

Langley Adams Library
Board of Trustees

Meeting Minutes 7/19/17

TOWN OF GROVELAND

2017 AUG 16 PM 12: 59

TOWN CLERK
RECEIVED & POSTED

- **Attendance:** Beth Burton, Jay Collins, Barbara Gauvin, Kathleen Prunier, Laurel Puchalski, Christopher Shramko, Lee Thomas, Director Jan Voogd and Darcy Lepore

Absent: Charles Herman, Jamie Koulouras Meeting was recorded.

- **Call to order** at 6:03 p.m. by motion made by B. Burton, seconded by L. Puchalski
- **Minutes.**

- Minutes from 6/14/17 were approved on a motion made by B. Burton, seconded by J. Collins. Majority vote, B. Burton abstaining, as a non-attendee of meeting.

- **Director's Report** (see attached)

- Staff morale is very good.
- Director's Succession Plan (see attached) was reviewed and J. Voogd reported that 75% of the items have been addressed. ARIS report has been completed by D. Lepore except for statistics reporting.
- Trustees again thanked J. Voogd for her contributions during her time as Director.
- Trustees congratulated D. Lepore on her appointment as Acting Director, effective August 1.
- D. Lepore reported on the Book Expo she attended in New York City. Discussion followed regarding the importance of providing like experiences to staff to encourage sharing information, learning and promoting enthusiasm.

- **Director Search Sub Committee Report**

- Chair L. Thomas reported there have been 12 resumes received. Six candidates will be interviewed: two have already met with the Committee, two interviews are scheduled for next week, and the other two will be scheduled for August. The position is still posted, so there is a possibility of receiving more resumes.

- **Treasurer's Report**

- B. Gauvin reported on her research into interest-bearing accounts. Pentucket Bank presently offers the best interest on savings @ .70%
- In lieu of statements made during the most recent BOS meeting regarding the Trustees handling of funds, K. Prunier suggested B. Gauvin contact the Secretary of State's and Attorney General's offices to find out what are acceptable options for investment of trust funds. This would ensure that we are handling the funds in a legal manner, as the state has specific rules for libraries and investment of funds. L. Thomas suggested he meet with the BOS regarding these findings.

- **Other**

- L. Puchalski reported the Minutes from 3/8/17 still have not been posted on the Town's website. She also stated there has been no communication from the Finance Director about the insurance on Library holdings (specifically the Parker

painting) nor a response from the BOS regarding our request for new signage requested in July 2016. It was decided to resubmit requests.

- **Next meeting** will be held August 9, 2017 at 6:00 p.m., at the Library's Meeting Room
- **Meeting was adjourned** at 6:43 p.m. on a motion made by B. Burton, seconded by K. Prunier, and unanimously approved.
- Respectfully submitted,
- Laurel Puchalski, Secretary

Statistics

Due to the interruption in regular services on account of the ILS migration, most statistics for the month of June would be, as with May, anomolous. In any case, statistics as provided by MVLC are delayed somewhat, and we have available at this time only those from May.

Monthly Stats May, 2017**Langley-Adams Library**

Circulation	Month	Year to Date
First Time Checkout	3,423	15,732
Desk Renewal	304	2,116
Phone Renewal	0	0
OPAC Renewal	129	1,906
Total Checkouts	3,856	19,754
Total Checkins	3,738	19,392
In House Uses	0	0

Requests	For Pickup At MGR	
	Month	Year to Date
Placed	1,192	7,104
Canceled (Untargeted expiration)	1	17
Canceled (Hold Shelf expiration)	54	184
Canceled (Patron via phone)	0	1
Canceled (Patron in person)	3	29
Canceled (Staff forced)	9	63
Canceled (Patron via OPAC)	73	218

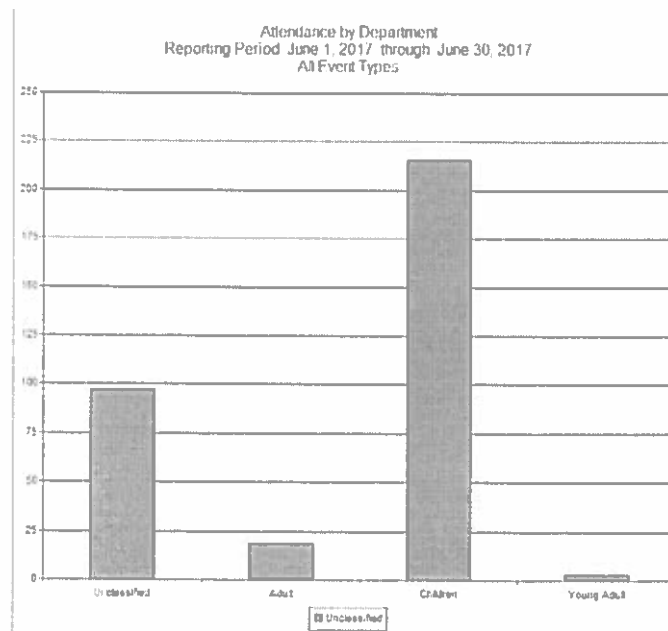
Canceled (Patron via SIP)	0	0
Canceled (total)	140	512
Fulfilled By MGR	908	5,474

Event Statistics, however, have carried forward relatively uninterrupted, and attendance is up. This is as expected for the season.

