

Langley Adams Library

Board of Trustees

Meeting Minutes 8/9/17

TOWN OF GROVELAND

2017 SEP 18 PM 6:16

TOWN CLERK

RECEIVED/POSTED

- **Attendance:** Jay Collins, Barbara Gauvin, Jamie Koulouras, Kathleen Prunier, Laurel Puchalski, Christopher Shramko, Lee Thomas, Interim Director Darcy Lepore
- Absent: Beth Burton, Charles Herman
- Two members of public present (one arrived at 6:25 p.m.)
- **Call to order** at 6:07 p.m. by motion made by K. Prunier, seconded by B. Gauvin
Vice Chair C. Shramko temporarily presided in Chair's absence
- **Minutes.**
 - Minutes from 7/19/17 were approved with amendment on a motion made by B. Gauvin, seconded by K. Prunier. Majority vote, J. Koulouras abstaining, as a non-attendee of meeting.
- **Director's Report** (see attached)
 - ARIS report is completed.
- (Chair L. Thomas arrived at 6:10 p.m. and presided for remainder of meeting)
- **Update on Archives Preservation**
 - K. Prunier reported that most items have been brought up from the basement and placed in archival boxes in the back hallway. It is time to purchase recommended shelving for their storage. All archives will be placed in back hallway, with the possibility of additional storage in Director's office rather than using the basement. Use of the basement would involve costly remediation and renovation to prepare for archival purposes.
 - CPC Chair Mike Dempsey reminded the Board that there are only eight months remaining to spend the remaining grant money without having to resubmit requests. He explained that as long as the Board follows normal procurement rules then the purchases may be made without having to go through the Town's procurement process.
 - K. Prunier and C. Shramko volunteered to work with D. Lepore on reviewing NEDCC's recommendations for shelving, obtaining at least three quotes and ordering the shelves.
 - K. Prunier made the motion, seconded by L. Puchalski to complete the hallway preparation and to order the required number of shelves. Unanimously voted.
- **Director Search Committee**
 - Chair L. Thomas reported there have been five interviews held, and two more scheduled for next week. The Committee will present the information on their three recommended candidates at the next Board meeting.
- **Treasurer's Report**
 - B. Gauvin reported on her research into interest-bearing accounts. Her recommendation is Bartholomew Investments, the same wealth management

company the Town uses. She will be contacting other libraries who use this company for referrals. There are many types of investment opportunities available. The Board will hold a short informational meeting on August 15 at 6:00 p.m. to discuss and decide on which options to use for investment purposes.

- **Other**
 - Correspondence
 - L. Thomas read an email received from BOS Chair Michael Wood (see attached) regarding the fact that Board member B. Burton no longer resides in town. He will ask for clarification as to the authority and regulation cited for this ruling.
 - Resident Jan Dempsey suggested the Board invite BOS members to attend our meetings to gain a better understanding of our purpose and responsibilities, in lieu of statements made at the 8/6/17 BOS meeting about the Board of Trustees. Chair L. Thomas will add the invitation to his letter.
 - L. Puchalski read the response from the Finance Director regarding insurance for Library holdings (see attached)
 - **A special meeting** will be held August 15 at 6:00 p.m., at the Library's Meeting Room as a special meeting
 - **Next regular meeting** will be held September 13, 2017 at 6:00 p.m., at the Library's Meeting Room
 - **Meeting was adjourned** at 7:25 p.m. on a motion made by C. Shramko, seconded by K. Prunier, and unanimously approved.
- Respectfully submitted,
- Laurel Puchalski, Secretary

Acting Library Director's Report
August 9, 2017
Langley-Adams Library

ARIS and Financial Report

The ARIS will be complete and ready to be mailed in on August 10th.

I will start to work on the Financial Report within this week. I have also registered to attend a workshop on September 12th at the Georgetown Peabody Library which focuses on State Aid, the Financial Report, and waivers.

Statistics

Event Attendance Summary

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

Library Sponsored Events
Events with or without Recorded Attendance

Department	Events	Hours	Children	Teen	Adult	Total
Unclassified	14	23.50	0	0	132	132
Adult	3	10.00	0	0	0	0
Children	22	24.75	65	0	36	101
All Ages	5	14.00	0	0	0	0
Young Adult	3	3.75	0	13	3	16
Totals for Library Sponsored Events for Period	47	76.00	65	13	171	249

Programming

July 2017 was Jane Austen month at Langley-Adams Library, and it was very successful. Sue held a total of 6 Jane Austen-based programs. The programs varied between educational and entertainment.

A total of 52 kids won the Topsfield Fair Prize Pack for reading 7 hours between June 26th and August 4th. Several children have also taken interest in the Kindness Challenge, which allows them to win prizes after they write and/or draw about their kind deeds for the week.

The Teen Yoga program was very successful, with both teens and parents/guardians attending. The average teen attendance for each session about 6, while up to 3 adults attended. Sue and I have both spoken to the yoga teacher about continuing to teach yoga at the library throughout the school year, and

she expressed interest in doing so.

