

Langley Adams Library
Board of Trustees
Meeting Minutes 6/13/18

- **Attendance:** Mary Lou Costello, Barbara Gauvin, Jamie Koulouras, Kathleen Prunier, Laurel Puchalski, Christopher Shramko, Lee Thomas, Director Darcy Lepore, Youth Services Librarian Meghan McCabe
- **Absent:** Jay Collins, Charles Herman
- Meeting was not recorded. Two members of the public were present.(Deborah Ago, Jan Dempsey)
- **Call to order** at 6:02 p.m. on a motion made by L. Puchalski, seconded by K. Prunier.
- **Minutes**
 - Tabled. Minutes from last meeting could not be approved, as there was not a quorum of Trustees who had attended the meeting (i.e.- K. Prunier, M. Costello, B. Gauvin were absent last meeting)
- **Director's Report** (see attached)
 - M. Costello and K. Prunier volunteered to be representatives from the Board at the Stake Holder's meeting for our strategic plan on July 12.
 - L. Puchalski made the motion, seconded by K. Prunier to approve a total of \$850, \$510 to be deducted from the Programming line from the Town Budget, the remaining \$340 to be deducted from the State Aid account, to support upcoming Adult programming. Unanimously approved.
 - Discussion followed regarding funding for extraneous requests and for future events to be brought before the Board in the fall by Adult Services Librarian S. Nakanishi.
 - Youth Services Librarian M. McCabe presented her plans for upcoming programs and action plan strategies for the Ryan Reardon Reading Room.
 - K. Prunier made the motion, seconded by J. Koulouras to approve a total of \$913.27, \$510 to be deducted from the Programming line from the Town Budget, the remaining \$403.27 to be deducted from the State Aid account, to support upcoming youth programming. Unanimously approved.
- **Treasurer's Report**
 - B. Gauvin distributed the overviews from April and May from Bartholomew Financial.
 - The portfolio is continuing to do well.
- **Elections**
 - Scheduled elections of officers of the Board were postponed until there is a full representation of the Board or by the August meeting.
 - Acting officers agreed to continue in their roles until said election.
- **Other**
 - Open House to welcome Director D. Lepore was well attended.
- **Meeting was adjourned** at 7:20 p.m. on a motion made by L. Puchalski, seconded by K. Prunier and voted unanimously.
- **Next meeting** will be held July 11, 2018 at 6:00 p.m., in the Library's Meeting Room.
- Respectfully submitted,
- Laurel Puchalski, Secretary

TOWN CLERK
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TOWN OF GROVELAND

**Langley-Adams Library
Director's Report
June 13, 2018**

Statistics

Event Attendance Summary

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

Library Sponsored Events
Events with or without Recorded Attendance

Department	Events	Hours	Children	Teen	Adult	Total
Adult	13	18.50	6	0	82	88
Children	24	18.50	24	0	17	41
Young Adult	4	4.00	0	7	1	8
Totals for Library Sponsored Events for Period	41	41.00	30	7	100	137

Our highest attended event in May was "What are the Top 100 Historical Landmarks in New England?" presented by Patricia Harris and David Lyon. This program took place on Monday, May 14th and there were at least **38 attendees**.

Programming

I have attached funding requests from both Sue and Meghan for upcoming programs in Fiscal Year 2019.

Adult Budget Request: \$1,200

Youth Budget Request: \$1,500 or \$1,000

I have also been working with Meghan, who has created a schedule of fantastic summer activities. The brochure for the summer activities will be available later this week. We are also participating in The Topsfield Fair's Read and Win program again this year for children.

Warrants

18-45 \$2,789

18-47 Not CPA $\$39 + \$50 + 59.99 = \$148.99$

18-47 CPA $\$8,000 + \$1,604.93 + \$2,970.50 + \$75 = \$12,650.43$

18-49 Not CPA $\$75 + \$12.23 = \$87.23$

18-49 CPA $\$4,105 + 62.19 = \$4,167.19$

Total with CPA \$19,842.84

Total without CPA \$3,025.22

Total of CPA for 18-47 and 18-49 \$16,817.62

Community Preservation Updates

Lauren and I are signed up for several webinar trainings through the Northeast Document Conservation Center. All full timers and assistants will also receive a basic training in handling our rare documents collection and what the process should be once the collection is available for patron use.