Event Attendance Summary

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

Department	Events	Hours	Children	Teen	Adult	Total
Unclassified	10	17.50	1	0	96	97
Adult	7	9.50	0	0	19	19
Children	24	25.75	126	0	90	216
Young Adult	2	2.00	0	3	0	3
Totals for June 2017	43	54.75	127	3	205	335
(Totals for May 2017)	45	50.00				
64 0				173	237)	



Warrant Reporting

17-51 $\$128.25 + 150.00 = \278.25

17-53 $81.99 + 250.00 = \$331.99$

Staffing

The open position of Library Assistant, part-time, has been filled. Taylor Devlin began work on 27 June 2017. The position of Library Director was posted on the MBLC job list on 9 June. The search committee is currently reviewing documentation and interviewing applicants. In the meantime, a Succession Plan (see attached) has been activated, and the transfer of information from myself to the Acting Director has begun via a series of formal weekly meetings.

Summary

As this is my last Director's Report, I would like to take this opportunity to thank all the Trustees, Staff, and patrons of the library for the opportunity to serve the town of Groveland in this capacity. It has been an honor, and I wish all of you the best of health and prosperity. Thank you!

Attachments: Budget Reports, Succession Plan

Langley Adams Library Director Succession Plan -- Summer 2017

In regularly scheduled meetings over the month of July, cover the following topics:

Municipal government – Deposits

Municipal government – Expense warrants

Municipal government – Facilities management

Municipal government – Records management (files)

Municipal government – Payroll

Municipal government – other

Board of Trustees – Budget (proposal, management)

Board of Trustees – Director/Trustee purview and responsibilities

Board of Trustees – Policies

Board of Trustees – Fundraising (donor stewardship, grant managing, capital issues/ improvements, “Friends” group and/or LAL Foundation)

Board of Trustees – Building issues (Capital planning, facilities issues) (*with town govt.*)

Board of Trustees – other

Langley Adams Library – HR (management of staff, volunteers, interns)

Langley Adams Library – Procedures

Langley Adams Library – Programming

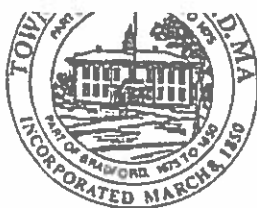
Langley Adams Library – Collection Management (development and maintenance)

Langley Adams Library - other

MBLC – ARIS

MBLC – other

Jan



TOWN OF GROVELAND

183 Main Street
Groveland, MA
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Jacqueline M. Sullivan
Town Accountant
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JSullivan@grovelandma.com

June 26, 2017

MEMO TO: All Department Heads
FROM: Jacqueline M. Sullivan
CC: Denise M. Dembkoski
RE: Monthly Budget Report

Jackie 😊

Please find attached your department monthly budget report. These reports reflect all expenses and payrolls through JUNE 29, 2017 and all approved FY17 Budget Transfers. For those of you tracking Special Revenue Accounts, ALL Revenue has been posted Through MAY2017.

As always, I ask that you review your line item balances for accuracy. If you feel that there are any discrepancies, please feel free to contact me and I will process a detailed report for your review.

Please continue to monitor your budget line item balances BEFORE submitting any expense Warrants for payment..

This has proven to be a helpful exercise and I appreciate your continued support.

It has been a true pleasure to have known and worked with each and every one of you. I will miss you but I am looking forward to my new adventure called RETIREMENT!!!!

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:	Allocated	Journal Entry:	Receipt:	Payment:	Ending	% Var.
		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		-59,817.90	0.00	0.00		
Library Director-Salary	0.00	0.00	61,000.00	-59,817.90	0.00	0.00	1,182.10	98.06
1001-610-51200-051-000-000	103,433.00	0.00		-96,241.17	0.00	0.00		
Library Staff Wages	0.00	0.00	103,433.00	-96,241.17	0.00	0.00	7,191.83	93.05
1001-610-51210-051-000-000	6,842.00	0.00		-5,796.68	0.00	0.00		
Part Time Wages	0.00	0.00	6,842.00	-5,796.68	0.00	0.00	1,045.32	84.72
1001-610-52000-052-000-000	42,461.00	416.00		0.00	0.00	-42,876.48		
Library Materials	0.00	416.00	42,877.00	0.00	0.00	-42,876.48	0.52	100.00
1001-610-52120-052-000-000	1,000.00	0.00		0.00	0.00	-318.36		
Technology	0.00	0.00	1,000.00	0.00	0.00	-318.36	681.64	31.84
1001-610-52300-052-000-000	1,000.00	0.00		0.00	0.00	-888.61		
Programs	0.00	0.00	1,000.00	0.00	0.00	-888.61	111.39	88.86
1001-610-52400-052-000-000	17,587.00	-169.00		0.00	0.00	-17,366.00		
Dues	0.00	-169.00	17,418.00	0.00	0.00	-17,366.00	52.00	99.70
1001-610-52418-052-000-000	1,434.00	-247.00		0.00	0.00	-1,097.71		
Training	0.00	-247.00	1,187.00	0.00	0.00	-1,097.71	89.29	92.48
1001-610-52702-052-000-000	4,000.00	0.00		0.00	0.00	-3,945.76		
Supplies	0.00	0.00	4,000.00	0.00	0.00	-3,945.76	54.24	98.64
Total Group 2: Segment 2: Department	238,757.00	0.00	238,757.00	-161,855.75	0.00	-66,492.92	10,408.33	95.64
610 - Library	0.00	0.00		-161,855.75	0.00	-66,492.92		

