

Langley Adams Board of Trustees Meeting Minutes of 5/10/17 PH 5: 58

Attendees: Beth Burton, Jay Collins, Barbara Gauvin, Charles Herman, Jamie Koulouras, Kathleen Prunier, Christopher Shramko, Lee Thomas and Director Jan Voogd

Absent: Laurel Puchalski

Not recorded

Call to order:

6:03 PM. Barbara motion. Charlie second. Approved unanimous.

Welcome new Board Member Jamie K and introductions. Jamie to attend MVLC Trustee Training

Acknowledgement of visitor: Nathaniel Shramko, Citizenship in the Community Merit Badge, requirement to sit in on a community governmental Board Meeting.

Minutes to Approve:

- 4/12/17, update as follows, "Other - No response from BOS regarding insurance..." (removing "or Financial Secretary"). Chris motion to approve as amended. Charlie second. Approved unanimous. Jamie abstain as not present for meeting in question.

Director's report (see attached):

- Reading of warrants
- March to April drop in loaning related to school scheduling
- Praise for FIC to MYS transfers and amount of work involved
- Note to review budgets with monies remaining and appropriate uses, scheduling across remaining months where possible
- Jamie to attend MVLC Trustee Training
- Jan thanked for excellent report
- Jan announced intention to not review contract after its expiration on June 30, as Library is now back on its feet, staff is working well together, and it is a good time to transition to a new Library Director. Board expresses their appreciation for her hard work and dedication, especially recertification, stabilization of historical collection, collection review and reorganization, and bringing us to full staffing with training and policies. Jan is available to help through end of July if needed, but will not be in this area afterwards. Board Chair to investigate necessity of contract for the month. Board to launch a new Search Committee.
- Page position is open and posted. Assistant position is filled but not reflected on Town website. Library staff schedule is organized to not depend on Library Director for two-person staffing requirement. Darcy and Sue currently handle scheduling.
- Long-range plan tabled until new Library Director is hired

Search Committee:

- 3 trustees (Charlie considering, Jamie, Lee), 1 selectman (Kathy to ask), and 1 community representative (Barbara to ask), ex-officio member (Jan).

- Elizabeth to send job description, ad, and other documentation from last search committee to Lee
- Barbara to open position at Town Hall with Denise

New Officers:

- Consensus: Treasurer elections to coincide with Bond expiration dates.
- Kathy motion to nominate slate of Lee as Chair, Laurel as Secretary, and Christopher as Vice Chair, and Treasurer deferred to Bond renewal, stays with Barbara G. Charlie second. Approved unanimous.

Foundation Report: No update at this time.

Treasurer Report:

- Jan to write Director's Overview for Town Report, to be submitted to town when requested.
- Lee to write Board Overview for Town Report, to be submitted to town when requested.
- More support needed for book sale staffing (not Foundation, perhaps Friends Group?).
- Books sales and donations options discussed.

Correspondence:

- State Aid in Director's report.
- Thank-you to be sent to Jeremy for reading garden (Laurel). Door into garden needs locksmith work. Wireless doorbell as interim? Programming staff to work on garden inaugural party.
- High school students community service coming May 18 for gardening.
- Parker Painting was in Director's report. (Laurel to follow up)

Annual Report:

- discussed to be ready for when Town Hall requires it

Election of Officers:

- covered in New Officers above

7:35 PM Motion to Adjourn Chris. Second Charlie. Approved unanimous.

Submitted by Chris Shramko

Training/Technology

As reported previously, throughout the MVLC libraries, the open source Evergreen ILS will be taken offline in May, to be replaced by the SirsiDynix product Symphony. For three days in May, 15th - 17th, the MVLC libraries will be "offline," meaning that patrons will still be able to check out material, but will not be able to manage their accounts (place hold requests, renewals, etc.) Staff will not be able to register new patrons, check-in materials, place holds, or take payments. During the off-line period, items will not come due and fines will not accrue. The "go-live" date is 18 May.

Statistics

- Another 10 new patrons were added in April, for a current total of 4609.
- The number of items checked out in April was 4002, down from April's 4504.
- In the management of the collection, we ran a project in which books considered mysteries were transferred into the Mystery section (MYS). The problem we needed to fix was twofold, in that:
 1. some mystery authors had their titles split, with some of their books shelved in FIC and some shelved in MYS; and
 2. some mystery authors' books were not in MYS at all, but rather were shelved in FIC.

Both of these situations meant that a potential mystery reader might miss entirely a title, an author, or a series that they might otherwise have enjoyed. At this time, except for a few straggler titles, the project has been completed. The number of titles transferred out of FIC and into MYS = ~1350.