Children's Room

Meghan and I met with Sean Mahoney and Norma Reardon to discuss potential changes to the children's room that are realistic and serve all children. Meghan has written up tentative plans that we have discussed and they are attached to this report. Meghan requests permission to take down two bulletin boards, which is mentioned in her write-up.

Friends Group

I had a successful informational meeting with potential Friends members last month, and I will be having a follow-up informational meeting this **Saturday, June 16th at 10:30am**. If any Trustee is interested in being a liason, please let me know. Additionally, once the group is legally established, I will make sure they have a liason to come to Trustee meetings.

State Aid Program

I attended an ARIS workshop on June 4th at the Salisbury Public Library. Liz Babbitt from the MBLC discussed updates to the ARIS. Throughout this fiscal year I have been keeping close track of statistics that we will need for the ARIS, so I believe that completing it will not be a complicated process.

Strategic Planning

Susan Babb and I have planned a community stakeholders meeting for **Thursday, July 12th at 6:30pm**. I need **one or two** trustees to volunteer to attend this meeting as stakeholders. I am also inviting representatives from groups in Groveland for a group of people totaled up to around twelve or thirteen people. In the meantime, I have distributed surveys called S.O.A.R. (Strengths, Opportunities, Aspirations, Results) to the staff to fill out about the Library as part of the strategic planning process. Meghan has also started to distribute a youth services survey, which will help in developing the larger survey for strategic planning.

BookExpo 2018

Sue and I attended BookExpo in New York City 5/31-6/1. As this was my second year attending, I knew what to expect from the conference and was able to offer Sue advice as she made up her own schedule of presentations she wanted to attend. Her own take on BookExpo is attached.

This year, I was able to make connections with several book reviewers and librarians over the course of the two days we attended. Because a large part of BookExpo is networking, we all shared review websites that we know of as well as new ways of finding items that may circulate well at our libraries. I picked up a large amount of advanced reader copies of books, which I gave to Meghan to review and possibly purchase in the new fiscal year if she chooses. This way she can preview books before purchasing them, or make early recommendations to children and their parents about books that are being released. BookExpo is also a way of learning about new products, like toys and games that would do well in libraries. For example, last year Chronicle Books attended BookExpo as an exhibitor. I had never heard of them, but in addition to publishing books they publish games that libraries can purchase for their patrons to play. This year, Chronicle Books attended again and had a new catalog full of interesting items that they have coming out for purchase!

Overall, BookExpo is always a worthwhile experience full of opportunities to connect with other librarians, book reviewers, and booksellers.

Attachments: Variance Report, Donations/State Aid Report, Adult Programs FY19, Youth Programs Summer 2018, Children's Room Proposal of Changes, Sue's BookExpo Report

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	0.00	-58,979.37		
Library Director-Salary	0.00	0.00	62,220.00	0.00	0.00	-58,979.37	3,240.63	94.79
1001-610-51200-051-000-000	107,200.00	-20,000.00		0.00	0.00	-70,324.97		
Library Staff Wages	0.00	-20,000.00	87,200.00	0.00	0.00	-70,324.97	16,875.03	80.65
1001-610-51210-051-000-000	8,800.00	0.00		0.00	0.00	-7,594.60		
Part Time Wages	0.00	0.00	8,800.00	0.00	0.00	-7,594.60	1,205.40	86.30
1001-610-52000-052-000-000	45,681.00	0.00		0.00	0.00	-45,680.14		
Library Materials	0.00	0.00	45,681.00	0.00	0.00	-45,680.14	0.86	100.00
1001-610-52120-052-000-000	1,020.00	0.00		0.00	0.00	-1,019.52		
Technology	0.00	0.00	1,020.00	0.00	0.00	-1,019.52	0.48	99.95
1001-610-52300-052-000-000	1,020.00	0.00		0.00	0.00	-1,019.76		
Programs	0.00	0.00	1,020.00	0.00	0.00	-1,019.76	0.24	99.98
1001-610-52400-052-000-000	17,939.00	0.00		0.00	0.00	-17,939.00		
Dues	0.00	0.00	17,939.00	0.00	0.00	-17,939.00	0.00	100.00
1001-610-52418-052-000-000	1,463.00	0.00		0.00	0.00	-871.34		
Training	0.00	0.00	1,463.00	0.00	0.00	-871.34	591.66	59.56
1001-610-52702-052-000-000	4,080.00	0.00		0.00	0.00	-3,883.15		
Supplies	0.00	0.00	4,080.00	0.00	0.00	-3,883.15	196.85	95.18
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	-9,215.34		
EXPENSE--Library State Aid	0.00	0.00	13,429.25	0.00	0.00	-9,215.34	4,213.91	68.62
	268,052.91	-20,000.00		0.00	0.00	-216,527.19		
11 Account(s) totaling:	0.00	-20,000.00	248,052.91	0.00	0.00	-216,527.19	31,525.72	87.29

