

Minutes
Lawrence Library Board of Trustees
September 3, 2025 @ 7:00pm
In the Lyceum

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

1. Convened at 7:00pm
2. Review of minutes from prior meetings:
 - June 4, 2025 – approved
 - August 6, 2025 - approved
3. Accounting:
 - FY26 EOM report
4. Stats for June and August 2025:

	June	July	Aug
Circulation	6,075	7,061	7,117
Overdrive	1,885	2,009	1,977
Inter-library loans	1,858	2,034	2,019
Foot traffic	6,168	8,030	4,872
Programs	49	22	47
Programs attendance	625	251	622

5. Personnel:
 - Beginning a temporary reduction in hours due to staffing. Hours reduced by 1.5 hours per week.
 - Diane is requesting a delayed opening for professional staff safety training in conjunction with Pepperell Police Department on a date to be determined.
6. Policy updates – reviewed Protocol if ICE enters the library
7. Building:
 - EV charging stations – Pen motioned and Emil seconded, 0-6 opposed
 - Pen to call Supreme HVAC in regard to the leaky air conditioning splits in the Gallery space
8. Other presented by Diane:

- Grants – Pepperell Cultural Council and Community Preservation Act upcoming
- Making a plan for the preservation work/mortar pointing on the building
- Diane to complete the state aid financial reporting due in October
- 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
- Annual Wine Tasting event on October 18th
- Silent auction is ongoing for the carousel horse in the non-fiction area. Winner to be announced at the wine tasting.
- Diane discussed Library Reference Questions tally sheet

Meeting adjourned at 8:00pm; Pen motioned and Emil seconded

Next meeting is scheduled for Wednesday October 1, 2025

Respectfully submitted by Emil Diaz, Lawrence Library Board of Trustees