

Langley Adams Library
Board of Trustees
Meeting Minutes 2/14/18

- **Attendance:** MaryLou Costello, Barbara Gauvin, Charles Herman, Kathleen Prunier, Laurel Puchalski, Christopher Shramko, Lee Thomas, Director Darcy Lepore.
- **Absent:** Jay Collins, Jamie Koulouras
- Meeting was not recorded. One member of public present.
- **Call to order** at 6:05 p.m. by motion made by C. Herman, seconded by K. Prunier.
- **Minutes**
 - Minutes from 1/10/18 were unanimously approved as amended on a motion made by B. Gauvin, seconded by K. Prunier.
- **Director's Report** (see attached)
 - Candidate for Library Assistant withdrew her application and position is still posted.
 - K. Prunier made the motion, seconded by B. Gauvin and approved unanimously to accept the Social Media Policy.
- **Treasurer's Report**
 - B. Gauvin presented the Bartholomew monthly account overview.
 - Representative from Bartholomew will meet with us on February 28.
 - B. Gauvin shared her notes regarding a monthly schedule of tasks to be completed by Trustees. Discussion followed.
- **Other**
 - Director's contract was created and signed.
 - A few patrons have expressed interest in establishing a Friends group/
- **Next meeting** will be held February 28, 2018 at 6:00 p.m., in the Library's Meeting Room to meet with Bartholomew representative. Regular monthly meeting will be held on March 14, 2018 at 6:00 p.m., in the Library's Meeting Room.
- **Meeting was adjourned** at 7:40 p.m. on a motion made by L. Puchalski, seconded by C. Herman and voted unanimously.
- Respectfully submitted,
- Laurel Puchalski, Secretary

TOWN CLERK
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TOWN OF GROVELAND

Library Director's Report
February 14, 2018
Langley-Adams Library

Programming and Statistics

Event Attendance Summary

Reporting Period: January 1, 2018 through January 31, 2018

Library Sponsored Events
Events with or without Recorded Attendance

Department	Events	Hours	Children	Teen	Adult	Total
Adult	13	20.25	0	0	102	102
Children	22	16.25	35	0	22	57
All Ages	1	7.00	0	0	0	0
Young Adult	3	3.00	0	24	0	24
Totals for Library Sponsored Events for Period	39	46.50	35	24	124	183

January is usually a difficult month to schedule programs due to inclement weather, but we did manage to have some very successful programs last month!

The stand-out adult program was "Travel/History/Music: El Camino de Santiago Pilgrimage," which took place on 1/29. We had about 29 people in the audience. Sue has asked me to attach information about her upcoming programs, just for the Trustees to peruse and be aware of these programs.

Children's story times continued throughout the month. Lauren has very generously agreed to help out with story times while we search for a Youth Services Librarian.

Winter Teen Yoga continues to be well-attended. We have 13 or 14 signups, with patrons on the wait list as well. Yoga has been the most successful teen program in years, and patrons have expressed a lot of interest in it continuing seasonally.

Warrants

18-29 $\$328.27 + \$320 + \$2,314.87 = \$2,963.14$

State Aid Spending

I am attaching a report that I received from the town accountant that lists all of the expenses in the State Aid account thus far and how they all add up. There are three programs that appear on the list that I had originally put on warrant 18-07 through the programs budget: Price Grisham, Wheel of Austen, and Rick Beyer. This is a total of \$155.35. I am working with the town accountant to get this squared away and will provide an update at the Trustee meeting if an update is available.

Staffing

I am in the process of filling the vacant Library Assistant position. I have offered the position to a very promising candidate named Laurel Albright and her appointment is scheduled for next Tuesday, 2/20.

I am also providing the cover letters of my current top candidates for the Youth Services Position. I will bring these to the meeting rather than include them in this packet.

Budget

I am including an email from the chair of the Finance Board that I received on Monday regarding the budget and meeting with them. This email was sent to all the departments and I am including it in case further discussion amongst the Trustees as a group is necessary.

