

**Minutes**  
**Lawrence Library Board of Trustees**  
**December 3, 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. Review of minutes from prior meetings:
  - November 5, 2025 – approved
3. Accounting:
  - FY26 EOM report
4. Stats for November 2025:

	June	July	Aug	Sept	Oct	Nov
Circulation	6,075	7,061	7,117	6,416	6,326	5,830
Overdrive	1,885	2,009	1,977	1,866	1,975	1,791
Inter-library loans	1,858	2,034	2,019	1,328	1,953	1,742
Foot traffic	6,168	8,030	4,872	4,215	4,266	3,419
Programs	49	22	47	35	38	24
Programs attendance	625	251	622	392	927	392
5. Personnel:
  - Resuming regular hours December 1.
  - Diane and Carol met with Andrew MacLean to discuss JAQ results for library.
  - Library will open at noon on Monday January 5, 2026 for staff safety training from PPD and staff meeting.
6. Policy updates – none.
7. Building:
  - Diane presented information to the Capital Planning Committee on November 24<sup>th</sup>. Most of the information was already on the existing planning document.
  - New people counter (Sensource) to be installed December 4<sup>th</sup> inside interior door across from circulation desk.
  - Pest control company was contracted and service provided.

- Discussed the weather/windbreak that the Friends of Lawrence Library have requested.

8. Other presented by Diane:

- The second group of State Aid municipalities to be certified will be brought before the Massachusetts Board of Commissioners on December 3<sup>rd</sup>. Certifications to continue at the January meeting. Announcements will be made on the Director's list-serv.
- Community Preservation Committee grants are in process. Brief presentations for each application will be required December 17<sup>th</sup> and 18<sup>th</sup>.
- The Friends of Lawrence Library held their most successful puzzle sale ever on November 8<sup>th</sup>.
- The Town Administrator has tasked department heads with creating budgets for FY27 in the next two months.

9. Director's six month performance appraisal discussion.

- Motion to authorize Carol to sign Diane's six month performance appraisal on behalf of Trustees, 6-0.

Meeting adjourned at 8:25pm; Pen motioned and Emil seconded.

Next meeting is scheduled for Wednesday January 7, 2026.

Respectfully submitted by Emil Diaz, Lawrence Library Board of Trustees