

Langley Adams Library

Board of Trustees

Meeting Minutes 11/13/19

TOWN OF GROVELAND

2020 JAN 13 PM 6:36

TOWN CLERK
RECEIVED/POSTED

Attendance: Mary Lou Costello, Barbara Gauvin, Charles Herman, Jamie Koulouras,

Kathleen Prunier, Laurel Puchalski, Lee Thomas, and Director Darcy Lepore

Jay Collins and Christopher Shramko absent.

Meeting was not recorded.

Call to order at 6:10 p.m.

Minutes

- Minutes of 9/11/19 were approved by majority vote on a motion made by K. Prunier, seconded by C. Herman. J. Koulouras and L. Thomas abstained, as they were not present at said meeting.
- Minutes of 10/9/19 were approved by majority vote on a motion made by K. Prunier, seconded by M. Costello. J. Koulouras abstained, as she was not present at said meeting.

Director's Report (see attached)

- K. Prunier made the motion, seconded by J. Koulouras and unanimously approved to purchase the Zoo New England pass for \$250, funds to come from the Donation account.
- D. Lepore will ask the Friends of the Library to support renewing the Loweel Spinners and Curious City passes.

Treasurer's Report

(No report given)

Director's Contract

- Discussion regarding raising salary above the recommended 2% to 5% for FY21.
- Research into average Director's pay rate has been done. A 5% increase would bring the Director's salary to an amount which would be an average of the other two Pentucket towns' Directors' salaries.
- New contract will be written for 1/10/20 - 6/30/20 in keeping with present salary. From then on, contracts will align with fiscal year, rather than the calendar year.

Other

- C. Herman asked about follow-up letter to BOS regarding comments made 9/16/19 BOS meeting. L. Puchalski read the letter and response. (see attached)
- L. Puchalski will research installation of lighting (possible solar?) for new sign.
- L. Thomas will discover if Parker Fence has received legal donation papers from Town.

- K. Prunier suggested the Library create a donation tree for hats, mittens and scarves for the needy (Emmaus House?) during the holidays. Discussion also included a food donation box, to be donated to the COA pantry.
- Board members were asked to sign the Open Meeting Law certification form after reviewing it, and to return it to the Town Clerk by 1/1/20.
- Executive Session was cancelled.
- K. Prunier made the motion, seconded by L. Puchalski to additionally bond C. Herman, cost to come from State Aid account. Unanimously voted.

Meeting was adjourned at 7:35 p.m. on a motion by K. Prunier, seconded by L. Puchalski and unanimously voted.

Next meeting will be held on December 12, 2019 at 6:00 p.m. in the Library Meeting room.

Respectfully submitted,

Laurel Puchalski, Secretary

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

TOWN OF GROVELAND

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TOWN CLERK
RECEIVED/POSTED

Statistics

Event Attendance Summary

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

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

Department	Events	Hours	Children	Teen	Adult	Total
Adult	16	22.50	1	1	156	158
Children	20	21.50	32	0	22	54
Young Adult	2	2.25	0	15	4	19
Totals for Library Sponsored Events for Period	38	46.25	33	16	182	231

*Does not count PumpkinFest, which was difficult to determine in terms of attendance. At least 150-200 attended. PumpkinFest took place on a night we were open, which increased library traffic that night!

Events of Note in October:

10/7: Critical Hours: Search and Rescue in the White Mountains (20 attendees)

10/15: Teen Advisory Group (15 attendees)

10/24: Lighthouses of New England (48 attendees)

10/28: Vincent Price: Horror's Gentle Giant (18 attendees)

10/30: Wicked Salem (23 attendees)

October story time and kids' craft numbers were also very good, ranging between 10-13 for these activities! So far the story time series has been a successful idea.

October Reference Questions: 293 (+36 from September)

October Door Count: 2710 (+88 from September)

Museum Pass Stats for October:

Reporting Period: October 1, 2019 Through October 31, 2019

Number of Museums: 9

Museum	# of Uses	% of Total
Zoo New England	3	27.3%
Massachusetts State Parks	3	27.3%
New England Aquarium	2	18.2%
USS Constitution Museum	1	9.1%
Peabody Essex Museum	1	9.1%
Boston Museum of Science	1	9.1%
Museum of Fine Arts	0	0.0%
Lowell Spinners Baseball	0	0.0%
CuriousCity Pop-Up Children's Museum	0	0.0%
Total Uses During Period	11	100.0%

Warrants

20-15 \$3,524.88

20-17 \$1,350 + \$2,353.40 = \$3,703.40

Total \$7,228.28

State Aid

We were certified for FY2020 at the MBLC meeting on November 7th, 2019.

