

Langley Adams Library  
Board of Trustees  
Meeting Minutes 1/10/18

- **Attendance:** Jay Collins, MaryLou Costello, Charles Herman, Kathleen Prunier, Laurel Puchalski, Christopher Shramko, Lee Thomas, Interim Director Darcy Lepore.
- Meeting was not recorded.
- **Call to order** at 6:05 p.m. by motion made by C. Herman, seconded by K. Prunier.
- **Minutes**
  - Minutes from 12/6/17 were approved by majority vote on a motion made by K. Prunier, seconded by M. Costello. C. Shramko abstained, as he was absent from meeting.
  - Minutes from 12/28/17 were approved by majority vote on a motion made by C. Herman, seconded by K. Prunier. C. Shramko and M. Costello abstained, as they were absent from meeting.
    - *(Barbara Gauvin arrived at 6:10)*                      *(Jamie Koulouras arrived at 6:25)*
- **Director's Report** (see attached)
  - Discussion was held regarding differing amounts of State Aid these past months. Darcy will investigate discrepancies with town accountant.
- **Treasurer's Report**
  - B. Gauvin presented the Bartholomew monthly account overview.
  - Representative from Bartholomew will be asked to report at a future meeting.
- **Other**
  - Discussion about creating a monthly schedule of tasks to be completed. B. Gauvin will bring a copy of the previous schedule Trustees used.
  - Follow up on compensation to Jan Voogd. Correspondence was read (see attached).
  - After discussion about town report, an amendment to the Minutes of 12/6/17 was voted unanimously on a motion by C. Shramko, seconded by K. Prunier to read as follows: "Board report for Town Annual Report was rejected by the Selectmen's Administrative Assistant because the font was incorrect. Chair L. Thomas requested assistance from the Selectmen's Administrative Assistant, and was refused assistance. D. Lepore will assist L. Thomas in reformatting the document and resubmitting the report. Deadline for submission has been extended to 12/15."
- **Director Search Committee**
  - Position was re-posted in the new year. No resumes have been submitted.
  - Motion was made by B. Gauvin, seconded by C. Herman to recommend Darcy Lepore for the Director position to the BOS. It was recommended that an advisory group be established to assist the Director in the process of interviewing for hiring a Youth Services Librarian upon job posting.
  - Roll call votes were taken:
    - "AYE" votes were: Charles Herman, Jay Collins, MaryLou Costello, Jamie Koulouras, Kathleen Prunier, Barbara Gauvin, Christopher Shramko, Lee Thomas, and Laurel Puchalski  
(Unanimous)
  - **Next meeting** will be held February 14, 2018 at 6:00 p.m., at the Library's Meeting Room.
  - **Meeting was adjourned** at 7:25 p.m. on a motion made by L. Puchalski, seconded by M. Costello and voted unanimously.
- Respectfully submitted,
- Laurel Puchalski, Secretary

TOWN CLERK  
RECEIVED/POSTED  
2018 FEB 22 PM 12:14  
TOWN OF GROVELAND

**Acting Library Director's Report  
January 10, 2018  
Langley-Adams Library**

TOWN OF GROVELAND  
2018 FEB 22 PM 12:14  
JOHN CLECK  
RECEIVED/POSTED

**Programming and Statistics**

*Event Attendance Summary*

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

All Event Types  
Events with or without Recorded Attendance

Department	Events	Hours	Children	Teen	Adult	Total
Unclassified	6	6.75	2	2	53	57
Adult	10	22.00	0	0	42	42
Children	21	43.00	36	1	26	63
All Ages	1	6.50	20	0	10	30
Totals for All Event Types for Period	38	78.25	58	3	131	192

\*Please note that "unclassified" events often mean scheduled closings, though we only had one scheduled closing in December. Additionally, in the future staff and I will fix other events that are adult, children, or teen focused so the Department reflects this.

Our most successful children's programs in December were our cookie decorating programs. Several children, in addition to one teen, and their respective adults attended one of our three cookie decorating programs. Thank you to Lauren for all of her help in implementing this program and making the cookies and frosting!

29 adults and 2 teens attended the Sherlock Holmes program on December 4<sup>th</sup>. The program was very successful and Sue is looking into booking Ann McClellan for another program sometime in the future.

24 adults attended Lauren's program "Local Songs of the Season" which was a very interesting take on the connection between local history and holiday songs.

**Warrants**

18-23 \$10,817.90 (This is a payment toward Donnegan Systems using the funding for the Historical Preservation Project)

18-25 \$3,419.60 + \$229.50 + \$1,200 + \$49.99 + \$179.99 + \$4,289.84

18-27 \$2,390

Total with 18-23 is \$22,576.82

Total without 18-23 is \$11,758.92

## **Budget Request Submission**

On December 29<sup>th</sup>, I submitted the budget request as it was voted on.

