

Langley Adams Library

Board of Trustees

Meeting Minutes 4/11/18

- **Attendance:** Jay Collins, Mary Lou Costello, Barbara Gauvin, Charles Herman, Kathleen Prunier, Laurel Puchalski, Director Darcy Lepore. (*Christopher Shramko and Lee Thomas arrived late*)
- Absent: Jamie Koulouras
- Meeting was not recorded.
- **Call to order** at 6:05p.m. As there was a quorum, L. Puchalski, as Secretary, in the absence of Chair and Vice Chair, made the motion, seconded by K. Prunier, to open the meeting.
- **Director's Report** (see attached)
 - D. Lepore reported that interviews for Youth Services Librarian have been held. She would like to present a candidate to the BOS at their 4/17/18 meeting.
 - (*Christopher Shramko and Lee Thomas arrived*)
 - K. Prunier made the motion, seconded by C. Shramko, and it was unanimously voted to give full support to the Director's on selection of Youth Services Librarian. The candidate will be contacted after the meeting, and the appointment will be requested to be put on the BOS agenda for 4/17.
 - (*Chair L. Thomas assumed presiding over the meeting*)
 - D. Lepore will invite a representative from the Ryan J. Reardon Children's Room campaign to our next meeting to give us an update. L. Puchalski read correspondence from the granddaughter of former librarian Belle Wood regarding renaming room.
 - D. Lepore will investigate discrepancies in the Ledger Report given by Town Accountant and report at our next meeting.
- **Minutes**
 - Minutes of 3/14/18 were accepted by majority vote on a motion made by B. Gauvin, seconded by C.Herman.
 - K. Prunier, M. Costello and C. Shramko abstained , as they were not present at said meeting.
- **Treasurer's Report**
 - B. Gauvin presented the Bartholomew monthly account overview.
- **Other**
 - BOS refused to put our request for a new sign on a warrant for Town Meeting.
 - An Open House Reception will be planned to welcome D. Lepore as Director . Sue Nakanishi and Lauren Towler have offered to organize the event.
- **Meeting was adjourned** at 7:15 p.m. on a motion made by M. Costello , seconded by C. Herman and voted unanimously.
- **Next meeting** will be held May 9, 2018 at 6:00 p.m., in the Library's Meeting Room.
- Respectfully submitted,
- Laurel Puchalski, Secretary

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TOWN OF GROVELAND

Library Director's Report
April 11th, 2018
Langley-Adams Library

Programming and Statistics

Event Attendance Summary

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

Library Sponsored Events
Events with or without Recorded Attendance

Department	Events	Hours	Children	Teen	Adult	Total
Adult	13	19.75	0	0	61	61
Children	18	15.50	21	0	14	35
All Ages	1	2.50	0	0	11	11
Totals for Library Sponsored Events for Period	32	37.75	21	0	86	107

The most attended adult event was Jane Healey's author talk on March 12th at 6:30pm with a total of **32 attendees**.

The most attended children's program was the STEAM (science, technology, engineering, arts, and math) Book Club on March 26th at 3:45pm with a total of 8 kids in the group accompanied by their adults. This number has increased over the past few months.

Despite the weather in March, the door count number was up to **2448** from February's number of 2147. We received **169 reference questions** in March, which is a higher sum than February's number of 142 reference questions.

Warrants

18-37 \$3,610.73 + \$17.99

18-39 \$8,192.54

Please note that 18-39 was an invoice for the CPA project.

Total with 18-39: \$11,821.26

Total without 18-39: \$3,628.72

Staffing

Interviews for the Youth Services Librarian are being held this week. Four promising candidates are being interviewed. All in-person interviews are being held at the library. Sue and I are interviewing, and the Finance Director is attending as well. I will be able to provide more updates at the 4/11 meeting in person.

Strategic Planning

I have gotten in touch with the Massachusetts Library System (MLS) because they offer assistance to libraries with their strategic planning, including at least one on-site visit for all MLS member libraries. Once we decide on a day/time for an MLS consultant to come to Langley-Adams Library I will begin informing the Trustees and advertising a meeting that the community can attend.

Bills

Three bills have come this month that I am presenting tonight.

Junior Library Guild's cost for the 2019 fiscal year is \$2,553.40. This is about a \$200 increase from last year's renewal. It is important to note that we receive a discount from JLG for their books and we have a choice of which books they send to us.

Pair Networks, Inc., which is our domain hosting website, is up for renewal at \$224.50. This cost is equal to last year's renewal.

The New England Aquarium passes are up for renewal at \$650. This is the same price as last year's renewal. The Aquarium is our most used pass at 35 uses during this fiscal year and 82 uses since the beginning of 2017.

Materials Spending

Materials coming in June will be covered on the statement we receive on July 1st.

Ryan J. Reardon Children's Room Update

The money-raising campaign for the Ryan J. Reardon children's room started mid-March/end of April. So far, patrons and Groveland citizens have donated over \$3,500 for the plaque and other items for the children's room. Sean Mahoney has been my contact throughout this process and often keeps me updated about donation totals.

Friends Group

Several patrons have expressed interest in helping start up the new Friends Group. I will be setting up a meeting for the beginning to mid-May based on as many of the interested patrons' schedules as I can.

Attachments: *Variance Report as of March 31st, Donations and State Aid cash received*