Warrant Reporting

17-41 $217.62 + 305.42 + 678.18 + 563.20 = \1764.42

17-43 $290.87 + 277.35 = \$568.22$

17-45 $445.12 + 190.60 + 290.84 = \926.56

Budget status, spending/funding needs

As reported last month, spending on materials has now exceeded the MBLC required amount. There will be back-ordered material that continues to be delivered, so State Aid spending will need to continue, but no new orders have been or will be placed. We have requested a "Stop Shipments," until after the new fiscal year. We are working with our vendors to better tailor the standing order parameters to more closely match what patrons will want.

The MBLC has now issued the second and final State Aid to Public Libraries award to Groveland in the amount of \$4378.51. This puts the total amount received for FY2017 at \$8576.34.

FY2017 Library Incentive Grant \$2331.30

FY2017 Municipal Equalization Grant \$1751.22

FY2017 Nonresident Circulation Offset Award \$295.99

MBLC Environmental Monitoring Program Report

As required, we submitted a report to MBLC on 1 May 2017, delineating what we have accomplished, and plan to accomplish, based on their environmental monitoring report. They analyzed a matrix of environmental conditions in three areas of the library, the basement back room, the main stacks and the back room upstairs, providing recommendations and ancillary information. Our response report, as submitted, is attached.

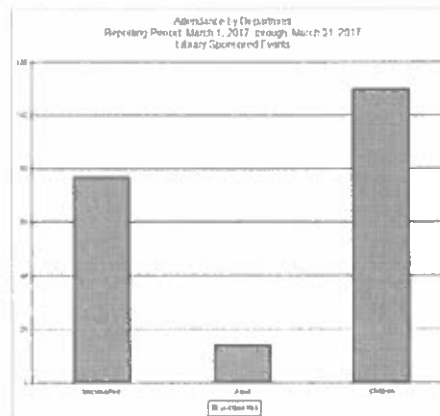
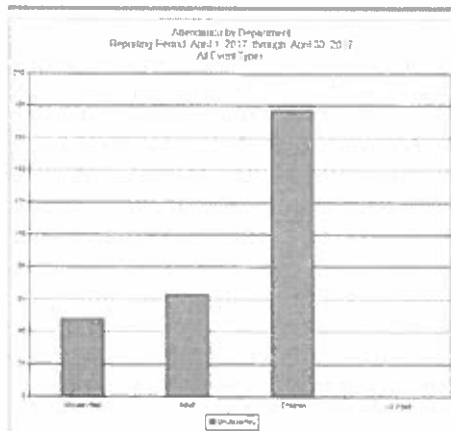
Programming

Attendance was up at events in April. In an interesting comparison of Quality vs Quantity, children's programming attendance was 177 at 18 April programs, compared to attendance of 110 at 23 events in March. This argues for planning time well spent in market-targeted and effectively promoted programming. Graphs follow:

Event Attendance Summary

Reporting Period: April 1, 2017 through April 30, 2017

Department	Events	Hours	Children	Teen	Adult	Total
Unclassified	6	12.25	0	0	48	48
Adult	5	6.25	0	0	63	63
Children	18	23.25	108	0	69	177
Totals for All Event Types for Period	30	48.75	108	0	180	288



Event Attendance Summary

Reporting Period: March 1, 2017 through March 31, 2017

Department	Events	Hours	Children	Teen	Adult	Total
Unclassified	7	13.00	0	1	76	77
Adult	5	9.25	0	0	14	14
Children	23	22.75	61	0	49	110
Totals for Library Sponsored Events for Period	35	45.00	61	1	139	201

Benjamin Parker Painting

The patron who had inquired about reproducing the painting for personal use was contacted and informed that the Board had consented to his photographing of the painting, as long as it is not removed from the wall or from its frame. The patron has not pursued the issue further.

Attachments: budget reports; materials expenditure chart

Langley Adams Library
185 Main Street
Groveland MA 01834

1 May 2017

Gregor Trinkaus-Randall, Preservation Specialist
Massachusetts Board of Library Commissioners
98 N. Washington Street, Suite 401
Boston MA 02114

Dear Mr. Trinkaus-Randall,

It is with great appreciation I write today, on behalf of the Langley Adams Library staff and Board of Library Trustees. Your September 2016 report from the environmental monitoring program carried out here in the library from February 2016 to July 2016, with its general information about temperature, relative humidity, light, and ultraviolet radiation existing in the building and its potential effects on the collections has been instructive and beneficial.

Based on this report, we have allocated greater attention to the endangered special collections, and moved the special collections project higher on the list of priorities. The following are some of the goals we have been able to accomplish as a result of the report:

- the buildings' air conditioners upstairs were professionally cleaned and a regular maintenance schedule established;
- the back room storage space for the special collections was cleaned; and,
- the special collections items upstairs were identified, cleaned, stabilized, and rehoused.