Action Plan

Attached is a draft for the Action Plan for Fiscal Year 2021.

Professional Development

Sue and I both attended the New England Library Association conference in October. I attended discussions about the various state libraries, space planning, and disaster planning. I also attended a new directors' discussion, which was great for making connections in the library community with some individuals in similar situations to myself.

Other

The Zoo New England pass is up for renewal. The cost is \$250. Between the start of Fiscal Year 2019 and October 2019, the pass was checked out 39 times, making it the fourth most used pass during that time period.

We also received the renewal for the Lowell Spinners pass program. The pass is \$150. The pass was checked out 5 times during the 2019 season. The pass was not used by the same family each time.

In January 2020, CuriousCity passes will cost \$50 for the year. We have had patrons check out the CuriousCity passes 12 times since we got them in April. These passes would be a worthwhile investment, as we currently do not have another children's museum pass. CuriousCity will be permanently in Peabody.

We will be launching Assabet on our website either the last week of November or the first week of December. Staff will be trained on Assabet next week. I have been using it to create events and plug in our museum passes, and it lives up to its user-friendly reputation. I am very excited to be able to offer this to patrons and the rest of the staff and I appreciate all the support you gave me at the October meeting regarding this change!

Attachments: Variance Reports, Sue's write-up about NELA, Working draft of Action Plan for FY2021

NELA Conference October 20-22, 2019

Mystic Marriott Hotel

625 North Road

Groton, CT

Sessions Sue attended: (& a little feedback)

Sunday

Keynote speaker: "With A Little Help From My Friends: How the NNLM is Challenging the Stigma of Addiction one Connection at a Time" with speaker> Susan M. Halpin, M.Ed. Education & Outreach Coordinator, New England Region of the National Networks of Libraries of Medicine

*This was eye-opening. Sad how this has affected our neighboring communities. Definitely something we were made aware of via our CPR training last spring. Bought a copy of "Clean" by David Sheff for our library.

Session 1 Building Community through a Common Read>Dr. Kim Cochrane, Asher Jackson & Connie Strittmatter (Fitchburg State University & area libraries, high schools & local organizations)

*Interesting hearing how this college has made a strong connection with its surrounding community. Lots of work/time/effort/possibilities &...\$ (Darcy also attended this session)

Session 2 Library Inventory: A Valued-Added Approach to Collections Management (librarians & special collection librarians from Dartmouth College-Kresge Library)

*It is always good to commiserate with others and pick up new tips. Bottom line (that hasn't changed over my 20 years of being a librarian) if it isn't being used/in bad condition/out of date... it is taking up valuable space. Let it go!

Session 3 We Are Legion: Hosting Fandom/Pop Culture Events in your library> Molly Virello Children's Librarian, Southington Public Library, CT.

*Don't let the title of this program fool you! Molly made it very clear that this applies to Downton Abbey to whatever is a popular phenomenon! For ALL ages! I took away a lot from this program! Very informative! My wheels are going!

Monday

Highlight of the day was our lunch speaker> Deborah Goodrich Royce author of "Finding Mrs. Ford"!

*I have invited this former actress to our library!!! She is coming (April 13th) for FREE!!! See attached Press release to learn about her! I am so excited!!!

The Exhibits were great! I made a lot of connections with authors etc for future programs.

Bought a few books for our library, too.

Session 1: Feeling Potluck-y > Jenny Arch, , reference librarian, Theresa Maturevich, assistant director, Winchester Public Library, MA and Lilly Sundell-Thomas, Deputy Director of Libraries, Somerville Public Library, MA> Mainly talked about various versions of cookbook book clubs

*Got my wheels going. Answered how does one have this kind of club without a kitchen, running water...Lead to other ideas, too. Great discussion.

Session 2: Assabet Interactive Demo: software for Public Library Websites>Robert Levers , founding partner of Assabet Interactive

*Definitely need to get this for our website! User friendly/easier to use

Session 3: How Sisters in Crime Speakers Bureau Can Attract a More Diverse Group of Library Patrons>Authors Connie Johnson Hambley, Lisa Lieberman & Leslie Wheeler

*Definitely want to coordinate a panel discussion or something with them! Great connection.