Warrant Reporting

18-03 503.40 + 22,813.88 = 23317.28

18-05 2026.21 + 631.55 + 988.02 = 3645.78

Staffing

Kelsey will leave for college at the end of August. The page position has been posted through the town, physically at the library, and on the library's website. I have scheduled interviews with more than one candidate taking place at the end of this week and the beginning of next week.

Lauren and Taylor have both agreed to help with children's programming while I am acting director. Lauren has generously taken over the story times on Thursday.

Miscellaneous

We have resumed staff meetings, the first of which was Friday, August 4th. Not all staff attended, but notes taken were sent to all staff members following the meeting.

Parameters: Fiscal Year: 2018 Start Date: 7/1/2017 end: 08/08/2017

Ledger History - Variance - Expenditure Ledger

Account Number	Budget Encumbered	Transfer: This Period To Date	Allocated	Journal Entry: This Period To Date	Receipt: This Period To Date	Payment: This Period To Date	Ending	% Var.
1001-610-51100-051-000-000	62,220.00	0.00		0.00	0.00	-5,732.20	56,487.80	9.21
Library Director-Salary	0.00	0.00	62,220.00	0.00	0.00	-5,732.20		
1001-610-51200-051-000-000	107,200.00	0.00		0.00	0.00	-8,944.76	98,255.24	8.34
Library Staff Wages	0.00	0.00	107,200.00	0.00	0.00	-8,944.76		
1001-610-51210-051-000-000	8,800.00	0.00		0.00	0.00	-1,148.60	7,651.40	13.05
Part Time Wages	0.00	0.00	8,800.00	0.00	0.00	-1,148.60		
1001-610-52000-052-000-000	45,681.00	0.00		0.00	0.00	-8,505.22	37,175.78	18.62
Library Materials	0.00	0.00	45,681.00	0.00	0.00	-8,505.22		
1001-610-52120-052-000-000	1,020.00	0.00		0.00	0.00	0.00	1,020.00	0.00
Technology	0.00	0.00	1,020.00	0.00	0.00	0.00		
1001-610-52300-052-000-000	1,020.00	0.00		0.00	0.00	-832.92	187.08	81.66
Programs	0.00	0.00	1,020.00	0.00	0.00	-832.92		
1001-610-52400-052-000-000	17,939.00	0.00		0.00	0.00	-17,225.00	714.00	96.02
Dues	0.00	0.00	17,939.00	0.00	0.00	-17,225.00		
1001-610-52418-052-000-000	1,463.00	0.00		0.00	0.00	-156.34	1,306.66	10.69
Training	0.00	0.00	1,463.00	0.00	0.00	-156.34		
1001-610-52702-052-000-000	4,080.00	0.00		0.00	0.00	-240.48	3,839.52	5.89
Supplies	0.00	0.00	4,080.00	0.00	0.00	-240.48		
2703-610-52000-052-000-000	0.00	0.00		0.00	0.00	-205.50	-205.50	0.00
EXPENSE--Library State Aid	0.00	0.00	0.00	0.00	0.00	-205.50		
10 Account(s) totaling:	249,423.00	0.00	249,423.00	0.00	0.00	-42,991.02	206,431.98	17.24



10/10/2017 10:27:10 AM

Trustee member

Mike Wood <mwood@grovelandma.com>

Mon, Aug 7, 2017 at 8:59 PM

To: Leonard Thomas <leonard.l.thomas@gmail.com>

Hey Lee,

It has come to my attention that Elizabeth Burton moved out of town 9 months ago and is still actively participating as an elected board member.

All elected positions must reside in the town of Groveland.

We will need to review all meetings to verify the integrity of the votes removing Mrs. Burton from the equation.

Therefore BOS considers this position vacant and shall appoint a replacement as we see fit.

Please let me know if you would like to discuss this matter.

Mike

Mike Wood

Chair, Selectman for Groveland MA

978.835.9204

Mwood@grovelandma.com

From: Denise Dembkoski <ddembkoski@grovelandma.com>
Subject: RE: Insurance
Date: July 24, 2017 at 10:32 AM
To: LAUREL PUCHALSKI <laurelpuchalski@gmail.com>

Hello Laurel,

Sorry for the delayed response. We were hit with a serious virus last week and our emails have been down.

We have special coverage on the property insurance that lists equipment and other valuables. We have listed a portrait of Parker valued at \$15,000 and other unidentified fine arts at a value of \$25,000.

Please let me know if you have any other questions or need anything further.

Thank you.
Denise

From: LAUREL PUCHALSKI [mailto:laurelpuchalski@gmail.com]
Sent: Wednesday, July 19, 2017 9:36 PM
To: Denise Dembkoski <ddembkoski@grovelandma.com>
Subject: Insurance

Hello Denise,

I have been asked by the Library Board of Trustees to inquire as to the insurance the Town may have on certain Library holdings, the Benjamin Parker painting in particular. The Library has, as you are aware, many valuable items that have been donated or bequeathed to the Library over the years, and we are wondering if they would be specifically insured under the town building's insurance?

I would appreciate your investigating this and letting me know if there is a special rider, or mention of Library holdings, in the Town's policy.

Thank you,

Laurel Puchalski