

Langley Adams Library

Board of Trustees

Meeting Minutes 7/11/18

- **Attendance:** Jay Collins, Mary Lou Costello, Charles Herman, Kathleen Prunier, Laurel Puchalski, Lee Thomas, Director Darcy Lepore
- **Absent:** Barbara Gauvin, Jamie Koulouras, Christopher Shramko
- Meeting was not recorded. **Call to order** at 6:02 p.m. on a motion made by L. Puchalski, seconded by K. Prunier.
- **Minutes**
 - The Minutes of 5/9/18 were approved by majority vote on a motion made by J. Collins, seconded by C. Herman. M. Costello and K. Prunier abstained, as they were absent from said meeting.
 - The Minutes from meeting of 6/13 were tabled as they could not be approved, as there was not a quorum of Trustees who had attended the meeting.
- **Director's Report** (see attached)
 - L. Puchalski made the motion, seconded by J. Collins to approve \$400 to renew the ZooNewEngland pass, money to be taken from Donation account. Unanimously approved.
 - K. Prunier made the motion, seconded by C. Herman to suspend renewal of ProQuest (Ancestry Library and Heritage Quest online) due to the expense and lack of use. Unanimously approved.
- **Treasurer's Report**
 - Report was given by L. Thomas in B. Gauvin's absence.
 - The portfolio is continuing to do well.
- **Other**
 - L. Puchalski asked if there was interest in possibility of taking part in Groveland Days event if it happens. Discussion followed on possible ideas: book sale, special event at the Library, in conjunction with interested Friends group.
 - C. Herman requested that Trustees do something to thank the Library volunteers. Discussion followed: perhaps in November, card and small gift in appreciation.
 - C. Herman has "retired" from working in the Book Shed. He is now helping to catalogue boxes for the conservator.
 - Thank you notes will be sent to Ed Watson for building the front walkway planters, to Ann McAnn for planting them, and to Megan Puchalski and Linda Jo Parsons for donating plants for the Reading Garden.
- Meeting was adjourned at 7:00 p.m. on a motion made by L. Puchalski, seconded by C. Herman and voted unanimously.
- **Next meeting** will be held August 15, 2018 at 6:00 p.m., in the Library Meeting room.
- Respectfully submitted,
- Laurel Puchalski, Secretary

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TOWN OF GROVELAND

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

Statistics and Programming

Event Attendance Summary

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

Library Sponsored Events
Events with or without Recorded Attendance

Department	Events	Hours	Children	Teen	Adult	Total
Adult	13	19.00	0	0	92	92
Children	16	12.25	62	1	45	108
All Ages	1	2.00	0	0	0	0
<hr/>						
Totals for Library Sponsored Events for Period	30	33.25	62	1	137	200

We had several well-attended programs in June. Our most attended adult program was a presentation by mystery author Lea Wait. This program had **30 attendees**. The most attended children's program was our summer reading kick-off. Scott Jameson presented his magic show "Libraries Rock." This program had **71 attendees**, including 40 children, 1 teen, and 30 adults.

ARIS and Financial Report

The ARIS opened on July 1st. I have completed the portion of it that I can complete, which is about half of it. I am waiting on statistics from MVLC that include numbers about our holdings and circulation. I have been keeping track of certain statistics all year, such as the door count, reference questions, days open, etc., so filling out the first half of the report was not difficult.

I also am ready to start working on the Financial Report when it opens and will keep you all updated when I begin to work on it.

Warrants

18-51 Not CPA: \$160 + \$300

18-51 CPA: \$2,410 + \$1,862 + \$130 + \$750

18-53 Not CPA: \$4,991 + \$1,214.88 + \$72.82

18-53 CPA: \$513.14 + \$363.33 + \$108.52 + \$999 + \$1,195

Total of CPA: \$8,330.99

Total With CPA: \$15,069.99

Total Without CPA: \$6,738.70

Renewals

I have received the information for renewing the Zoo New England pass. The renewal is \$400. The use of the Zoo New England pass is right in the middle of the most most used and least used at 17 uses between June 2017 and the end of May 2018.

I also received the renewal information for ProQuest, which hosts Ancestry Library and HeritageQuest Online. The renewal total is \$2,048. The usage statistics are below.

Database Activity - Summary

Time Frame - Jun 2017 to Jun 2018				
Client 25435 - Langley Adams Library				
Searches	Database	Cit/Abstract	Any FT Format	Total
4	books	2	0	2
3	census	3	0	3
1	vitals	1	0	1
8	Grand Total	6	0	6
8	Total Unique Searches (Search Button Pressed)			

Other

On July 3rd, Panic Buttons were installed in the buildings in the Town Hall campus. We received wall/desk mounted panic buttons and full time staff received wireless ones that we can wear.

The new full time Custodian/Maintenance Person starts this week and we will keep him up-to-date on anything that needs to be cleaned as well as ceiling tiles that need replacement, etc.

Attachments: Original variance Report for FY19

Filter by: Segment 1: 1001
Segment 2: 610

Parameters: Fiscal Year: 2019 Start Date: 7/1/2018 end: 6/30/2019

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	63,464.00	0.00		0.00	0.00	0.00		
Library Director-Salary	0.00	0.00	63,464.00	0.00	0.00	0.00	63,464.00	0.00
1001-610-51200-051-000-000	110,932.00	0.00		0.00	0.00	0.00		
Library Staff Wages	0.00	0.00	110,932.00	0.00	0.00	0.00	110,932.00	0.00
1001-610-51210-051-000-000	8,976.00	0.00		0.00	0.00	0.00		
Part Time Wages	0.00	0.00	8,976.00	0.00	0.00	0.00	8,976.00	0.00
1001-610-52000-052-000-000	46,829.00	0.00		0.00	0.00	0.00		
Library Materials	0.00	0.00	46,829.00	0.00	0.00	0.00	46,829.00	0.00
1001-610-52120-052-000-000	1,020.00	0.00		0.00	0.00	0.00		
Technology	0.00	0.00	1,020.00	0.00	0.00	0.00	1,020.00	0.00
1001-610-52300-052-000-000	1,020.00	0.00		0.00	0.00	0.00		
Programs	0.00	0.00	1,020.00	0.00	0.00	0.00	1,020.00	0.00
1001-610-52400-052-000-000	18,389.00	0.00		0.00	0.00	0.00		
Dues	0.00	0.00	18,389.00	0.00	0.00	0.00	18,389.00	0.00
1001-610-52418-052-000-000	1,500.00	0.00		0.00	0.00	0.00		
Training	0.00	0.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00
1001-610-52702-052-000-000	4,162.00	0.00		0.00	0.00	0.00		
Supplies	0.00	0.00	4,162.00	0.00	0.00	0.00	4,162.00	0.00
	256,292.00	0.00		0.00	0.00	0.00		
9 Account(s) totaling:	0.00	0.00	256,292.00	0.00	0.00	0.00	256,292.00	0.00