Tuesday

Last session of the conference: Darcy & I both sat in on this>Making the Most of the Space You Have with Lauren Stara

Overall, the conference was awesome! I met a lot of people, made connections, & got some new ideas. Well worth it/very glad I went!

Thank you! Your Adult Services Librarian & Outreach Coordinator, Sue Nakanishi

at Langley-Adams
Mon April 13th
6:30 !!! (FREE!)



PostHillPress



Deborah Goodrich Royce graduated Summa Cum Laude from Lake Erie College in 1980 with a BA in modern foreign languages (French and Italian) and a minor in dance. In 2008, she received an Honorary Doctorate of Humane Letters from the same institution.

Deborah was an actress in film and television for ten years. Her big break came with the leading role of Silver Kane, sister of the legendary Erica Kane, on the long running ABC soap opera, *All My Children*. Deborah went on to star in feature films such as *Remote Control*, *April Fool's Day*, and *Just One of the Guys*, television movies such as *Return to Peyton Place*, *The Deliberate Stranger* with Mark Harmon, and *Liberace*, and television series such as *St. Elsewhere*, *Beverly Hills 90210*, and *21 Jump Street*.

After the birth of her daughters, Deborah moved to Paris in 1992 and worked as a reader for Le Studio Canal Plus. On her return to the US, she transitioned to Miramax Films as their story editor. At Miramax, she worked on the development of such films as *Emma*, *The Englishman Who Went Up a Hill But Came Down a Mountain*, *Walking and Talking* by Nicole Holofcener, and early versions of *Chicago* and *A Wrinkle in Time*. With writing partner, Mitch Giannunzio, she won a grant from the Massachusetts Arts Council in 2002 to develop and workshop their original screenplay, *Susan Taft Has Run Amok*.

In 2004, Deborah and her husband, Chuck Royce (small cap investment pioneer), restored and reopened the Avon Theatre Film Center, a 1939 landmark in Stamford, CT. The not-for-profit Avon is dedicated to independent, classic, foreign, and documentary films, and hosts an ongoing

Langley-Adams Library, Groveland	Fiscal Year 2021
Darcy Lepore, dlepore@langleyadamslib.org	

Goal (from library's current strategic plan)

Goal 1: Langley-Adams Library will provide a variety of quality, special interest programs to the community which are always completely free for patrons.

Objectives (if included in current strategic plan)	Actions	Timeframe for Activity	By Whom
	Make connections with other libraries in the community and learn which programs they have provided to their patrons and which ones have been successful.	Summer 2020, to be continued all year.	Director, Adult Services Librarian, Youth Services Librarian
	Provide a variety of weekly programs for children of all ages.	Summer 2020, to be continued all year.	Youth Services Librarian

Goal (from library's current strategic plan)

Goal 3: Langley-Adams Library will create a community of lifelong learners who advocate for and utilize the library.

Objectives (if included in current strategic plan)	Actions	Timeframe for Activity	By Whom
	Go into the middle and high schools and lead programs about how to conduct research.	Fall 2020	Youth Services Librarian
	Provide programs at the library for the general public about how to conduct research.	Fall 2020	Director, Adult Services Librarian, Youth Services Librarian

Goal (from library's current strategic plan)

Goal 4: Langley-Adams Library will organize, catalog, digitize, and provide patrons access to our archival collection.

Objectives (if included in current strategic plan)	Actions	Timeframe for Activity	By Whom
	Ensure that archival items are protected.	Fall 2020 to Spring 2021	Director, Senior Library Assistant

Goal (from library's current strategic plan)

Goal 5: Langley-Adams Library will offer the community an up-to-date materials collection, including physical and digital items.

Objectives (if included in current strategic plan)	Actions	Timeframe for Activity	By Whom
	Replace damaged materials with new copies or updated materials.	Winter 2020/2021	Adult Services Librarian, Youth Services Librarian
	Ensure that the children's and teen room include materials for all reading levels and grades.	Fall 2020	Youth Services Librarian

Goal (from library's current strategic plan)

Goal 6: The staff of Langley-Adams Library will provide excellent service to the public and be known as helpful, knowledgeable, and welcoming.