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	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		
Code: 2703 - GRNT: Library State Aid							
Group 1: Segment 1: Fund		0.00	-339.29	8,576.34	-14,132.27		
2703-000-10400-000-000-000	19,324.47	0.00	-339.29	8,576.34	-14,132.27	13,429.25	30.51
CASH	0.00	0.00	0.00	0.00	0.00		
2703-000-20100-000-000-000	0.00	0.00	0.00	0.00	0.00	0.00	0.00
WARRANTS PAYABLE	0.00						
2703-000-35900-000-000-000	-19,324.47	0.00	0.00	0.00	0.00	-19,324.47	0.00
FUND BAL UNDESIGNATED	0.00	0.00	0.00	0.00	0.00		
2703-000-39100-000-000-000	0.00	0.00	0.00	-8,576.34	0.00	-8,576.34	0.00
REVENUE	0.00	0.00	0.00	-8,576.34	0.00		
2703-000-39300-000-000-000	0.00	0.00	339.29	0.00	14,132.27		
EXPENDITURES	0.00	0.00	339.29	0.00	14,132.27	14,471.56	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							

Group as:_....._....._....._.....

Parameters: Fiscal Year: 2018

Start Date: 7/1/2017

end: 6/30/2018

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	62,220.00	0.00	0.00	0.00	0.00	0.00	62,220.00	0.00
Library Director-Salary	0.00	0.00	0.00	0.00	0.00	0.00	62,220.00	0.00
1001-610-51200-051-000-000	107,200.00	0.00	0.00	0.00	0.00	0.00	107,200.00	0.00
Library Staff Wages	0.00	0.00	0.00	0.00	0.00	0.00	107,200.00	0.00
1001-610-51210-051-000-000	8,800.00	0.00	0.00	0.00	0.00	0.00	8,800.00	0.00
Part Time Wages	0.00	0.00	0.00	0.00	0.00	0.00	8,800.00	0.00
1001-610-52000-052-000-000	45,681.00	0.00	0.00	0.00	0.00	0.00	45,681.00	0.00
Library Materials	0.00	0.00	0.00	0.00	0.00	0.00	45,681.00	0.00
1001-610-52120-052-000-000	1,020.00	0.00	0.00	0.00	0.00	0.00	1,020.00	0.00
Technology	0.00	0.00	0.00	0.00	0.00	0.00	1,020.00	0.00
1001-610-52300-052-000-000	1,020.00	0.00	0.00	0.00	0.00	0.00	1,020.00	0.00
Programs	0.00	0.00	0.00	0.00	0.00	0.00	1,020.00	0.00
1001-610-52400-052-000-000	17,939.00	0.00	0.00	0.00	0.00	0.00	17,939.00	0.00
Dues	0.00	0.00	0.00	0.00	0.00	0.00	17,939.00	0.00
1001-610-52418-052-000-000	1,463.00	0.00	0.00	0.00	0.00	0.00	1,463.00	0.00
Training	0.00	0.00	0.00	0.00	0.00	0.00	1,463.00	0.00
1001-610-52702-052-000-000	4,080.00	0.00	0.00	0.00	0.00	0.00	4,080.00	0.00
Supplies	0.00	0.00	0.00	0.00	0.00	0.00	4,080.00	0.00
Total Group 2: Segment 2: Department	249,423.00	0.00	0.00	0.00	0.00	0.00	249,423.00	0.00
610 - Library	0.00	0.00	0.00	0.00	0.00	0.00	249,423.00	0.00

Darcy Lepore
BookExpo 2017

BookExpo is a large conference for librarians, book bloggers, publishers, etc. It takes place in the Javits Center in New York City, which is the same building ComicCon is held in (to give you an idea of how large the building and conference actually are). Publishers and authors set up several booths in a grid and promote their newest items, either with catalogs, free advanced reader copies (ARCs), or various other items, like buttons, stickers, bags, business cards, pens, posters, etc.

BookExpo also features author signings (of both sold copies of books and free ARCs) and author presentations. I attended a talk about upcoming young adult books, featuring various YA authors. There were author signings for books published by major companies (Random House, Scholastic, etc), and more independent companies. The conference also featured large companies like our own book vendor Ingram.

Overall, BookExpo was definitely worth experiencing. I was able to discover new materials and companies and meet a lot of people in the book industry. I filled two large boxes full of free stuff to ship back to the library. Many of the items I distributed among co-workers and used for the summer reading program.