well received!
 - Digitized newspaper collection due in this week

Meeting adjourned at 8:00 pm. Fred motioned and Diane seconded
Next meeting is scheduled for February 3, 2022

Respectfully Submitted by Bob Kowalski, Lawrence Library Board of Trustees