Filter by: Segment 1: 2402, 2703
Group as: 1111_***_*****_***_***_***

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

Ledger History - Allocated Summary - General Ledger

Account Number	Name	Code: 2402 - OSR: Library Donations Fund	Allocated	Expended	Ending	% Var.
Group 1: Segment 1: Fund						
2402-000-10400-000-000-000	CASH					
2402-000-35900-000-000-000	FUND BAL UNDESIGNATED		5,200.66	938.28	6,138.94	-18.04
2402-000-39100-000-000-000	REVENUE		-5,200.66	0.00	-5,200.66	0.00
Total Group 1: Segment 1: Fund		Code: 2402 - OSR: Library Donations Fund	0.00	-938.28	-938.28	0.00
Group 1: Segment 1: Fund		Code: 2703 - GRNT: Library State Aid	0.00	0.00	0.00	0.00
2703-000-10400-000-000-000	CASH		13,429.25	-990.31	12,438.94	7.37
2703-000-20100-000-000-000	WARRANTS PAYABLE		0.00	0.00	0.00	0.00
2703-000-35900-000-000-000	FUND BAL UNDESIGNATED		-13,429.25	0.00	-13,429.25	0.00
2703-000-39100-000-000-000	REVENUE		0.00	-8,225.03	-8,225.03	0.00
2703-000-39300-000-000-000	EXPENDITURES		0.00	9,215.34	9,215.34	0.00
Total Group 1: Segment 1: Fund		Code: 2703 - GRNT: Library State Aid	0.00	0.00	0.00	0.00
		8 Account(s) totaling:	0.00	0.00	0.00	0.00

Adult Programs-Fiscal Year 2019
New Fiscal Year (NEED to budget for)

July 18 th	Anthony Guerriero Thomas Jefferson	\$75	*This is for 2 talks/2 nd one Will be in Sept.
July 30 th	Popular Elvis impersonator, Rick Anthony	\$200	
Aug. 3	Rose Slate "The History of Friendly's" (ice cream)	FREE	
Aug. 13 th	Little Women Anniversary Tribute w/ Anabel Graetz	\$150	
Sept. 6	National Best Selling MYS author, Paul Doiron (splitting cost w/N-V)	\$250	
Sept. 10	Maggie Rosa "Birds Eye" (as in the frozen veggies)	FREE	
Sept. 26	Anthony Guerriero Red Sox Legend, Tony Coniglione	(part of his 2 for one deal!)	
Nov. 8 th	Bruce Coffin (his 3 rd Det. Byron!)	\$75	
Nov. 26 th	Vin Donovan (Chasing Mayflies author returns to share his New Crime/MYS book!)	FREE	
TBA	Steve Almond "Candy Freak"	\$100	
Total:		\$850	

Still lining up programs for October & December would like \$ for these! New Xmas craft idea (cork Xmas trees)! Plus...I will be looking ahead to Jan & Feb. Would like a cushion please. With the \$850 mentioned above, could I please have a total of \$1200? It does help to be able to offer gas \$/honorariums.