Our future plans for the library's collections include:

- acquiring dehumidifiers to help maintain safe levels of humidity;
- identifying, cleaning, stabilizing, and rehousing the special collections material in the basement;
- retrofitting the back room with compact shelving to house the special collections material, currently stored both in the back room and in the basement, as the back room can be closed off and kept at a lower temperature consistently, while offering convenient staff access to the material; and,
- finally, processing of any permanently valuable material held in the collection by a professional archivist, in accordance with national and international standards of practice.

Again, we are extremely grateful for the wealth of environmental information you have provided, and believe that our plans and activities will be much better informed, based on your extensive and detailed report.

Sincerely,

Jan Voogd
Library Director

Group as: ****_****_****_****

Parameters: Fiscal Year: 2017

Start Date: 7/1/2016

end: 6/30/2017

Active Accounts Only

Ledger History - Variance - General Ledger

Account Number	Encumbered	Transfer:		Journal Entry:		Receipt:		Payment:		Ending	% Var.
		Budget	This Period To Date	Allocated	This Period To Date	This Period To Date	This Period To Date	This Period To Date			
Code: 2703 - GRNT: Library State Aid											
Group 1: Segment 1: Fund											
2703-000-10400-000-000-000	19,324.47	0.00		19,324.47	-338.29	4,197.83	-12,130.56				
CASH	0.00	0.00			-338.29	4,197.83	-12,130.56	11,052.45	42.81		
2703-000-20100-000-000-000	0.00	0.00			0.00	0.00	0.00	0.00			
WARRANTS PAYABLE	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00		
2703-000-35900-000-000-000	-19,324.47	0.00			0.00	0.00	0.00	0.00			
FUND BAL UNDESIGNATED	0.00	0.00		-19,324.47	0.00	0.00	0.00	-19,324.47	0.00		
2703-000-39100-000-000-000	0.00	0.00			0.00	-4,197.83	0.00				
REVENUE	0.00	0.00		0.00	0.00	-4,197.83	0.00	-4,197.83	0.00		
2703-000-39300-000-000-000	0.00	0.00			338.29	0.00	12,130.56				
EXPENDITURES	0.00	0.00		0.00	338.29	0.00	12,130.56	12,469.85	0.00		
Total Group 1: Segment 1: Fund	0.00	0.00		0.00	0.00	0.00	0.00	0.00			
Code: 2703 - GRNT: Library State Aid	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00		

Group as:,.....,.....,.....

Parameters: Fiscal Year: 2017

Start Date: 7/1/2016

end: 6/30/2017

Active Accounts Only

Ledger History - Variance - Expenditure Ledger

Account Number	Budget Encumbered	Transfer:	Journal Entry:		Receipt:	Payment:		Ending	% Var.
		This Period To Date	This Period To Date	This Period To Date	This Period To Date	This Period To Date			
Group 2: Segment 2: Department									
1001-610-51100-051-000-000	61,000.00	0.00	-50,434.70	0.00	0.00	0.00	10,565.30	82.68	
Library Director-Salary	0.00	0.00	-50,434.70	0.00	0.00	0.00			
1001-610-51200-051-000-000	103,433.00	0.00	-80,833.37	0.00	0.00	0.00	22,599.63	78.15	
Library Staff Wages	0.00	0.00	-80,833.37	0.00	0.00	0.00			
1001-610-51210-051-000-000	6,842.00	0.00	-4,838.54	0.00	0.00	0.00	2,003.46	70.72	
Part Time Wages	0.00	0.00	-4,838.54	0.00	0.00	0.00			
1001-610-52000-052-000-000	42,461.00	0.00	0.00	0.00	0.00	-42,461.00	0.00	100.00	
Library Materials	0.00	0.00	0.00	0.00	0.00	-42,461.00			
1001-610-52120-052-000-000	1,000.00	0.00	0.00	0.00	0.00	-318.36	681.64	31.84	
Technology	0.00	0.00	0.00	0.00	0.00	-318.36			
1001-610-52300-052-000-000	1,000.00	0.00	0.00	0.00	0.00	-713.61	286.39	71.36	
Programs	0.00	0.00	0.00	0.00	0.00	-713.61			
1001-610-52400-052-000-000	17,587.00	0.00	0.00	0.00	0.00	-17,366.00	221.00	98.74	
Dues	0.00	0.00	0.00	0.00	0.00	-17,366.00			
1001-610-52418-052-000-000	1,434.00	0.00	0.00	0.00	0.00	-947.71	486.29	66.09	
Training	0.00	0.00	0.00	0.00	0.00	-947.71			
1001-610-52702-052-000-000	4,000.00	0.00	0.00	0.00	0.00	-2,978.76	1,021.24	74.47	
Supplies	0.00	0.00	0.00	0.00	0.00	-2,978.76			
Total Group 2: Segment 2: Department	238,757.00	0.00	-136,106.61	0.00	0.00	-64,785.44	37,864.95	84.14	
610 - Library	0.00	0.00	-136,106.61	0.00	0.00	-64,785.44			