

Langley Adams Library

Board of Trustees

Meeting Minutes 5/9/18

- **Attendance:** Jay Collins,, Charles Herman, Jamie Koulouras, Laurel Puchalski, Lee Thomas, Director Darcy Lepore, Youth Services Librarian Meghan McCabe (*Christopher Shramko arrived late*)
- **Absent:** Mary Lou Costello, Barbara Gauvin, Kathleen Prunier
- **Meeting was not recorded.** Five members of the public were present (representatives from the Ryan Reardon Reading Room Fundraising group)
- **Call to order** at 6:03 p.m. on a motion made by L. Puchalski, seconded by J. Collins.
- **Director's Report** (see attached)
 - D. Lepore introduced new Youth Services Librarian Meghan McCabe and Trustees welcomed her to the position. L. Thomas explained how requests for funding program occur.
 - Initial meeting of the start-up of the Friends of the Library will be held on May 19 st 10:00.
 - (*Christopher Shramko arrived*)
 - Representatives from the Ryan J. Reardon Children's Room campaign presented their fundraising work.
 - Fundraising is complete: \$5820 has been raised.
 - Signs for entryway have been created.
 - Possible plans for furnishings, redesign and updating Children's Room were shared.
 - Group will work closely with M. McCabe and D. Lepore.
 - June 7: Open House to officially recognize and introduce D. Lepore as Director, promote Library events, including Ryan J. Reardon Children's Room, start -up of Friends group and introduce M. McCabe to public. Information will be sent through schools.
- **Minutes**
 - Minutes of 4/11/18 were accepted by majority vote on a motion made by J. Collins, seconded by C.Herman. J. Koulouras abstained , as she was not present at said meeting.
- **Treasurer's Report**
 - No report was given as Treasurer was absent.
- **Other**
 - Motion made by C. Shramko, seconded by J. Collins and unanimously approved to make available a free will offering at future programs that cost money. Donations will go into donation account to help defray the cost of upcoming programs or events.
- **Meeting was adjourned** at 7:15 p.m. on a motion made by L. Puchalski , seconded by J. Koulouras and voted unanimously.
- **Next meeting** will be held June 13, 2018 at 6:00 p.m., in the Library's Meeting Room.
- Respectfully submitted,
- Laurel Puchalski, Secretary

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**Langley-Adams Library
Director's Report
May 9, 2018**

Statistics and Programs

Event Attendance Summary

Reporting Period: April 1, 2018 through April 30, 2018

All Event Types
Events with or without Recorded Attendance

Department	Events	Hours	Children	Teen	Adult	Total
Adult	15	22.75	0	1	133	134
Children	20	15.50	48	1	29	78
All Ages	6	15.50	10	3	42	55
Totals for All Event Types for Period	41	53.75	58	5	204	267

The most attended adult program in April was "Life Downstairs: British Servant Culture in Fact, Fiction, and Film." This program was co-hosted by Nichols Village and there were at least **50 attendees**. Several attendees were regular library patrons, but there were also Nichols Village residents and those who had heard about the program through advertising.

We also had a good crowd of **23 attendees** for Crystal King's presentation about her book *Feast of Sorrow*.

April school vacation week was "Wizarding Week," during which library patrons (children and teens) could get sorted into Hogwarts Houses and attend Hogwarts "classes." Children and teens dropped in throughout the week to participate.

We also had Preston Heller, a mentalist, during school vacation week. **20** teens and adults both attended this program.

Staffing

We are now fully staffed! Our new Youth Services Librarian, Meghan McCabe, will be

introduced at this meeting.

Warrants

18-41 $\$4,086.97 + \$64.43 + \$2,553.40 + \$224.25 + \$660 = \$7,589.05$

18-43 $\$285 + \$469.98 \text{ (CPA)} = \$754.98$

Total with CPA: \$8,344.03

Total without CPA: \$7,874.05

Materials Spending

The variance report is attached. I will be able to provide an updated number at the meeting.

Friends Group

An informational meeting for a new Library Friends group has been scheduled for Saturday, May 19th at 10:30am.

Strategic Planning

I have been in touch with Kristi Chadwick from MLS, though the communication from MLS has not been the best. Susan Babb, the director of G.A.R. Memorial Library, who has helped developed MLS's procedure, has offered to help me organize a meeting for community stakeholders to work on goals to include in the new Long Range Plan. This meeting will take place in early summer.