Objectives (if included in current strategic plan)	Actions	Timeframe for Activity	By Whom
	Staff will wear name tags.	Summer 2020, to be continued all year	All Staff
	Full time staff and assistants will be sent to professional development events each year.	Summer 2020, to be continued all year	Director, Adult Services Librarian, Youth Services Librarian, All Assistants
	Hold monthly staff meetings to discuss events and issues within the library.	Summer 2020, to be continued all year	Director, Adult Services Librarian, Youth Services Librarian, All Assistants
	Staff will be attentive to each patron in need of assistance.	Summer 2020, to be continued all year	All Staff

Goal (from library's current strategic plan)

Goal 7: Langley-Adams Library will keep the community and Groveland Town government informed about Library activities, plans, and aspirations.

Objectives (if included in current strategic plan)	Actions	Timeframe for Activity	By Whom
	A library representative will keep the Board of Selectmen informed about our programs and news every other month.	Summer 2020, to be continued all year	Director
	Actively seek support and/or approval from the Town and Board of Selectmen for changes to the library when approval and/or support is necessary.	Winter 2021, Spring 2021	Director
	Participate in Groveland Days by setting up a booth with library information.	Fall 2020	Director, Adult Services Librarian, Youth Services Librarian, All Assistants
	Participate in various other community events with other organizations in town and at the schools in the area.	Summer 2020, to be continued all year	Director, Adult Services Librarian, Youth Services Librarian
	The Youth Services Librarian will repeatedly visit the schools in the area throughout the school year.	Fall 2020, Winter 2020/2021, Spring 2021	Youth Services Librarian

Filter by: Segment 1: 1001
Segment 2: 610

Parameters: Fiscal Year: 2020 Start Date: 7/1/2019 end: 6/30/2020

Ledger History - Variance - Expenditure Ledger

Account Number	Encumbered	Transfer:		Allocated	Journal Entry:		Receipt:		Payment:		Ending % Var.
		Budget	This Period To Date		This Period To Date	This Period To Date	This Period To Date	This Period To Date	This Period To Date	This Period To Date	
1001-610-51100-051-000-000	64,733.00	0.00	0.00	64,733.00	0.00	0.00	0.00	0.00	-23,224.95	41,508.05	35.88
Library Director-Salary	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-23,224.95	41,508.05	35.88
1001-610-51200-051-000-000	116,074.00	0.00	0.00	116,074.00	0.00	0.00	0.00	0.00	-41,618.71	74,455.29	35.86
Library Staff Wages	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-41,618.71	74,455.29	35.86
1001-610-51210-051-000-000	9,357.00	0.00	0.00	9,357.00	0.00	0.00	0.00	0.00	-2,676.00	6,681.00	28.60
Part Time Wages	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-2,676.00	6,681.00	28.60
1001-610-52000-052-000-000	48,696.00	0.00	0.00	48,696.00	0.00	0.00	0.00	0.00	-19,647.50	29,048.50	40.35
Library Materials	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-19,647.50	29,048.50	40.35
1001-610-52120-052-000-000	1,045.00	0.00	0.00	1,045.00	0.00	0.00	0.00	0.00	-367.70	657.30	37.10
Technology	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-367.70	657.30	37.10
1001-610-52300-052-000-000	1,045.00	0.00	0.00	1,045.00	0.00	0.00	0.00	0.00	-514.00	531.00	49.19
Programs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-514.00	531.00	49.19
1001-610-52400-052-000-000	18,530.00	0.00	0.00	18,530.00	0.00	0.00	0.00	0.00	-18,530.00	0.00	100.00
Dues	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-18,530.00	0.00	100.00
1001-610-52418-052-000-000	2,050.00	0.00	0.00	2,050.00	0.00	0.00	0.00	0.00	-1,135.91	914.09	55.41
Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,135.91	914.09	55.41
1001-610-52702-052-000-000	4,250.00	0.00	0.00	4,250.00	0.00	0.00	0.00	0.00	-2,271.80	1,978.20	53.45
Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-2,271.80	1,978.20	53.45
1001-610-57000-057-000-000	1,700.00	0.00	0.00	1,700.00	0.00	0.00	0.00	0.00	-1,129.53	570.47	66.44
4/29/19 ATM Article 27: Replace Library Sign	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-111,136.10	156,343.90	41.55
10 Account(s) totaling:	267,480.00	0.00	0.00	267,480.00	0.00	0.00	0.00	0.00	-111,136.10	156,343.90	41.55

