

TOWN OF GROVELAND

Langley Adams Library

Board of Trustees

Meeting Minutes 3/20/19

2019 APR 11 AM 11:59

TOWN CLERK
RECEIVED/POSTED

(NB: Meeting originally scheduled for 03/13/19 changed to 03/20/19 due to lack of quorum)

Attendance: Jay Collins, Charles Herman, Jamie Koulouras, Laurel Puchalski, Kathleen Prunier, Christopher Shramko, Director Darcy Lepore
Mary Lou Costello, Barbara Gauvin Lee Thomas absent
Meeting was not recorded.

Call to order at 6:00 p.m. on a motion made by K. Prunier, seconded by C. Shramko.
K. Prunier presided over the meeting in L. Thomas' absence.

Director's Report (see attached)

- Projector not working. L. Puchalski made the motion, seconded by K. Prunier to purchase the NEC model for \$1,200.00 from the Donation account. Unanimously voted. C. Shramko offered to install the projector.
- L. Puchalski made the motion, seconded by K. Prunier to purchase a computer and adapter for the Adult Services Librarian to replace the broken one at no more than \$600.00 from State Aid account. Unanimously approved.
- L. Puchalski made the motion, seconded by C. Shramko to spend \$685.00 from the Donation account for youth programming this summer.
- D. Lepore gave details about Hoopla and Kanopy subscriptions, which she will be adding to our materials. K. Prunier made the motion, seconded by L. Puchalski, and it was unanimously voted to support this endeavor through the Materials line item, starting at \$1000.00 for each account. Documentation of patron usage will be given.

Meeting was adjourned at 6:30 on a motion by Jaime Koulouras, seconded by L. Puchalski.

Next meeting will be held on April 17, 2019 at 6:00 p.m. in the Library Meeting room.

Respectfully submitted,

Laurel Puchalski, Secretary

Langley-Adams Library
Director's Report
FOR: March 13th, 2019
20th

Statistics

Event Attendance Summary

Reporting Period: February 1, 2019 through February 28, 2019

Library Sponsored Events
Events with or without Recorded Attendance

Department	Events	Hours	Children	Teen	Adult	Total
Adult	14	22.00	0	1	160	161
Children	20	12.75	48	0	31	79
All Ages	5	8.00	26	2	18	46
Totals for Library Sponsored Events for Period	39	42.75	74	3	209	286

The program "Academy Awards: The Good, the Bad, and the Outrageous" on February 4th had **24 attendees**. On February 11th, our very own Lauren presented "Esther Howland, Worcester's Valentine Maker," which had **16 attendees**. The children's programs with the largest attendance were Baby & Toddler Story Time with Tot Yoga, Construction Zone, and the monthly music group that Haverhill's Family & Community Connection hosts.

Friday movie showing statistics are included in the chart, but here is the breakdown by date:

2/1 – *The Bookshop* - 17 attendees
2/8 – *The Old Man & the Gun* - 18 attendees
2/15 – *First Man* - 11 attendees
2/22 – *A Star is Born* – 20 attendees

In February, we had **358 reference questions**. In Fiscal Year 2019, our average has been 270, which means staff have recorded an increase in our reference questions. Our door count in February was **2,806**. Over this fiscal year, our average has been 2,719. This means that overall there has been an increase in library attendance over FY19.

Programming

Youth Programming:

We have a new dog that kids can read with after our last dog, Merlin, retired. The new dog's name is Finn, and so far Reading With Finn is successful, each of the four hour sessions being taken the past two months. Meghan was able to get Finn to come here by contacting the children's librarian at the library in Haverhill.

Meghan is also starting up a new Teen Advisory Group this month. The group will be made up of students from Groveland, West Newbury, and Merrimac, and programs planned at these meetings will take place at each library. The teen services librarians at each library have started planning summer reading together, focusing on astrology, since the official theme is A Universe of Stories.

She is also busy planning various story times, crafts, and more for school vacation week in April. The information for April school vacation week programs is attached.

Meghan has put together a proposal for funding for summer programs, the total being \$685. The information for these programs is attached.

Adult Programming:

In addition to the programs presented at the previous meeting, Sue has also booked Rick Anthony, who did the Elvis concert last year, to do a Neil Diamond concert. The cost will be \$200.

The Friday movies have been suspended for March due to the projector being broken (referenced later in this report).

Warrants

19-33 \$796 + \$7.19 + \$48.92 + \$3,981.04 = \$4,833.15

19-35 \$85.76 + \$230.99 + \$1,339.16 = \$1,655.91

Total \$6,489.06

Technology

MVLC will be upgrading our staff and patron computers to Microsoft Office 2016 next week.

I asked Tom from MVLC about replacing Sue's computer, and he did tell me that we don't have to replace the monitor if we get an adapter. He did say that it's important to replace the CPU because it's not just the hard drive that's broken; he also mentioned that the operating system and features of the computer will soon be obsolete. The sooner we replace the better we can avoid Sue's computer crashing completely. That would bring the price down to about \$580. Adapters

for the monitor cost anywhere between \$5 and \$30, and when we decide on the computer itself I will ask Tom for recommendations for an adapter.

Our projector is broken. On 3/1/18 when we tried to show the Friday movie, the projector would not turn on. Neither the remote nor the button on the projector itself would turn on the projector. At first the red button, indicating the projector was off was on, but after the projector was unplugged and plugged back in, the red light did not come on either.

I contacted Shanahan Sound, who installed but did not provide the projector that we currently have. Shaun Crossen from Shanahan told me that with the projector's current condition, diagnosis of the problem (likely that the projector is broken and that it is not the bulb/lamp) and possible repair would cost about as much as a new projector would. I am presenting an option that Shaun sent me for a comparable projector. He notes that installation would be about \$340, bringing the total around \$1,440. I am definitely open to other suggestions if anyone knows of any other companies that could try to fix the projector or could sell a projector. I am also currently doing research and asking other directors in the consortium.

Other

Hoopla has provided handouts for everyone on the Board. I also forwarded the Board information about Kanopy but am including it in my handouts this month. I was also able to answer the questions raised at last month's meeting. Mostly, the Board was concerned about money reimbursement if we are unhappy with the service. Both services reimburse the money that is left in our account if we cancel our service. Neither is a contractual service; we are invoiced an amount that I decide on with the representative and that amount is used directly toward patron use of the service. I would like to try both services and see how patrons interact with both. As a reminder, the money we invest will extend pretty far into Fiscal Year 2020.

I have spoken to the the directors of Newbury and Georgetown and both give rave reviews of Kanopy, noting that staff and patron feedback has been positive and that the company is easy to work with. I also spoke to the the directors of Carlisle and Littleton, which have Hoopla, and they gave similar responses. Littleton is also one of the few small libraries in the consortium that has both Kanopy and Hoopla, and the director told me that both do very well there. Being a library with few high-tech or digital options, having both services would give us the opportunity to serve patrons who do not borrow physical items and still get circs from them.

As a reminder, staff will receive CPR/First Aid training over the course of two weekends this month. Workbooks have been distributed to the staff to prepare for this training.

Attachments: Variance Report, State Aid/Donations Report, Kanopy Information, April Vacation Week, Youth Summer Programs

Handouts: Hoopla Information, Potential Projector Information