

Langley Adams Library
Board of Trustees
Meeting Minutes 3/14/18

- **Attendance:** Jay Collins, Barbara Gauvin, Charles Herman, Jamie Koulouras, Laurel Puchalski, Lee Thomas, Director Darcy Lepore.
- **Absent:** MaryLou Costello, Kathleen Prunier, Christopher Shramko
- Meeting was not recorded.
- **Call to order** at 5:50p.m. by motion made by L. Puchalski, seconded by C. Herman.
- **Minutes**
 - Minutes from 2/14/18 were approved by majority on a motion made by B. Gauvin, seconded by C. Herman. J. Collins and J. Koulouras abstained (not present at meeting).
 - Minutes from 2/28/18 were approved by majority on a motion made by B. Gauvin, seconded by C. Herman. C. Herman and J. Koulouras abstained (not present at meeting).
- **Director's Report** (see attached)
 - D. Lepore introduced new hire Mary Hohenstein.
 - D. Lepore will contact MBLC to have a representative conduct a meeting to guide and begin process of creating the long-range plan, to include members of the community.
- **Treasurer's Report**
 - B. Gauvin presented the Bartholomew monthly account overview.
 - L. Puchalski made the motion, seconded by B. Gauvin to increase Bartholomew account to 20% stock, a more aggressive portfolio. Discussion followed, and it was decided to wait due to recent trends of losses in the stock market. Motion was unanimously opposed.
- **Other**
 - Discussion held regarding the 3/12 BOS meeting.
 - Follow up about signage to put on town warrant. L. Thomas stated that Finance Director told him that it could not go on warrant.
 - L. Puchalski requested copies of email correspondences from L. Thomas for record-keeping. L. Puchalski will assist L. Thomas in retrieving them.
- **Meeting was adjourned** at 6:35 p.m. on a motion made by L. Puchalski, seconded by C. Herman and voted unanimously.
- **Meeting reconvened** at 7:20 p.m. with the Fin Com at Town Hall.
- **Meeting was adjourned** at 7:40 p.m. on a motion made by L. Puchalski, seconded by J. Koulouras and voted unanimously.
- **Next meeting** will be held April 11, 2018 at 6:00 p.m., in the Library's Meeting Room.
- Respectfully submitted,
- Laurel Puchalski, Secretary

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

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

Programming and Statistics

Event Attendance Summary

Reporting Period: February 1, 2018 through February 28, 2018

Library Sponsored Events
Events with or without Recorded Attendance

Department	Events	Hours	Children	Teen	Adult	Total
Adult	11	18.00	0	0	49	49
Children	22	28.75	97	0	56	153
All Ages	2	3.25	0	0	43	43
Young Adult	2	2.00	0	22	0	22
Totals for Library Sponsored Events for Period	37	52.00	97	22	148	267

In February we had a lot of successful programming despite the cold!

Our standout adult program was Lee Thomas's Abe Lincoln presentation, which had an attendance of **27 adults**.

Our standout children's program was Lindsay & Her Puppet Pals with an attendance total of **39 children and 22 adults**.

Teen Yoga continued into mid-February with consistent attendance of an average of **11 attendees** each session.

Additionally, in keeping track of the door count for the ARIS, we had a count of 2147 in February. This is similar to February 2017, which had a door count of 2165. Since November 2017, as the weather has gotten colder, we have had an average door count of 2243.

Warrants

18-33 \$3,989.65 + \$735.84 + \$300 18-33 Total: \$5,025.49

18-35 \$137.00

Total: \$5,162.49

Staffing

Mary Hohenstein was successfully hired for the Library Assistant Position.

Re: Youth Services Librarian Position: I have begun to determine who to interview and will have contacted some candidates to set up interviews by the time of this meeting. I will also be extending an invitation to the three trustees who expressed interest in advising to sit in on the interviews.

Long Range Plan

I sent everyone a copy of the 2011-2015 Long Range Strategic Plan last month. I would like to develop committee and start to work on a new Long Range Plan. Any help from Trustees with previous Long Range Plan-developing experience is appreciated. If possible, I would like to submit the new plan by the October deadline.

Action Plan

Upon researching Action Plans, I came upon this information on a sample Action Plan provided by the MBLC. The deadline for Fiscal Year 2019 seems to have passed:

"For LSTA eligibility, a library must submit an Action Plan update by December 1 for the fiscal year of the coming LSTA round. For example, by December 1, 2013 a library will submit an update for Fiscal Year 2015, which will cover activities during the period from July 2014 through June 2015.

Action Plans can be very simple and only need to contain a library's goals, actions related to those goals that you will be working on in the upcoming fiscal year, when they will be acted upon and by whom. To simplify the process you may use our Action Plan template. You may also use the template as a guide to create your own Action Plan."

However, we should take into consideration that the new Long Range Strategic Plan will not make us eligible to apply for LSTA grants in Fiscal Year 2019.

Attachments: Variance Report through February 2018, Library Cash Reciepts Through Dec 2017