

Langley Adams Library

Board of Trustees

Meeting Minutes 3/8/17

TOWN OF GROVELAND

2017 APR 13 PM 12:13

PAID
TAX COLLECTOR

- **Attendance:** Barbara Gauvin, Charles Herman, Ann McAnn, Kathleen Prunier, Laurel Puchalski, Lee Thomas, and Director Jan Voogd
- Absent: Beth Burton, Jay Collins, and Christopher Shramko
- Meeting was not recorded. One member of public present.
- **Call to order** at 6:00 p.m. by motion made by K. Prunier, seconded by C. Herman.
- Vice Chair L. Thomas conducted the meeting.
- **Programming**
 - Adult Services Coordinator Susan Nakanishi distributed handout of upcoming events
 - Discussion held regarding use of State Aid and Donation Account monies to fund future programming and events over and beyond the budget's line item amount
 - K. Prunier made the motion seconded by B. Gauvin to approve up to \$1200 from the State Aid account to be used for adult programming and events. Unanimously approved.
 - S. Nakanishi will report periodically to update Trustees on programs
- **Minutes**
 - Minutes from 2/8/17 were approved and unanimously accepted on a motion made by B. Gauvin and seconded by K. Prunier.
- **Director's Report** (see attached)
 - K. Prunier made the motion, seconded by C. Herman to use a total of \$368 from the State Aid account as requested by J. Voogd. (\$380 to cover the negative balance of the materials line item from the budget, and an additional \$3300 to be used to purchase materials to meet the requirement for state aid). Unanimously approved.
 - long range plan was discussed. Survey results have been tabulated. Focus groups to be formed in June.
- **Foundation**
 - K. Prunier, L. Thomas and A. McAnn have met to begin to work on formation of and filing official papers for the creation of a foundation.
 - There are filing fees for formation of a foundation. K. Prunier made the motion to use up to \$700 from State Aid to pay all necessary filing fees. L. Puchalski seconded, and the motion was unanimously approved.
 - Trustees were asked to think of possible members/officers to serve on the Foundation.
 - Treasurer's Report was given by B. Gauvin. She will investigate CD rates and report to Board next month.
- **Treasurer's Report**
 - Shed book sales will continue the first of each month

- **Correspondence**
 - Reminder to complete ethics training
 - No response from BOS or Financial Secretary on Parker painting.
- **Old Business**
 - Big Hearted Books has not yet been contacted. Children's books in shed will be donated first to a teacher in Haverhill. L. Puchalski asked if some children's books may be donated to a project the Groveland Congregational Church is conducting with a deprived area of West Virginia.
 - Discussion was held on the importance of promoting payment of at least minimum wage to the Library Pages. Still waiting to hear about budget approval.
 - **Next meeting** will be held April 12, 2017 at 6:00 p.m. at the Library Meeting Room.
 - **Meeting was adjourned** at 7:25 p.m. on a motion made by L. Puchalski, seconded by K. Prunier, and unanimously approved.
- Respectfully submitted,
- Laurel Puchalski, Secretary

Programming

Adult Services/Outreach Coordinator in attendance to report on programming. Childrens/Youth Services Librarian had a schedule conflict, and plans to be present at the next opportunity.

Training/Technology

The first half of this calendar year brings many technological changes to the library. Early on was the introduction of the newly expanded OverDrive Digital Library, which offers "twice the books in half the time." A majority of staffers attended training for the new OverDrive at MVLC offices in North Andover.

The biggest change, however, will be the Integrated Library System switch. Throughout the MVLC libraries, the open source Evergreen ILS will be taken offline in May, to be replaced by the SirsiDynix product Symphony. Throughout the intervening months, staff will be attending hours of training in order to make best use of the new technology immediately from the "go-live" date (currently targeted for 18 May), and to ensure that Langley Adams Library patrons suffer no inconvenience in the process.

Statistics

Twelve new patrons were added in February, for a current total of 4587.

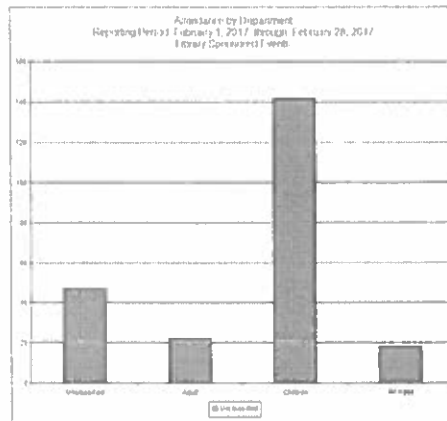
The number of items checked out in February was 3377, down from 3981 in January. This could be attributable to the lower number of calendar days in the month, plus the two snow days when the library was closed, along with bad weather in general. Or, maybe the new OverDrive affected print material circ.

Event Attendance Summary

Reporting Period: February 1, 2017 through February 28, 2017

Events with or without Recorded Attendance

Department	Events	Hours	Children	Teen	Adult	Total
Unclassified	6	10.00	0	0	47	47
Adult	5	14.50	0	0	22	22
Children	22	35.50	83	0	59	142
All Ages	1	1.00	11	0	7	18
Totals for Library Sponsored Events for Period	34	61.00	94	0	135	229



FY 18 Budget Request

No update yet.

Warrant Reporting

17-35 \$183.89 + 1595.66 + 261.57 + 386.37 + 791.94 + 618.29 + 265.68 = \$4103.40

Budget status, spending/funding needs

Spending on materials is on course. As you will see from the materials expenditure chart, we have spent the amount allocated by the town, so we will next be paying for materials from either Trustee Funds or State Aid. (see attached expenditure report and materials expenditure chart)

The six new chairs for the public computer workstations arrived and were promptly assembled by our newest page, with perfect results. Patron regulars have been quite pleased with the change. Historic photographs indicate that the old chairs had been in place since before the turn of the century. (All 6 chairs were worn of fabric, and 4 of the 6 had parts that were actually broken.) This well received refreshment of utilitarian décor was accomplished for a mere \$295.92, free shipping, listed on Warrant 17-37, as voted to come from State Aid.

Long Range/Strategic Plan Update

The survey responses have been returned, tabulated, and analyzed. With the understanding that survey responders are a self-selected group, their responses indicate the following:

- the most used and appreciated features of Langley Adams Library's services are the borrowing of print materials, the programs, and the friendly staff;
- the least popular features are local history/genealogy; electronic materials (e-books, databases, etc.); and help doing research and finding books or other information;
- the most common reason for using other libraries is the Langley Adams Library's hours are not convenient, but unfortunately, this response is rarely accompanied by any suggestions of what would make the hours more convenient (for example, more hours? different hours? same hours every day?);
- however, when asked what other libraries are visited and why, some libraries are cited as having more convenient hours, from which we can extrapolate that more evening hours, longer hours on Saturday, and/or Sunday hours would help;
- the next most common complaint is that the children's space is too small and crowded

Given the responses of the community, and having reviewed the Long Range Plan Goals and Objectives, an Action Plan has been drafted that addresses the only two goals that had yet to be fully accomplished. This Action Plan follows the MBLC instructions, and describes action to be undertaken in FY18. (see attached FY18 Action Plan).

Attachments: expenditure report; materials expenditure chart; FY18 Action Plan