

Minutes
Lawrence Library Board of Trustees
August 6, 2025 @ 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 7:05pm
2. Bob Cataldo from Climate Commission – preliminary discussions on installing electrical vehicle charging stations at the library
3. Review of minutes from prior meetings:
 - June 4, 2025 – to be reviewed next month
4. Accounting:
 - FY26 EOM report

5. Stats for June and July 2025:

	June	July
Circulation	6,075	7,061
Overdrive	1,885	2,009
Inter-library loans	1,858	2,034
Foot traffic	6,168	8,030
Programs	49	22
Programs attendance	625	251

6. Personnel:
 - Diane is learning her new role
 - Job Analysis Questionnaire – under review at town hall
 - Labor grade changes being reviewed for three staff members
 - Staff injuries and illness
7. Policy updates – minor changes to Art Gallery and Display Policy. Motion by Carol and seconded by Pen, approved 6-0
8. Building:
 - Century Carpet – completed stair tread project July 26th. Cost \$5,271. Some patrons with vision issues expressed concerns over the lack of contrast

exacerbating depth perception problems. Tape added to the stair treads to increase visibility.

- Wilson Brothers serviced both air conditioning mini splits on August 5th

9. Other presented by Diane:

- Diane to complete the emergency management planning required by town
- Diane completed the ARIS statistics report
- Diane to complete the ARIS financial reporting due in October
- The Friends have purchased a new copier in the Lyceum
- Diane to purchase Microsoft Office licenses for library staff use
- The library will now utilize the town's IT support for anti-virus software. No objection from CWMars.
- The town has applied for a regional grant to improve digital equity. The library will not participate but supports the program.
- October 1st is the first day to apply for preservation funds. We may apply for funds to finish the mortar project.
- We will seek funding through the Pepperell Cultural Council to support our musical offerings this coming year
- Open Mic night resumes September 19th at 7:00pm. Kevin Gibbons will emcee the event.
- *A Night of Blues* with Arthur James on September 20th at 7:00pm
- Jessica and Trevor Berens will provide a classical concert on September 26th at 7:00pm

10. Motion by Carol and seconded by Emil to display Ducks for Cancer on the Green's Brook Trail, approved 6-0

Meeting adjourned at 8:50pm

Next meeting is scheduled for Wednesday September 3, 2025

Respectfully submitted by Emil Diaz, Lawrence Library Board of Trustees