

Langley Adams Library
Board of Trustees

2017 OCT 24 AM 9:39

Meeting Minutes 9/13/17

TOWN CLERK
RECEIVED/POSTED

- **Attendance:** Beth Burton, Jay Collins, Barbara Gauvin, Charles Herman, Jamie Koulouras, Kathleen Prunier, Laurel Puchalski, Christopher Shramko, Lee Thomas, Interim Director Darcy Lepore
- **Call to order** at 6:07 p.m. by motion made by C. Shramko, seconded by L. Puchalski
- **Minutes**
 - Minutes from 8/9/17 were approved by majority vote on a motion made by K. Prunier, seconded by C. Shramko. C. Herman (absent from said meeting) and B. Burton abstained.
 - Minutes from 8/15/17 were approved by majority vote as amended on a motion made by K. Prunier, seconded by J. Collins. B. Burton abstained.
- **Director's Report** (see attached)
 - Adult programming report was presented
 - Printers are having issues
 - Meeting was held with representative from Donnegan regarding our archival shelving needs. He reassessed the back hallway area and will send new estimates for our shelving needs.
- **Board Membership / Officers**
 - Bond for the Treasurer needs to be reissued by 10/19. K. Prunier made the motion, seconded by C. Herman to nominate B. Gauvin to carry on in the role of Treasurer for one more year of the sake of continuity. Majority vote, favorable, B. Burton abstained.
 - K. Prunier made the motion, L. Puchalski seconded, and it was voted by majority (B. Burton abstaining) to take \$438 from State Aid to fund the bond issuance.
 - B. Burton delivered her resignation from the Board (see attached). Board members thanked her for her many years of dedicated service to the Library and the community during her tenure on the Board of Trustees.
 - B. Gauvin reported that Mary Lou Costello, a member of the Director Search Committee, has volunteered to fill B. Burton's position to complete her term until May 2018. It was voted by majority (B. Burton abstaining) on a motion made by B. Gauvin and seconded by C. Shramko to present Ms. Costello's name as an applicant for Trustee at the 10/2 BOS meeting.
(D. Lepore left the meeting @ 6:55 p.m.)
- **Director Search**
 - Open interviews were held with two finalists on 9/6. Discussion was held regarding the merits of each candidate. One of the candidates still has questions for us, and it was decided to postpone the decision to hire until the questions have been asked and until our next Board meeting.

(C. Shramko left the meeting @ 7:25 p.m.)

- **Treasurer's Report**
 - B. Gauvin reported that an account with Bartholomew Investments has been established. She distributed and explained the statement received from the company and the transfers from the Citizens Bank account.
- **Other**
 - Correspondence was received from Finance Director by Chairman L. Thomas regarding agenda items posted (specifically Executive Session). L. Thomas also remarked that he had received demanding and rude emails from the Finance Director. It was suggested any future correspondence from BOS or Finance Director be forwarded to the Board for our record-keeping and for communication purposes.
 - L. Puchalski reported on a discussion with staff members regarding issuance/ purchase of specific museum passes, soon to expire. D. Lepore was asked to return to meeting to answer questions about pass purchases. Motion was made by K. Prunier and seconded by C. Herman, majority vote (B. Burton abstaining) to spend \$700 from State Aid for Museum of Science pass. Report will be given next month in regard to the status of other passes and their usage, expiration dates and cost to renew.
 - Thank you note will be sent to Ann McAnn, former Trustee, who has been planting and maintaining the barrels and small gardens of the Library.
- **Next meeting** will be held October 11, 2017 at 6:00 p.m., at the Library's Meeting Room
- **Meeting was adjourned** at 7:55 p.m. on a motion made by J. Koulouras, seconded by L. Puchalski, and voted by majority.
- Respectfully submitted,
- Laurel Puchalski, Secretary

**Acting Library Director's Report
September 13, 2017
Langley-Adams Library**

ARIS and Financial Report

The ARIS was accepted by the MBLC.

I have started looking over the Financial Report and will have attended the State Aid Workshop by the time of today's meeting. I will be able to provide significant details at the meeting.

Statistics

Event Attendance Summary

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

Library Sponsored Events
Events with or without Recorded Attendance

Department	Events	Hours	Children	Teen	Adult	Total
Unclassified	11	15.75	0	3	117	120
Adult	1	1.00	0	0	0	0
Children	25	28.25	54	0	35	89
All Ages	1	1.00	0	0	0	0
Young Adult	3	3.25	0	15	2	17
Totals for Library Sponsored Events for Period	41	49.25	54	18	154	226

Programming

Sue has prepared information about upcoming adult programs.

I have been planning library sponsored children's events with Lauren. These include a Touch-A-Truck, which will take place later this month, and the annual Halloween party at the end of October. I am now in the process of planning performer events. I will be able to provide much more information at the October BOT meeting.