Policy

I have written up a draft of a social media policy for review. The purpose of having this policy would be that all staff understand their roles when it comes to our social media, who can post, and what we can post. In 2016 I attended a conference where it was discussed that having a social media policy is necessary if we ever want to take our social media a step further. Examples of this would include a Library Instagram, Pinterest, or a Readers' Advisory Blog.

Attachments: 1) Variance Report through the end of January, 2) State Aid spending report, 3) Email from Chair of the Finance Board 4) Social Media Policy draft, 5) Sue's upcoming programs

Filter by: Segment 2: 610

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		-37,489.89	24,730.11	60.25
Library Director-Salary	0.00	0.00	62,220.00	0.00	0.00	-37,489.89		
1001-610-51200-051-000-000	107,200.00	0.00		0.00		-43,422.50	63,777.50	40.51
Library Staff Wages	0.00	0.00	107,200.00	0.00	0.00	-43,422.50		
1001-610-51210-051-000-000	8,800.00	0.00		0.00		-5,251.60	3,548.40	59.68
Part Time Wages	0.00	0.00	8,800.00	0.00	0.00	-5,251.60		
1001-610-52000-052-000-000	45,681.00	0.00		0.00		-30,712.09	14,968.91	67.23
Library Materials	0.00	0.00	45,681.00	0.00	0.00	-30,712.09		
1001-610-52120-052-000-000	1,020.00	0.00		0.00		-831.20	188.80	81.49
Technology	0.00	0.00	1,020.00	0.00	0.00	-831.20		
1001-610-52300-052-000-000	1,020.00	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		-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		-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		-1,674.99	2,405.01	41.05
Supplies	0.00	0.00	4,080.00	0.00	0.00	-1,674.99		
2402-610-52000-052-000-000	5,200.66	0.00		0.00		0.00	5,200.66	0.00
EXPENSES--Library Donations	0.00	0.00	5,200.66	0.00	0.00	0.00		
2703-610-52000-052-000-000	13,429.25	0.00		0.00		-8,602.84	4,826.41	64.06
EXPENSE--Library State Aid	0.00	0.00	13,429.25	0.00	0.00	-8,602.84		
11 Account(s) totaling:	268,052.91	0.00	268,052.91	0.00	0.00	-146,199.37	121,853.54	54.54
	0.00	0.00		0.00		-146,199.37		

