

Langley Adams Library
Board of Trustees
Meeting Minutes 11/8/17

- **Attendance:** Jay Collins, MaryLou Costello, Kathleen Prunier, Laurel Puchalski, Christopher Shramko, Lee Thomas, Interim Director Darcy Lepore.
(Charles Herman arrived at 6:15)
- **Absent:** Barbara Gauvin, Jamie Koulouras
Meeting was not recorded. Three members of the public were present.
- **Call to order** at 6:02 p.m. by motion made by C. Shramko, seconded by K. Prunier.
- **Minutes**
 - Minutes from 10/11/17 were approved on a motion made by K. Prunier, seconded by J. Collins by majority vote, C. Shramko and M. Costello abstaining as they were absent from said meeting.
- **Presentation by Bagnall representatives regarding dedication of Children's Room**
 - Bagnall teachers Julie Regan and Kristyn Zinardi, and parent Sean Mahoney presented their plans for dedicating the Children's Room to memorialize Ryan Reardon, a former student. (see attached)
 - Discussion followed
 - K. Prunier made the motion, seconded by L. Puchalski to approve and support the plans. Unanimously voted.
- **Director's Report** (see attached)
 - L. Puchalski made the motion, seconded by M. Costello and approved unanimously to amend cost of cookie decorating program from \$50 to \$150.
 - Motion was made by K. Prunier, seconded by L. Puchalski and unanimously voted to approve spending \$245 for youth programming through the end of 2017, monies to come from Library Program line and Donation account.
 - Other needs and requests requiring spending were tabled until next meeting when budget questions can be remedied and answered, as it appears to be out of balance.
- **Treasurer's Report** (Treasurer absent - no report)
- **Director Search**
 - Only one resume' has been received since new posting. Applicant did not meet requirements.
- **Other**
 - Book Shed sting will take place November 11. Big Hearted Books will be contacted to pick up boxes of books that have already been put out for sale.
 - Board report for Town Annual Report was discussed.
- **Next meeting** will be held December 6, 2017 at 6:00 p.m., at the Library's Meeting Room
- **Meeting was adjourned** at 7:41 p.m. on a motion made by L. Puchalski, seconded by K. Prunier and voted unanimously.
- Respectfully submitted,
- Laurel Puchalski, Secretary

TOWN OF GROVELAND
2017 DEC - 7 PM 2: 26
TOWN CLERK
RECEIVED/POSTED

**Acting Library Director's Report
November 8, 2017
Langley-Adams Library**

Program Statistics

Event Attendance Summary

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

All Event Types
Events with or without Recorded Attendance

Department	Events	Hours	Children	Teen	Adult	Total
Unclassified	2	8.00	0	0	0	0
Adult	18	30.00	0	0	89	89
Children	24	18.50	58	0	46	104
All Ages	1	2.00	120	5	50	175
Young Adult	2	2.00	0	8	3	11
Totals for All Event Types for Period	47	60.50	178	13	188	379

Programming

Please see attached the Winter 2017-2018 budget information for Youth Services.

Pumpkin Fest 2017 took place on October 27th and was very successful! Most of you saw what Sue wrote in her email, but we all worked together as a team to make our library's section of Pumpkin Fest very fun. The kids loved the photo booth, the monster donut craft, and the guessing jars! In fact, we even ran out of donut craft supplies, so we know to purchase more for next year's Pumpkin Fest! Overall, it was an excellent event that brought the community together.

Staffing and Communication

I have scheduled a staff meeting for Thursday, November 9th.

I also send out email updates to all staff every week, which is usually called the "Friday Update."

Multiple staff have expressed their approval of this strategy. Despite this fact, it will be good for the department heads and library assistants to be in the same room for a meeting. I will, of course, continue emailing updates to all staff despite having meetings as well.

Because we have been emailing each other about the issues we need to be aware of, the communication between the staff has much improved. I have also seen an improvement in the way certain situations have been handled, such as being aware of items that need processing and cataloging, an ID that might have accidentally been left at the library by a patron, and getting time sheets in on time. This has been good for morale and I will continue to come up with additional strategies to keep everyone communicating with each other.