Staffing

The new page, Cameron Santos, started Tuesday, August 29th. He is currently working Tuesday, Wednesday, and Thursday afternoons after school.

Warrants

18-07	\$3,195.49
18-09	\$1,393.63
18-11	\$1,557.37
Total	\$6,146.49

Miscellaneous

Sue and I are in agreement that we should extend a thank you to our new custodian, Jim, for going above and beyond for us. He has cleaned a great deal of the back room for us, making it look neat and orderly.

A patron has reached out to me and offered to donate the funds for a new printer, which would be accessible to patrons and prints in color. He does not have great knowledge of modern technology, but would donate the funds once we decide on a printer. Of course, this issue will require further discussion, but if this does actually happen I will ask for the Trustees' advice on how to go about this.

The printer in the staff office is currently experiencing problems with the fuser. Every time we try to print something, the printer will not print it. The quick fix for fuser problems is turning off the printer and turning it back on, but our printer is past that point. I have not been able to find the fuser on Quill.com, Demco.com, or the HP website. However, I do believe I found the correct fuser on Amazon.com. I know we do not have an Amazon account. I am wondering if there is another way to purchase this fuser other than purchasing it on my personal credit card and getting reimbursed.

For those accessing this report on their computers, here is the Amazon link: <https://www.amazon.com/RG5-7602-HP/dp/B002WQIWRS>

Attached: August 2017 Variance Report

From: Darcy Lepore dleapore@langleyadamslib.org

Subject: Wednesday!

Date: September 11, 2017 at 1:50 PM

To: Lee Thomas leonaidd.thomas@gmail.com, Barbara Gauvin bagauvin@comcast.net, Elizabeth Burton ehb721@gmail.com, Charles Herman charlieherman@comcast.net, Jay Collins jaybah79@yahoo.com, Jamie Koulouras soldwithjamie@gmail.com, LAUREL PUCHALSKI laurelpuchaliski@gmail.com, Chris Shramko chris@shramko.net, Kathleen Prunier prunierkathy@yahoo.com

DL

Hi everyone,

My report for Wednesday is attached as well as August's budget report.

Darcy

Darcy Lepore

Acting Director/Youth Services Librarian

Langley-Adams Library

185 Main Street, Groveland, MA

978-372-1732

September
2017.docx

Filter by: Segment 2 - 410

Parameters: Fiscal Year: 2018 Start Date: 08/01/2017 End: 08/31/2017

Ledger History - Variance - Expenditure Ledger

Account Number	Budget Encumbered	Transfer:	Allocated	Journal Entry:	Receipt:	Payment:	Ending	% Yr
		This Period To Date		This Period To Date	This Period To Date	This Period To Date		
1021-610-51101-051-000-000	62,220.00	0.00		0.00	0.00	-4,776.00		
Library Director Salary	0.00	0.00	62,220.00	0.00	0.00	-8,119.92	54,100.00	13.0
1021-610-51200-051-000-000	107,200.00	0.00		0.00	0.00	-6,491.82		
Library Staff Wages	0.00	0.00	107,200.00	0.00	0.00	-11,789.50	95,410.50	11.0
1021-610-51210-051-000-000	8,600.00	0.00		0.00	0.00	-782.00		
Part Time Wages	0.00	0.00	8,600.00	0.00	0.00	-1,555.60	7,044.40	17.0
1021-610-52000-052-000-000	45,681.00	0.00		0.00	0.00	-6,150.51		
Library Materials	0.00	0.00	45,681.00	0.00	0.00	-11,009.95	34,671.05	24.0
1021-610-52120-052-000-000	1,020.00	0.00		0.00	0.00	0.00		
Technology	0.00	0.00	1,020.00	0.00	0.00	0.00	1,020.00	0.0
1021-610-52300-052-000-000	1,020.00	0.00		0.00	0.00	0.00		
Programs	0.00	0.00	1,020.00	0.00	0.00	-832.92	187.08	81.0
1021-610-52400-052-000-000	17,939.00	0.00		0.00	0.00	0.00		
Dues	0.00	0.00	17,939.00	0.00	0.00	-17,225.00	714.00	96.0
1021-610-52410-052-000-000	1,463.00	0.00		0.00	0.00	0.00		
Framing	0.00	0.00	1,463.00	0.00	0.00	-126.34	1,336.66	10.0
1021-610-52700-052-000-000	4,080.00	0.00		0.00	0.00	-340.76		
Supplies	0.00	0.00	4,080.00	0.00	0.00	-581.24	3,498.76	14.0
2703-610-52000-052-000-000	0.00	0.00		0.00	0.00	-390.00		
EXPENSE-Library State Aid	0.00	0.00	0.00	0.00	0.00	-655.50	-655.50	0.0
	249,423.00	0.00		0.00	0.00	-15,921.09		
10 Account's Totals	0.00	0.00	249,423.00	0.00	0.00	-51,825.97	197,597.03	20.0