Filter by: Segment 1: 2703

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

Ledger History - Detail - Expenditure Ledger

Account: 2703-610-52000-052-000-000	Tran. Name	Comment	Payee	Beginning	Debit	Credit	Ending
				0.00			4,826.41
		EXPENSE-Library State Aid				26,858.50	
		Block/Batch:	Posted: 07/01/2017		13,429.25	26,858.50	13,429.25
		By: epetillo					
	Tran. Type: Beginning Balance						
	Reverse Double E	To Reverse Double Entry of Beginning Balance to			13,429.25	0.00	-13,429.25
	Library State Aid	To Show Beginning Balance in Library State Aid			0.00	13,429.25	0.00
	Library State Aid	Library State Aid Fund Beginning Balance For Re			0.00	13,429.25	13,429.25
	Warrant: 18-03BW	Block/Batch: 07242017/Bills Warrant	Posted: 07/24/2017		205.50	0.00	13,223.75
	Tran. Type: Payable		By: jsullivan				
	1182770295	Supplies	Penguin Random House LL		22.50	0.00	13,406.75
	1082770295	Supplies	Penguin Random House LL		26.25	0.00	13,380.50
	1082853998	Supplies	Penguin Random House LL		45.00	0.00	13,335.50
	1182853998	Supplies	Penguin Random House LL		44.25	0.00	13,291.25
	1082927655	Supplies	Penguin Random House LL		33.75	0.00	13,257.50
	1082697916	Supplies	Penguin Random House LL		33.75	0.00	13,223.75
	Warrant: 18-07BW	Block/Batch: 08182017/Bills	Posted: 08/18/2017		350.00	0.00	12,873.75
	Tran. Type: Payable		By: epetillo				
	07312017	Jane Austen Portrait of a Lady Guest Lecturer	Price Grisham		50.00	0.00	13,173.75
	67890	Wheel of Austen	Michelle Boncek		150.00	0.00	13,023.75
	354	speaking engagement	Plate of Peas Productions		150.00	0.00	12,873.75
	Warrant: 18-09BW	Block/Batch: 09072017/Bills	Posted: 09/07/2017		155.35	0.00	12,718.40
	Tran. Type: Payable		By: epetillo				
	Reimbursement	Reimbursement for Summer Reading Prizes	Darcy Lepore		155.35	0.00	12,718.40
	Warrant: 18-11BW	Block/Batch: 09212017/Bills	Posted: 09/21/2017		100.00	0.00	12,618.40
	Tran. Type: Payable		By: epetillo				
	1701	Civil War Talk	William A. Hallett		100.00	0.00	12,618.40
	Warrant: 18-13BW	Block/Batch: 10052017/Bills	Posted: 10/05/2017		438.00	0.00	12,180.40
	Tran. Type: Payable		By: epetillo				
	S1852818	Surety Bond Library	MSA Group		438.00	0.00	12,180.40
	Warrant: 18-15BW	Block/Batch: 10192017/Bills	Posted: 10/19/2017		50.00	0.00	12,130.40
	Tran. Type: Payable		By: epetillo				
	Shallow Graves	Shallow Graves Author honorarium	Maureen Boyle		50.00	0.00	12,130.40
	Warrant: 18-17BW	Block/Batch: 11/2017/Bills	Posted: 11/02/2017		1,275.00	0.00	10,855.40
	Tran. Type: Payable		By: epetillo				
	10302017	Presentation Fee - Sherlock Holmes	Ann McClellan		275.00	0.00	11,855.40
	10152017	Teen Yoga Classes	Deborah Condon		300.00	0.00	11,555.40
	LI-731977	Library Membership Fees	Museum of Science		700.00	0.00	10,855.40

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Printed by: epetillo

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

Ledger History - Detail - Expenditure Ledger

Tran. Name	Comment	Payee	Beginning	Debit	Credit	Ending
Account: 2703-610-52000-052-000-000	EXPENSE--Library State Aid					
Warrant: 18-21BW	Block/Batch: 11302017/Bills	Posted: 11/30/2017	0.00	22,032.09	26,858.50	4,826.41
Tran. Type: Payable		By: epetrillo		50.00	0.00	10,805.40
11132017						
Warrant: 18-25BW	Corsets & Chevrons Presentation 11/13/2017	Aileen E. Kelly		50.00	0.00	10,805.40
Tran. Type: Payable	Block/Batch: 12282017/Bills	Posted: 12/28/2017		3,268.99	0.00	7,536.41
5427		By: epetrillo				
Form ID 11671	Software License Renewal	LibraryInsight Inc.		2,739.00	0.00	8,086.40
Passes	Institutional Pass Program	Museum of Fine Arts Boston		200.00	0.00	7,886.40
3095637	Library Pass Program	Lowell Spinners		150.00	0.00	7,716.40
Warrant: 18-27BW	Supplies	Quill Corporation		179.99	0.00	7,536.41
Tran. Type: Payable	Block/Batch: 01112018/Bills	Posted: 01/11/2018		2,390.00	0.00	5,146.41
140829		By: epetrillo				
140830	Color Copier	Century Copier Specialists I		1,995.00	0.00	5,541.41
Warrant: 18-29BW	Color Copier - Maintenance Agreement	Century Copier Specialists I		395.00	0.00	5,146.41
Tran. Type: Payable	Block/Batch: 01252018/Bills	Posted: 01/25/2018		320.00	0.00	4,826.41
02242018		By: epetrillo				
	Puppetry & Storytelling Performance 2/24/18	Lindsay Aucella		320.00	0.00	4,826.41

