

Minutes for Library Board of Trustees Meeting, February 13, 2019

Present: L. Thomas, J. Collins, M. Costello, K. Prunier, C. Shramko, C. Herman, B. Gauvin, J. Koulouras and Director D. Lepore

Absent: L. Puchalski

- Meeting was called to order at 6:02 p.m.
- Minutes from January were submitted and discussed. It was recommended by Jamie that the reference to financial losses be stricken from the record. Minutes were approved as amended by unanimous vote, with one abstention (Kathy).
- The Director's report addressed the following issues:
 - Meghan and Darcy are coordinating teen programs with the other two towns in the Pentucket District;
 - Kathy asked about Children's programming and Meghan reported on upcoming events, particularly those related to February vacation;
 - Meghan and Darcy asked for \$365 for a program called "Sciencetellers". Motion was made by Chris to approve the funds, seconded by Charlie and approved unanimously;
 - A concert is scheduled for July 29th, the Friends of the Library will have a book sale on that day;
 - The Friends of the Library are also planning to participate in Groveland Days in September with a book sale as well as participating in the town yard sale in the Fall
 - \$1425 was requested for funding for upcoming adult activities. Motion was made by Kathy to approve the funds, seconded by Charlie and approved unanimously;
 - There are issues with the office computer, Chris made some suggestions, Darcy will make inquiries as to what might be available in town support, it was decided to table further discussion pending follow up by Kathy, who will talk to Tracy Gilford of the Cable Committee. Darcy will check with MVLC;
 - Darcy explained staff performance reviews and discussed the ALA conference;
 - Darcy requested \$270 to attend the ALA annual meeting. Motion was made by Kathy to approve the funds, seconded by Chris and approved unanimously;
 - The mission statement of the Friends of the Library was presented.
 - The updated Policy on Harassment was presented. Motion was made by Barbara to approve the policy statement, seconded by Mary Lou and approved unanimously;
 - Proposal to renew the annual Lowell Spinners pass for \$150. Motion was made by Kathy to approve the funds, seconded by Chris and approved unanimously;
 - Darcy described the CPR training that is being provided to the staff by the Fire Department;
 - Darcy provided an update on the progress Meghan has made in making changes in the Children's room.
- Treasurer reported no immediate issues with our accounts. Charlie asked for printed statements of financial accounts for next meeting.
- It was decided to move forward on developing a warrant petition for a new library sign to be presented at the Spring Town Meeting. Lee will do the follow up with the Town Clerk and getting petition forms to the members of the Board.
- Meeting was adjourned at 7:17 p.m.
- Next meeting will be March 13, 2019 in the Library Meeting Room.

Respectfully submitted by Lee Thomas for the absent Laurel.

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**Langley-Adams Library
Director's Report
February 13th, 2019**

Statistics and Programming

Event Attendance Summary

Reporting Period: January 1, 2019 through January 31, 2019

**Library Sponsored Events
Events with or without Recorded Attendance**

Department	Events	Hours	Children	Teen	Adult	Total
Adult	13	16.75	0	0	97	97
Children	13	10.00	33	0	26	59
All Ages	3	5.50	11	0	8	19
Young Adult	1	1.00	0	0	0	0
Totals for Library Sponsored Events for Period	30	33.25	44	0	131	175

Lee led a program about the Civil Rights Movement with **18 attendees**. Vin Donovan returned to discuss his newest book, *A Difficult Crossing*. This program had **19 attendees**. The most attended children's program was Construction Zone, which took place on January 28th and had **19 attendees**.

Warrants

19-27 None

19-29 \$3,901.01 + \$248.16 + \$125 + \$529 = \$4,308.17

Programming

Both Sue and Meghan have been busy with planning upcoming programming!

Meghan has started to work with the teen librarians at the Merrimac and West Newbury libraries to develop tri-town teen programs. The objective is to increase attendance at all of our libraries' teen programs in ways that can benefit the community and all three libraries.

Meghan would like to hire Sciencetellers for the Summer Reading Kick-Off this year. The quote they gave us was \$365. We last had Sciencetellers here for the Summer Reading Kick-Off in 2015, and the families that attended really enjoyed them! They will be back with a new story and new science experiments due to this year's summer reading theme being space-related ("A Universe of Stories").

Sue has booked adult speakers through the end of October. Sue has also tentatively booked "The Last Duo" to play an outdoor concert on Monday, July 29th. According to the Assistant Director at the Wilmington Library, they play music from the 1950s-1970s and are worth every penny. The cost is \$400. The plan Sue and I came up with, if the Trustees are agreeable, is to split that payment between the Programs money in Fiscal Year 2020 and either Donations or State Aid. If the Friends have money at that point, we will ask them for a contribution as well. Everything that will cost money is listed on the handout, and the total request for the adult programs that will cost money is \$1,240.

Technology

On January 16th, Tom Berezansky of the Merrimack Valley Library Consortium came to the Library to investigate some ongoing issues with Sue's computer, including programs not opening, the computer freezing every day, and more. Tom concluded that the hard drive on Sue's computer is failing, and we need to purchase Sue a new computer. I am attaching information MVLC's recommended computer for staff use. They would purchase the computer, load the necessary MVLC-related software onto it, and then bring it to us. We would receive an invoice from them. The price is listed on the attachment.

Staff Reviews

Goal-oriented reviews were held for all staff. Goals were formed for all staff except the high school pages, who have the option of forming goals at a later date if they or I feel it is necessary. Reviews went well. Everyone seems excited to work on new projects while still delivering great service to the community.

American Library Association Midwinter Conference

Thank you for sending me to ALA Midwinter! It was very exciting.