Total requested: \$1,200

Thanks,

Sue

Summer Reading: Craft Supplies and Cost

Item	Store	Amount	Cost
8x10in Canvases	Walmart	48ct	\$ 42.00
Acrylic Paint	Amazon	12ct	\$ 60.00
Tempra Paint	Amazon	2ct	\$ 22.00
Paint Brushes & Apron combo	Amazon	72b/12a	\$ 102.50
Cups	Walmart	80ct	\$ 2.48
Aprons: plastic disposable	Walmart	100ct	\$ 23.83
Paper towels	Walmart	6ct	\$ 8.42
Plastic eggs		48ct	\$ 14.99
Washi tape	Amazon	50ct	\$ 11.39
Rice	Walmart	10lb	\$ 5.69
Duct tape: design	Amazon	25ct	\$ 36.00
Duct tape: solid	Amazon	12ct	\$ 24.95
Beans	Walmart	8lb	\$ 8.98
Finishing nails			\$ 6.00
Paper plates	Walmart	300ct	\$ 6.92
Curling ribbon	Amazon	12ct	\$ 10.99
Small bells	Amazon	144ct	\$ 8.99
Cotton balls			\$ 2.00
Wooden Beads	Amazon	500ct	\$ 9.99
Wooden dowels	Amazon	30ct	\$ 12.66
Pop rocks	Amazon	48ct	\$ 42.84
Vegetable Oil	Walmart	42oz	\$ 2.28
Corn syrup	Walmart	16oz	\$ 1.88
Baking soda	Walmart	16oz	\$ 1.98
Vinegar	Walmart	16oz	\$ 1.48
Plastic spoons	Walmart	100ct	\$ 2.84
Parler beads	Amazon	22,000ct	\$ 31.98
Parler bead trays	Amazon	3 pack	\$ 29.99
Parchment paper			\$ 3.48
White sunglasses	Amazon	24ct	\$ 39.90
Temporary tattoos	O.T.	72ct	\$ 4.99
Mod Podge: Gloss		32oz	\$ 23.94
Mod Podge: Matte		32oz	\$ 23.94
Inflatable guitars	Amazon	6ct	\$ 10.99
Rockstar backdrop	O.T.	1ct	\$ 9.99
Rockstar trophies	O.T.	12ct	\$ 9.99
Total:			\$663.27

Performers:	
Harmonica Workshop	\$ 300.00
New England Percussion Ensemble	\$ 525.00
Total:	\$ 825.00

Grand Total w/ NEPE: \$ 1,488.27 \$ 1,500.00

Grand Total w/out NEPE: \$963.27 \$ 1,000.00

663.27
250
913.27

250.00

~~825.00~~

Summer Reading: Performers

Booked:

- **Bracken School of Irish Dance**



- <http://www.brackenirishdanceboston.com/>
- **About:**
 - The Bracken School of Irish Dance, is located on Bridge Road in Salisbury, Massachusetts and provides dance instruction to girls and boys ages five and older. Beginners are particularly welcomed at the school which caters to recreational as well as competitive dancing. The school was established in Ireland by Thomas P. Bracken in 1980 and opened in Chandler, Arizona almost twenty years ago. Over the years, Mr. Bracken's students have won World, National, and Regional Championship titles in solo dancing, and his ceile teams have placed in the top ten in the world. The school was ranked #12 in North America by Irish Dancing Magazine International. Mr. Bracken now brings this standard of excellence to our Salisbury studio.
- **Program:**
 - Demonstration and teach some steps
- **Cost:**
 - Free
- **Program Time:**
 - About an hour
- **Age Group:**
 - All ages
- **Date:**
 - August 8th at 4pm

- **New England Percussion Ensemble**

- <http://www.newenglandpercussion.com/about-us/>

- **About:**

- Our nationally unique, multi-cultural presentations are a healthy blend of information, performance and hands-on participation which engages audiences physically, emotionally and intellectually. Eyes, ears and minds are opened by the many melodic, rhythmic and tonal possibilities of percussion, and the notion that percussion is "just drums" is forever changed.

- **Program:**

- **"LANGUAGE OF THE ANCIENTS" (K - ADULT)**

Audience members travel a journey through time which conjures the image of early mankind using stones, sticks, rattles and hollow logs to accompany singing and body movement. A leap in time occurs when we use "found" instruments of today – plastic tubes of different lengths, trash bags snapped in the air, newspapers torn in time to foot stomping accompaniment. Our exploration of this truly ancient language travels from the familiar to the unfamiliar with imagination, inventiveness and creativity – new sights, new sounds; some loud and spirit shaking, some soft and haunting. (With performance piece titles such as "Take Out the Garbage" and "The Elephants Are Coming" how can you lose???) Student hands-on ensemble concludes.