Thank you to everyone who came to the meeting on December 28<sup>th</sup> and I promise that there will be no more confusion or last minute submissions. I appreciate everyone's help and understanding. If I hear anything from the Finance Board or Finance Director about negotiations before the trustees do, I will tell the trustees immediately.

## **Vacation Time and Scheduling Issues**

Because this is an agenda item, I will include it on this report. Hopefully this explanation satisfies any concerns anyone on the Board has about this.

During school vacation week (12/26-12/29) we had scheduling confusion. Multiple staff were out due to the holidays and medical issues. Multiple staff also created their own versions of the December schedule, which led to confusion as to who was working on 12/28 and 12/29. This issue was eventually settled thanks to Sue and Taylor's availability and flexibility.

When I returned from New York on 12/28, I met with multiple staff and implemented a new procedure in which any schedule changes should be made with me present and saved in the computer immediately so that we're all on the same page from now on. The computer schedule will be the ultimate schedule. I also implemented a new procedure that staff should discuss potential vacations with me before booking said trip so that we know we are covered. Of course, this applies to myself as well. If we are not covered for a particular time, I will make sure I am available. I will re-emphasize these procedures at the staff meeting on 1/11. Hopefully this will settle any future scheduling confusion.

## **Email Newsletter**

With input from fellow staff, I have started a brand new email newsletter with the company MailChimp. This is a free account, so I do not need to request money for this. I wanted to include this in my report because I have received positive feedback from patrons who received the newsletter on January 1<sup>st</sup>. I know some trustees are already signed up for the email newsletter, but if any trustees attending this meeting would like me to sign them up, I would be happy to do that!

## **Alarm Testing**

Because some individuals on the Board and staff are interested, I am including information about this. In the fall, the alarm in the basement was tested. While the alarm itself works, it did not contact the Police Department or Fire Department by phone like it was supposed to do. A representative from an alarm company was sent here to fix this situation. I have contacted the Police Department and Fire Department to see if there is any further information, and if there is anything to report on I will discuss it at today's meeting.

## **Children's Room Dedication**

The following image is a potential sign to be placed above the door. The image is blurry because it is a sample and so that the image isn't stolen and reproduced. Changes can still be made to the sign, so any suggestions can be taken into consideration.



Attachments: Variance Report

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	-35,102.17	27,117.83	56.42
Library Director-Salary	0.00	0.00	62,220.00	0.00	0.00	-35,102.17		
1001-610-51200-051-000-000	107,200.00	0.00		0.00	0.00	-40,529.76		
Library Staff Wages	0.00	0.00	107,200.00	0.00	0.00	-40,529.76	66,670.24	37.81
1001-610-51210-051-000-000	8,800.00	0.00		0.00	0.00	-4,817.10		
Part Time Wages	0.00	0.00	8,800.00	0.00	0.00	-4,817.10	3,982.90	54.74
1001-610-52000-052-000-000	45,681.00	0.00		0.00	0.00	-28,397.22		
Library Materials	0.00	0.00	45,681.00	0.00	0.00	-28,397.22	17,283.78	62.16
1001-610-52120-052-000-000	1,020.00	0.00		0.00	0.00	-831.20		
Technology	0.00	0.00	1,020.00	0.00	0.00	-831.20	188.80	81.49
1001-610-52300-052-000-000	1,020.00	0.00		0.00	0.00	-832.92		
Programs	0.00	0.00	1,020.00	0.00	0.00	-832.92	187.08	81.66
1001-610-52400-052-000-000	17,939.00	0.00		0.00	0.00	-17,225.00		
Dues	0.00	0.00	17,939.00	0.00	0.00	-17,225.00	714.00	96.02
1001-610-52418-052-000-000	1,463.00	0.00		0.00	0.00	-156.34		
Training	0.00	0.00	1,463.00	0.00	0.00	-156.34	1,306.66	10.69
1001-610-52702-052-000-000	4,080.00	0.00		0.00	0.00	-1,346.52		
Supplies	0.00	0.00	4,080.00	0.00	0.00	-1,346.52	2,733.48	33.00
2402-610-52000-052-000-000	5,200.66	0.00		0.00	0.00	0.00		
EXPENSES--Library Donations	0.00	0.00	5,200.66	0.00	0.00	0.00	5,200.66	0.00
2703-610-52000-052-000-000	13,429.25	0.00		0.00	0.00	-8,282.84		
EXPENSE--Library State Aid	0.00	0.00	13,429.25	0.00	0.00	-8,282.84	5,146.41	61.68
	268,052.91	0.00		0.00	0.00	-137,521.07		
11 Account(s) totaling:	0.00	0.00	268,052.91	0.00	0.00	-137,521.07	130,531.84	51.30