My main objective was to learn more about Hoopla and Kanopy. Both are streaming services available to libraries. Kanopy has a large movie collection, while Hoopla has a bit of everything

– movies, television, music, ebooks, and audiobooks. Neither of these services require you to put a hold on something and wait for it to arrive. Also, any streams or downloads count toward our circulation numbers. I have been interested in Langley-Adams Library subscribing to one or both for awhile, and wanted to speak to their representatives while I was in Seattle. I was successful in learning about both services and have made connections with both companies, and am currently working with both to develop plans that will work with our library and our budget.

I also joined a discussion group for Directors of various types of libraries, which will prove useful and helpful when an issue arises and a perspective outside of MVLC is necessary.

I brought back several advanced reader copies of books and catalogs of materials to help Sue and Meghan in their collection development in the upcoming months. They will receive these when they attend BookExpo in May, but these materials can vary depending on the event itself.

I *am* interested in attending ALA Annual in Washington, D.C. I will not have to pay for a hotel or airfare due to staying with family and using airline points, respectively, so the cost would only be \$270. This is the cost of the conference itself with a discount for attending ALA Midwinter.

Friends

The Friends are waiting for the paperwork to tell them that they are an official non-profit. This information should come in the mail in the next few weeks. However, they have the information that they need to open a bank account. They have created brochures and bookmarks for patrons, and their webpage should be live on langleyadamslib.org in just a few days under the “Information” drop-down menu. They also have set up their own Facebook group. The Friends are also planning to have a book sale on May 4th.

Policy

I have started reviewing our policies and will be updating them in the upcoming months and bringing them to Board meetings to review. The first one is an update to the *Policy on Harassment*.

The draft of *Policy on Harassment* has been changed to include gender identity in the list of discriminations/harassment that will not be tolerated. Wording in the last paragraph has been changed to be more gender neutral due to the addition of gender identity in the second paragraph. I have italicized the changes.

Other

We have received the renewal for the Lowell Spinners Library Pass Program. This renewal is \$150. During Spring/Summer 2018, the Spinners pass was used six times. February Report Update: Research on Library Insight shows that the same family checked out the Spinners pass four times during the previous baseball season. It is likely that this family of at least four or five attended baseball games together each time; however, they make up the majority of the pass usage.

Six staff will be receiving CPR/First Aid training toward the end of March in groups of three on two Saturdays. This CPR/First Aid training will be run and sponsored by the Groveland Fire Department.

Attachments: Adult Programs February – October, Revised Policy on Harassment Draft, PC Specs for a new computer, Variance Report through 2/11/2019, Donations/State Aid Accounts Report

Massachusetts Parole Board
APRIL 2019 - Lifer Hearing Calendar - (a/o March 1, 2019)

Tuesday, April 2, 2019

Time	Legal Representative	Name and Commitment Number	Inst.	Hearing Type	Sentencing County/Police	Client Manager	Board Member
10:00 AM		Shagoury Sebre W38188	BTC	Review	Barnstable Mashpee PD	Russell	Bonner
12:00 PM		Scott, Randolph W47551	Gardner	Review	Middlesex Framingham PD	Crosby	Coleman
2:00 PM		Kelcourse, Jeffrey W43823	Concord	Review	Plymouth Brockton PD	Dacey	Santa

Tuesday, April 9, 2019

Time	Legal Representative	Name and Commitment Number	Inst.	Hearing Type	Sentencing County/Police	Client Manager	Board Member
10:00 AM		Ferraro, Romano W83636	OCC	Initial	Middlesex Billerica PD	Russell	Hurley
12:00 PM		Miranda, Myles W57000	Norfolk	Review	Barnstable Barnstable PD	Dacey	Moroney
2:00 PM		McWilliams, Richard W46442	Norfolk	Review	Suffolk Boston PD	Crosby	Dupre

Thursday, April 18, 2019

Time	Legal Representative	Name and Commitment Number	Inst.	Hearing Type	Sentencing County/Police	Client Manager	Board Member
10:00 AM	Ryan Schiff	JUVENILE Penn, Luis W89083	Shirley	Initial	Essex Lawrence PD	Crosby	Coleman
12:00 PM	Alexandra Rawlings PLAP	Hunter, Jermaine W69874	Concord	Review	Hampden Chicopee PD	Russell	Santa
2:00 PM	Regina Powers PLAP	Carter, Treas W47624	Concord	Review	Suffolk Boston PD	Dacey	Bonner

Tuesday, April 23, 2019

Time	Legal Representative	Name and Commitment Number	Inst.	Hearing Type	Sentencing County/Police	Client Manager	Board Member
10:00 AM	Rebecca Rose	Bey, Jaime W45191	Gardner	Review	Suffolk Chelsea PD	Dacey	Moroney
12:00 PM	PLAP	Tourigney, Michelle F36778	Framingham	Review	Middlesex Lowell PD	Crosby	Hurley
2:00 PM	Elizabeth Caddick	JUVENILE Drayton, Joseph W35183	Norfolk	Review	Suffolk Boston PD	Russell	Dupre

Tuesday, April 30, 2019

Time	Legal Representative	Name and Commitment Number	Inst.	Hearing Type	Sentencing County/Police	Client Manager	Board Member
10:00 AM	Dana Curhan	JUVENILE Baldwin, Richard W56202	SBCC	Initial	Essex Haverhill PD	Dacey	Coleman
12:00 PM	Brian Kelly	Gray, Calvin W44270	Gardner	Review	Middlesex Malden PD	Crosby	Bonner
2:00 PM	Brian Kelly	Bruen, Lawrence W38545	Gardner	Review	Middlesex Malden PD	Russell	Santa