Warrants

18-17 \$700.00 + \$2,332.66 = \$3,032.66

18-19 \$2,412.38

Total \$5,445.04

Museum Passes

We have received our renewal invoice from the Museum of Fine Arts for a total of \$200.

The MFA passes have been used a total of 16 times between January 2017 and October 2017, double the amount of use of the Wenham Museum passes, which did not receive a renewal.

Copy Machine/Printer

I have called the potential donor for the color printer multiple times and have not heard back from him. We should move forward with purchasing a new/used copy machine. I have again attached the details from Mike McConnell at Century Copier Specialists.

Children's Room Dedication

The teachers involved in the dedication of the Children's Room to Ryan Reardon will be at the 11/8 meeting.

Miscellaneous

Several staff members have requested that we purchase a new vacuum cleaner. I will provide details and information for a potential vacuum at the 11/8 meeting.

Attachments:

Budget Report

Donation Account Report

Printer Information from Century Copier Specialists

Youth Services Program/Budget Information

Parameters: Fiscal Year: 2018 Start Date: 7/1/2017 end: 6/30/2018

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	-20,058.52	42,161.48	32.24
Library Director-Salary	0.00	0.00	62,220.00	0.00	0.00	-20,058.52		
1001-610-51200-051-000-000	107,200.00	0.00		0.00	0.00	-26,314.25	80,885.75	24.55
Library Staff Wages	0.00	0.00	107,200.00	0.00	0.00	-26,314.25		
1001-610-51210-051-000-000	8,800.00	0.00		0.00	0.00	-3,189.10	5,610.90	36.24
Part Time Wages	0.00	0.00	8,800.00	0.00	0.00	-3,189.10		
1001-610-52000-052-000-000	45,681.00	0.00		0.00	0.00	-20,684.25	24,996.75	45.28
Library Materials	0.00	0.00	45,681.00	0.00	0.00	-20,684.25		
1001-610-52120-052-000-000	1,020.00	0.00		0.00	0.00	-351.00	669.00	34.41
Technology	0.00	0.00	1,020.00	0.00	0.00	-351.00		
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	-1,031.35	3,048.65	25.28
Supplies	0.00	0.00	4,080.00	0.00	0.00	-1,031.35		
2703-610-52000-052-000-000	0.00	0.00		0.00	0.00	-2,573.85	-2,573.85	0.00
EXPENSE--Library State Aid	0.00	0.00	0.00	0.00	0.00	-2,573.85		
	249,423.00	0.00		0.00	0.00	-92,416.58	157,006.42	37.05
10 Account(s) totaling:	0.00	0.00	249,423.00	0.00	0.00	-92,416.58		

Filter by: Segment 1: 2402

Parameters: Fiscal Year: 2018 Start Date: 7/1/2017 end: 6/30/2018

Ledger History - Detail - Revenue Ledger

Tran. Name	Comment	Payee	Beginning	Debit	Credit	Ending
Account: 2402-610-45811-000-000-000	Revenue--Library Donations General		0.00	0.00	108.90	108.90
	Block/Batch: 07/2017			0.00	108.90	108.90
Tran. Type: Receivable		By: epetritto		0.00	108.90	108.90
1 Account(s) totaling:			0.00	0.00	108.90	108.90

Youth Services Programming & Budget Winter 2017-2018

December 2017:

12/4 and 12/7 – Cookie Decorating

We will be hosting three cookie decorating events.

We will be purchasing supplies for baking cookies and icing, sprinkles, cheap tablecloths, and cheap plates.

Estimated cost: ~~\$88~~ 150 ;

12/13 – Ornament Making

We will have our annual drop-in ornament making craft day! We usually provide at least six types of ornaments for families to make together, using what we already have in our art supply closet. However, this year we are running low on felt, which we used an abundance of last year. I plan to purchase a supply of multicolored felt from Amazon or Michaels.