- **Cost/Program Time:**

• Weekdays
 - Duet (2 performers)
 * 40 mins
 \$ 525



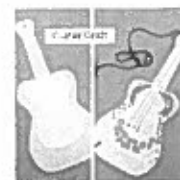
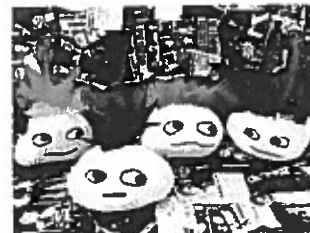
PERFORMANCE OPTIONS & FEES

WEEKDAYS <small>(Audience Size Limited to 300)</small>	DUET <small>2 Performers</small>	TRIO <small>3 Performers</small>	QUARTET <small>4 Performers</small>	<small>A performance fee discount of 15% is offered for block bookings of five or more presentations. Multiple performances booked with mixed durations are accepted.</small>
40 MINUTES (1st Performance) <small>Admission Paid: Performance Fee</small>	\$525	\$675	\$875	
	\$275	\$475	\$650	
70 MINUTES (1st Performance) <small>Admission Paid: Performance Fee</small>	\$575	\$725	\$925	
	\$425	\$625	\$800	
90 MINUTES (1st Performance) <small>Admission Paid: Performance Fee</small>	\$625	\$775	\$975	
	\$475	\$675	\$850	

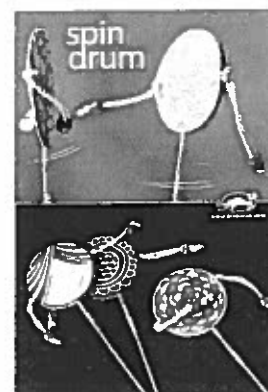
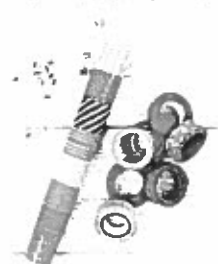
WEEKEND & EVENING PROGRAMS				
 <small>CONTACT Bob Otto - Musical Director www.newenglandpercussion.com Phone: 508-819-7128</small>	WEEKENDS <small>(Audience Size Unlimited)</small>	DUET <small>2 Performers</small>	TRIO <small>3 Performers</small>	QUARTET <small>4 Performers</small>
	40 MINUTES	\$625	\$775	\$975
	70 MINUTES	\$675	\$825	\$925
	90 MINUTES	\$725	\$875	\$975
<small>Evening Programs Lengths are for 1st and 2nd performances. For 3rd and 4th performances, please call for pricing. Please call for pricing for 1st and 2nd performances. Please call for pricing for 3rd and 4th performances. Please call for pricing for 5th and 6th performances.</small>	EVENING PERFORMANCES	DUET <small>2 Performers</small>	TRIO <small>3 Performers</small>	QUARTET <small>4 Performers</small>
	1st Performance	\$200	\$250	\$300
	2nd Performance	\$150	\$200	\$250
	3rd Performance	\$100	\$150	\$200

Summer Reading: Crafts

- Children
 - Paint to Music
 - Rainmaker
 - Rainbow Tambourine
 - Spin Drum Craft
 - Paper guitar
 - Maracas
- Youth
 - Spin Drum Craft
 - Science and Music Demonstration (Pop Rocks)
 - "Punk" Rock decorating - Pet Rock
 - Rainmaker
 - Paint to Music
 - STEAM Musical Instrument Activity
 - Melty Beads
 - Decorate Sunglasses with temporary tattoos
 - Maracas
- Teens
 - Contests
 - Recreate a famous album cover
 - Music video contest
 - DDR
 - Guitar Hero
 - Large Rainmaker
 - Melty Beads
 - Decorate Sunglasses with temporary tattoos
 - "Punk" Rock decorating - Pet Rock



DIY RAINMAKER
for kids



Children's Room Renovation Proposal:

The community of Groveland generously donated funds in honor of Ryan Reardon to help start renovations in the Children's Room. Our goal is to not only honor Ryan, but to honor all of the youth that will use this space.

The Children's Room is shared by a variety of age groups. It is important that we create a space that feels welcoming to all. This space is to be appropriate for a library setting but also reflect the wants and needs of the community. To reach this goal we have created a survey for patrons to complete so that we may take their feedback and implement it in a strategic and practical way.

