

Minutes
Lawrence Library Board of Trustees
June 6, 2025 @ 7:00pm
In the Lyceum

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

1. Convened at 7:00pm
2. Kevin Gibbons spoke about Open Mic Nights
3. Review of minutes from prior meetings:
 - May 7, 2025 – approved
4. Accounting:
 - FY26 budget
 - FY25 EOM report

5. Stats for May 2025:

Circulation	6,673
Overdrive	1,955
Inter-library loans	1,858
Value of circulation	\$75,763
Foot count per day	150
Patrons	
Web page views	4,361
Web page sessions	
Web page users	1,478
Event count	12,800

6. Personnel:
 - Job Analysis Questionnaire – interviews completed and staff reviews in June
7. Building:
 - Internet & phone – no update
 - Blackburn Restoration – doors and lights work has begun
 - Electrical
 - Jr Therrien roofer – leaks caused by clogged gutters
 - Hillside Painting – portico will be painted by June 15
 - Century Carpet – stair tread installation June 19

8. Other presented by Deb:
 - Review of policies – accepted all, 6-0
 - ICE protocol discussed with TA and Police Chief – staff protocol if ICE visits
 - 250th and 4th of July parade is June 28
 - Art Gallery and music – plans for open mic after Deb retires
 - Incidentals Band June 7
 - Student Art Show opening reception June 14
 - Classical Concert Series June 20
9. Director Search
 - Diane J. Lynch meeting with Deb in June
 - Effective July 1, 2025 – June 30, 2028
10. Discussed draft prepared by Trevor on the implications of Executive Order 14238.
Statement on behalf of BOT to be released after modification made to draft, 6-0

Meeting adjourned at 8:41pm; Lyn motioned and Trevor seconded

Next meeting is scheduled for Wednesday August 6, 2025

Respectfully submitted by Emil Diaz, Lawrence Library Board of Trustees