1 Account(s) totaling:

0.00 22,032.09 26,858.50 4,826.41

Message from the Chair of the Finance Board

Denise Dembikoski

Mon 2/12/2018 7:58 AM Anne Brodie <abrodie@grovelandma.com>; Debra Webster <DWebster@grovelandma.com>; Denise Dembikoski <ddembikoski@grovelandma.com>; Jeffrey Gillen <jgillen@grovelandpolice.com>; Lynne Stanton <LStanton@grovelandma.com>; Robert Arakelian <RArakelian@grovelandma.com>; Samuel Joslin <sjoslin@grovelandma.com>; Heather Degnan <hdegan@yahoo.com>; Katherine "Kacy" Bailey <kbailey462@gmail.com>; ewozny@hotmail.com; James Freer <captminutia@aol.com>; Darcy Lepore

All – Please see this message from the Chair of the Finance Board:

I am concerned that there is an assumption that if the submitted budget is in line with the Finance Director's specifications then there is no need to meet with the Finance Board and that these budgets will be automatically approved.

Certainly, no one has to meet with the Finance Board—it is not mandatory. However, the Finance Board extends an invitation to all who have submitted a budget to give them the opportunity to answer any questions that the Board may have as well as to advocate for their budget.

The Finance Board will make its recommendations to support a balanced budget to the Annual Town Meeting. Our recommendations may or may not include reallocations of funds within the town operating budget in order to ensure that the needs of the town are met. Thus, no one is guaranteed that the Board will recommend favorable on their budget just on the basis that it did not increase very much.

It is clear during the current Fiscal year that we have at least one department budget that is not able to operate within the limits of the budget as voted at Annual Town meeting. This problem will need to be addressed for this fiscal year and may also have an impact on other departments' budgets for the next Fiscal Year.

Thus, I do recommend that all departments who have submitted a budget try to attend a budget session with the Finance Board. We are starting our meetings earlier to be more accommodating and I am also promising departments that we will keep our meetings with them to 30 minutes or less,

We appreciate the cooperation of the town departments in the budget process and are certainly open to suggestions to help departments schedule to meet with us.

Sincerely,

Kathleen Kastrinelis, Chairman

Groveland Finance Board

Denise

Denise M. Dembkoski

Finance & Personnel Director

Town of Groveland

978-556-7204

The Secretary of the Commonwealth's Office has determined that most e-mails to and from municipal offices and officials are public records. Consequently, confidentiality should not be expected.

Langley-Adams Library Social Media Policy

Langley-Adams Library uses various social media websites and applications to promote library programs and materials.

The purpose of Langley-Adams Library using social media includes:

- Promoting new library materials.
- Promoting new library events.

Social media includes the official Langley-Adams Library Facebook page, Langley-Adams Library's Twitter, blogs run by the library, and any other social media applications we may acquire in the future [examples: Instagram, Pinterest].

Social media used by the Library shall be maintained by Library staff, including the Director, Adult Services Librarian & Outreach Coordinator, and the Youth Services Librarian. Other staff may use the Library's social media at the request of the Director, Adult Services Librarian & Outreach Coordinator, or Youth Services Librarian.

Violations of use include:

- Posting political viewpoints.
- Harassment/Bullying.
- Commercial Promotions/Advertisements .
- Spam.
- Off-Topic or topics not relevant to Langley-Adams Library, libraries, or their materials.
- Obscene language.
- Posts that are not compliant with library policies or laws.

Other material that should not be posted:

Duplicate Posts on the same day (Posts about the same subject on various social media on the same day are acceptable).

February–July 2018 Events so far:

FEBRUARY

Friday 2/9 Movie Friday 1:30-3:30 p.m.

"Marshall" (Chadwick Boseman PG-13)

Monday 2/12 Happy Birthday, Abe Lincoln

Local Historian Lee Thomas will delight us with an informative talk about our 16th President.

Friday 2/23 Movie Friday 1:30-3:30 p.m.

