

Langley Adams Library

Board of Trustees

Meeting Minutes 9/12/18

- **Attendance:** Jay Collins, Mary Lou Costello, Barbara Gauvin, Charles Herman, Jamie Koulouras, Kathleen Prunier, Laurel Puchalski, Lee Thomas, Director Darcy Lepore
- Christopher Shramko absent
- Meeting was not recorded. No members of the public were present.
- **Call to order** at 6:06 p.m. on a motion made by K. Prunier, seconded by C. Herman.
- **Minutes**
 - The Minutes of 8/15/18 were approved unanimously on a motion made by K. Prunier, seconded by J. Collins.
- **Director's Report** (see attached)
 - L. Puchalski made the motion, seconded by C. Herman to approve spending \$475 from the State Aid account for Adult programming as requested by Adult Services Librarian Sue Nakanishi. Unanimously approved.
 - J. Koulouras made the motion, seconded by L. Puchalski, to approve spending \$700 from the Donation account to purchase the Museum of Science pass. Unanimously approved.
 - Selectman Ed Watson requested we declare the old refrigerator "surplus" so that the town could deaccession it. K. Prunier made the motion, seconded by L. Puchalski to do so. Unanimously approved.
 - The new refrigerator cost \$528.00, and the Board approved spending up to \$400 at the 8/15 meeting. K. Prunier made the motion, seconded by L. Puchalski to appropriate the difference (\$128.00) from the donation account to reimburse Lee Thomas. Unanimously approved.
 - Friends of the Library will meet 9/15/18.
- **Treasurer's Report**
 - Statements from the last two months were presented.
 - B. Gauvin discussed process of transitioning C. Shramko as new Treasurer, including bonding.
- **Other**
 - Facebook postings have been attracting attention to programs. K. Prunier asked if a photo of the cover of the book Groveland, Massachusetts: a Small New England Town. Tribute 2000 Sesquicentennial (1850-2000) by Dr. Jane Dorgan could be posted on Facebook to promote its sale, which would benefit the Library.
 - Meeting was adjourned at 7:02 p.m. on a motion made by C. Herman, seconded by M. Costello and voted unanimously.
 - **Next meeting** will be held October 10, 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
September 12, 2018**

Statistics and Programming

Event Attendance Summary

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

Library Sponsored Events
Events with or without Recorded Attendance

Department	Events	Hours	Children	Teen	Adult	Total
Adult	7	12.25	0	1	43	44
Children	15	10.25	36	0	21	57
All Ages	5	8.25	22	2	54	78
Young Adult	3	5.50	2	0	22	24
Totals for Library Sponsored Events for Period	30	36.25	60	3	140	203

We had several well-attended programs in August. On August 3rd, we had a program called "The History of Friendly's," which had **41 attendees**. The August 7th program "Story Time for Babies and Toddlers with Tot Yoga" had **20 attendees**. On August 10th and August 17th our movie programs had **21 attendees** each. One movie was aimed at children and the other was aimed at teens and adults. The program "Celebrating the 150th Anniversary of *Little Women*" on August 13th had **32 attendees**.

The Summer Reading Program was successful as well. We had several adults enter a raffle and win prizes when they attended library programs and read books. The children and teens had to read 7 hours to receive either the Topsfield Fair Prize Pack (children) or a gift certificate for a local business (teens). The youth program had **46 active members**, and most received their prizes.

We are all very proud of these numbers! I believe that everyone that plans programs is doing a great job advertising and creating programs that appeal to the public.

Sue has also planned more programs for the upcoming months.

Total monetary request: \$475

Warrants

19-07 $\$2,675.72 + \$8.97 + \$200 + \$288.07 = \$3,172.76$

19-09 $\$99.99 + \$475 = \$574.99$

Total $\$3,747.75$

Budgeting

Please note the updated totals provided by the Town Accountant. The books have not yet been carried over.

Donations \$6,035.68

State Aid \$5,704.68

Staffing

As I noted, we will be having some staff turnover this month. I am nominating our Page Kelsey to become a Library Assistant due to Anne's departure, and our Library Assistant Mary will be reducing her hours to a Page position

Following Mary and Kelsey's appointments, I will also fill an Assistant Position and a Page position.

Other

We received the renewal notice for the Museum of Science. It is \$700. The Museum of Science pass is the second most used pass that we have (tied with the Peabody Essex Museum). It was used 42 times in Fiscal Year 2018. So far in Fiscal Year 2019, it has been used 11 times.

Attachments: Adult Services Update September 2018, Variance Report as of 9/11/2018