Estimated Cost: \$20

(from research on Amazon)

12/26-12/29 – Get Into the Winter Spirit Week!

All week, children will be invited to participate in contests and win prizes. For example, there will be a dress like a candy cane contest and an ugly sweater contest. Most of this school vacation week will be cheap; however, I am requesting a little money so that I can purchase prizes for contest participants.

Estimated cost: \$75

(Small prizes from Oriental Trading and a few bigger prizes from the dollar store or CVS)

12/30 – Lindsay and Her Puppet Pals

In the summer of 2015 we had Lindsay and Her Puppet Pals here to perform interactive stories. I would like to hire her again for the very end of December school vacation week. She will tell the story "Lumpy the Snowman" among others, which will be perfect for the week's theme of getting into the winter spirit.

Cost: \$320

January 2018:

Winter Teen Yoga

Deb Condon's yoga classes during the summer and fall have been very successful! This has been the most successful teen program over the past few years, so I think it should definitely continue. I would like to hire her again for a winter series of four classes.

Cost: \$300

February 2018:

2/20-2/23

School Vacation Week: Space Week!

The activities I will be doing with the children will be relatively cheap. For example, I will lead a space-themed all ages story time and a Star Wars craft activity. There will also be activities that I will need to

purchase supplies for, such as making Nebula Jars and prizes the Dress like a Space Alien Contest. Please see a picture of Nebula Jar below.

Estimated Cost: \$20 (Nebula Jar Craft) + \$25 (Prizes) = \$45



Looking ahead:

1. Youth Services and Adult Services will be splitting the cost on a program presented by Frank Mandosa about fantasy creatures. Details for this program are still being worked out.
2. I have scheduled New Hampshire based mentalist Preston Heller for a program during April vacation week. His program includes influencing others' minds and reading minds. I highly recommend this program and have seen him in action! And best of all, he does his presentations for free. He just requests that we collect food for a food pantry in Groveland rather than paying him.
3. April's school vacation week will be a Harry Potter themed week called "Wizards Week." Details are still being worked out but it will be awesome for all ages!
4. Summer Reading Kick-Off: I have tentatively booked Scott Jameson, who is a magician that many librarians in the area recommend, to perform for the summer reading kick-off. He has applied for a Local Cultural Council grant to fund this program, so I will be able to provide an update to this in January or February (depending on when we hear back from the LCC).

Total Requested: ~~\$810~~ 910

Century Copier Specialists, Inc.
P.O. Box #886
Plaistow, NH 03841
Attn: Mike McConnell
Phone: 382-3761
mike@centurycopiers.com

Langley Adams Library
185 Main St.
Groveland, MA 01834
Attn: Darcy Lepore
Phone: (978)372-1732
dlepore@langleyadamslib.org

September 21, 2017

\$1/Buy-out Lease

	Purchase Price	36 Mos Lease	48 Mos Lease
1) Equipment (reconditioned) Kyocera M6526cdn Color Mfp (28 copies per minute)	\$1,995	\$65/mo	\$52/mo

Includes: Document Feeder
Duplexing
Network Print & Scan
Color Scanning
Faxing/Network Faxing
1 – 250 Sheet Paper Drawer
1 – 100 Sheet Paper Bypass
Letter & Legal Only
Stand
Trade In Of Copystar CS-4035

Optional: Heavy Duty Surge Protector (if needed)	\$179	\$6/mo	\$5/mo
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2) Service & Supplies (optional) Includes all parts, labor, & supplies based on 20,000 black copies per year, excess to be billed at .012 per copy, color to be billed at .08 per copy, excludes paper & staples only. Must be on an approved heavy duty surge protector to cover electronic boards.	Black: \$33/mo in a lease or \$395/year Color: Billed at .08 per copy
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3) Set Up/Delivery/Installation/Training	included
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Note: Has approx. 9,100 black & 12,000 color copies on it !