"Goodbye Christopher Robin" (Starring Domhnall Gleeson PG)

March

Friday 3/9 Movie Friday 1:30-3:30 p.m.

"Wonder" (starring Julia Roberts; Owen Wilson PG)

Monday 3/12 Historical Fiction Author Jane Healey 6:30 p.m.



Jane's novel follows the lives of 4 young immigrant women living in Boston's North End in the early 1900's who belong to Boston's Saturday Evening Girls' Club.



Friday 3/23 Movie Friday 1:30-3:30 p.m.

"A Man Called Ove" (starring Rolf Lassgard/English subtitles PG-13)

APRIL

Monday 4/9 From Book to film: Fantasy Creatures/Sci-Fi 6:30 p.m.

Frank Mandosa is an English & Film teacher by day and a film lecturer at night!

Co-host of "Reel Life" (a Stoughton-based cable show), Frank will discuss film adaptations of

popular books such as Harry Potter, Chronicles of Narnia, Lord of the Rings, Blade Runner, Hunger Games...

Fun interactive trivia questions, movie-themed door prizes, photo displays and free hand-outs will be provided by Frank! It should be a fun night!

Friday 4/13 Movie Friday 1:30-3:30 p.m.

The Greatest Showman PG starring Hugh Jackman & Zac Efron



Monday 4/23 Historical Fiction Author Crystal King 6:30 p.m. Set amongst the scandal, wealth & upstairs downstairs politics of a Roman family during the 26th year of Augustus Caesar's reign, King's novel features Thrasius, the man who inspired the world's oldest cookbook and the ambition that led to his destruction.

Lights snacks made from recipes from "A Taste of Feast of Sorrow" might be served (i.e. Honey Fritters and/or Honeyed Dates. Alas, we will not be serving Roasted Leg of Wild Boar)

**Thursday 4/26 Life Downstairs: British Servant Culture in Fact, Fiction, and Film 7:00 p.m.
At Nichols-Village**



BACK by demand! Dr. Ann McClellan (British Lit/English Dept Chair at Plymouth State University/Dec 4 shared her Sherlock Holmes program) returns! This time, Ann will be exploring the history, rise & fall of British servants and why Americans are so fascinated by their stories on page & screen.

Friday 4/27 Movie Friday 1:30-3:30 p.m.

Nova's Wright Brothers flying Machine

May

Monday 5/7 Environmentally-friendly Approaches for Brush Control

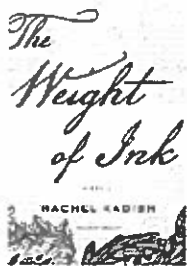
Maureen & Alan Aulson (daughter & father) from "Goats to Go" in Georgetown will be here share information about the usage of goats & sheep for combatting brush, poison and ivy and invasive species.

MAY TBA The Groveland Garden Club

June

Monday 6/11

Fiction Author Rachel Kadish 6:30 p.m.



An award winning author, Rachel will discuss her recent historical novel : The Weight of Ink. Set in the 1660's and the early 21st century, Rachel's novel is the interwoven tale of two women between the two time periods. The 21st century woman, Helen has been requested to view a cache of 17th century Jewish documents and help identify what these documents are and by whom they were scribed.



Thursday 6/14 Mystery author Leah Wait 7:00p.m. at Nichols-Village

Maine author Lea Wait writes the Shadows Antique Print Mystery series, the latest of which is SHADWS ON A MORNING IN MAINE, and the USA Today best-selling Mainely Needlepoint series which debuted with TWISTED THREADS in January, 2015! Wait also writes acclaimed historical novels for ages 8 and up set in 19th century Maine, the latest of which, UNCERTAIN GLORY, takes place in a small northern town during the first two weeks of the Civil War.

JULY

Monday July 30th 6:30 p.m. A Tribute to Elvis!

Join us for a very special evening with tribute artist,
Rick Anthony!!! (I have the Town Hall meeting room reserved!)