Below is a list, in order, of how we aim to renovate the room with the funds that have been given to us. Steps one through five will be our main focus. Steps six and seven will be a part of our long term plan.

1. Weeding

- a. Going through the collection will allow us to declutter the space and make room for newer books. Weeding will help the space to look less cluttered and allow us to place shelving in a way that will be more orderly and welcoming to our patrons.

2. Painting

A fresh coat of white paint will be the best fit for the room. It will be a neutral background for potential bulletin board displays and decorations that will be put up throughout the year. To aid in painting, we would like to ask permission to potentially have two of the bulletin boards removed in the Children's Room: one in the back left corner and one near the back right corner. A potential idea for these spaces is to add

more shelving. The last part of painting will be a dark purple or dark blue trim around the doors.

3. Shelving

Once the collection is weeded we would then like to transition over to mobile shelving. This would allow us to transform the space when needed.

4. Carpeting

Carpeting in the Children's Room goes through daily wear and tear. We would like to use square carpet tiles. This will allow for easy clean up and replacement if needed. (color scheme: green, blue, white, grey, purple)

5. Furniture

Since we have limited space, we have to be very discerning on what we put into the room. While the furniture and items can be engaging and educational, they must also be functional and have multipurpose. We aim to keep the table and chairs in the room, but would like to replace the bulky blue chairs with lightweight and easy to clean bean bag chairs.

a. Replacement of the countertop would aid in the organization of librarian supplies.

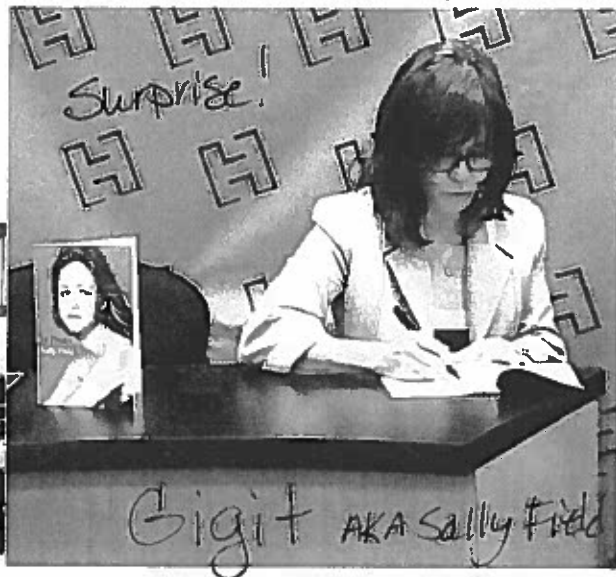
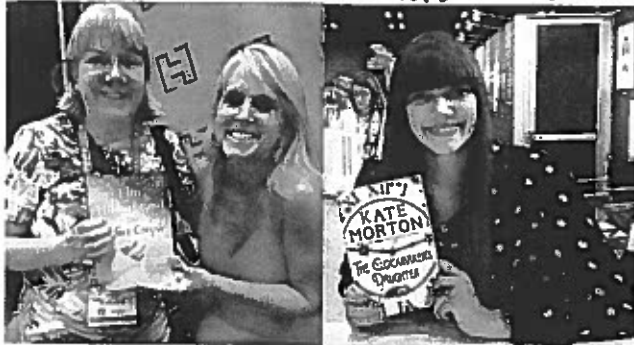
6. Ceiling Tiles

7. Windows

Book Expo 2018

w/ Erin Hilderbrand & Kate Morton

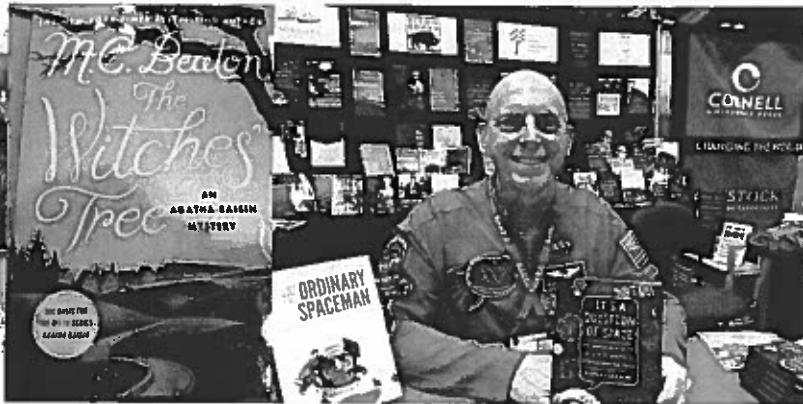
Just a glimpse...



of what
Sally
&
I
examine



Mc Beaton



Astronaut
Clayton
Anderson
(space station)



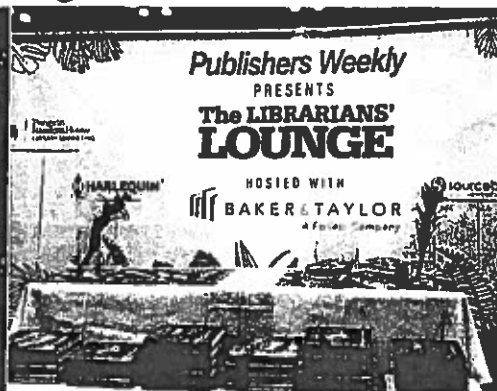
AL ROKER
10:00 AM - 11:00 AM
(TICKET REQUIRED)

(Alas...
I did not
have a ticket
> but...
took his pic
any ways

After meeting her, I was given a cupcake, ha!

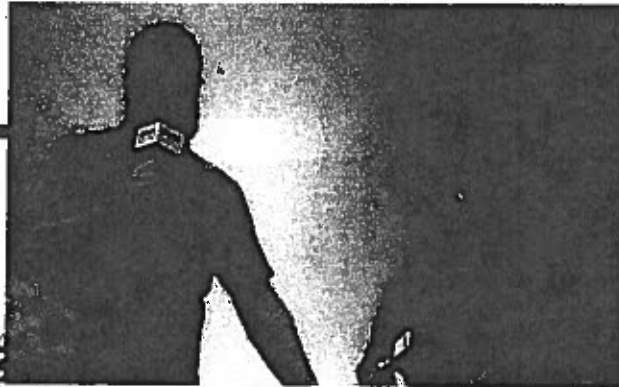


Charlaire Harris



Fun afternoon w/

MELGAN MULLALLY &
NICK OFFERMAN
THE GREATEST LOVE STORY
EVER TOLD



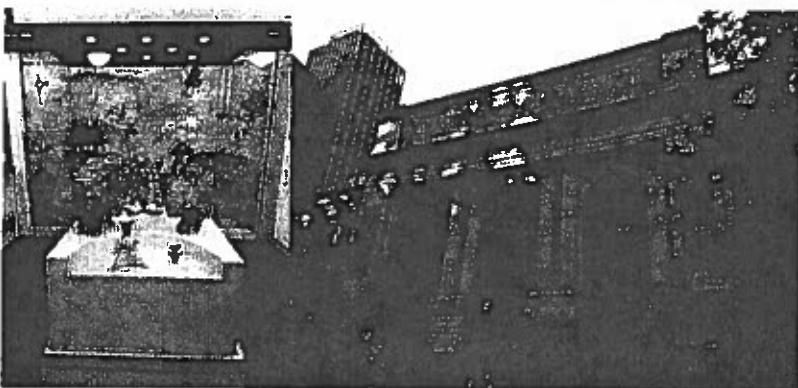
(He was in
Parks and
Recreation.
She is in
Will & Grace!
yes, they are
married)

Sci-fi/fantasy Brendon Sanderson

LOUNGE



The
red!
Sean
Spicer!



Margot
Potter
(Humorist)

> on our
own time,
we went to
the library! of course!

Taste of
Home Readers
Digest - you name
it we were there

What did I get out of going to the Book Expo?!!! 30 FREE books for our library! Lots of arcs (advanced reader copies-to use as prizes, sneak peak in making decisions about purchasing them when they are released); awareness & connections w/new and established authors; glimpse of up and coming materials/gimmicks-you name it for libraries; connections w other librarians & book clubs....etc. In my 17 and half years of working as a librarian, the Book Expo has been the BEST conference I have ever attended!

Sue