Filter by: Segment 1: 2402, 2703
 Segment 3: 10400
 Group as: 1111-***_*****_***_***
 Parameters: Fiscal Year: 2020 Start Date: 7/1/2019 end: 6/30/2020
Ledger History - Detail - General Ledger

Tran. Name	Comment	Payee	Beginning	Debit	Credit	Ending
Group 1: Segment 1: Fund						
Account: 2402-000-10400-000-000-000						
Code: 2402 - OSR: Library Donations Fund						
CASH						
Block/Batch: Reversing Entries/07/01/2019						
Tran. Type: Journal Entry		Posted: 07/01/2019	Summary:			
81376	To Record Warrants Payable as of 06/30/2019.	By: epeitllo				
	Block/Batch:	Warrants Payable	X-Post Source Ledger	0.00	598.18	-598.18
		Posted: 07/01/2019		5.029.47	0.00	4,431.29
Tran. Type: Roll Over GL Bala		By: epeitllo	X-Post Source Ledger			
				5.029.47	0.00	4,431.29
Warrant: 20-038BW	Block/Batch: 07/25/2019/Bills	Posted: 07/25/2019				
Tran. Type: Payable		By: epeitllo	X-P Post Source Ledger	0.00	461.60	3,969.69
27522	NEC NP-ME382U	Shanahan Sound and Electr	Exp	0.00	461.60	3,969.69
	Block/Batch: 07/2019	Posted: 07/31/2019		386.00	0.00	4,355.69
Tran. Type: Receivable		By: epeitllo	X-P Post Source Ledger			
			Rev	386.00	0.00	4,355.69
	Block/Batch: 08/2019	Posted: 08/31/2019				
Tran. Type: Receivable		By: epeitllo	X-P Post Source Ledger			
			Rev	124.74	0.00	4,480.43
	Block/Batch: 09/2019	Posted: 09/30/2019				
Tran. Type: Receivable		By: epeitllo	X-P Post Source Ledger			
			Rev	274.50	0.00	4,754.93
Warrant: 20-17BW	Block/Batch: 10/31/2019/Bills	Posted: 10/31/2019				
Tran. Type: Payable		By: epeitllo	X-P Post Source Ledger	0.00	2,750.00	2,004.93
19036	Event Calendar/Museum Pass Modules Package	Assabet Interactive LLC	Exp	0.00	1,850.00	2,904.93
233768	Library Passbook Program-Langley Adams	Museum of Science Boston	Exp	0.00	700.00	2,204.93
22799	Pass Program - Langley Adams Library	Museum of Fine Arts Boston	Exp	0.00	200.00	2,004.93
Total Group 1: Segment 1: Fund						
Code: 2402 - OSR: Library Donations Fund						
			5,814.71		3,809.78	

Parameters: Fiscal Year: 2020 Start Date: 7/1/2019 end: 6/30/2020

Ledger History - Detail - General Ledger

Tran. Name		Comment	Payee	Beginning	Debit	Credit	Ending
Group 1: Segment 1: Fund							
Account: 2703-000-10400-000-000-000		CASH	Code: 2703 - GRNT: Library State Aid				
		Block/Batch: Reversing Entries/07/01/2019	Posted: 07/01/2019	Summary: 0.00	5,190.35	4,127.98	1,062.37
Tran. Type: Journal Entry			By: epetrillo				
81376		To Record Warrants Payable as of 06/30/2019.	Warrants Payable				
		Block/Batch:	Posted: 07/01/2019				
			By: epetrillo				
Tran. Type: Roll Over GL Bala							
Warrant: 20-03BW		Block/Batch: 07/25/2019/Bills	Posted: 07/25/2019				
Tran. Type: Payable			By: epetrillo				
Reimbursement		MA History Conf Fee & Mileage	Lauren Towler				
Warrant: 20-05BW		Block/Batch: 08/08/2019/Bills	Posted: 08/08/2019	Exp	0.00	173.24	3,948.57
Tran. Type: Payable			By: epetrillo				
Library Pass Progr		Langley Adams Library 350 passes	Peabody Essex Museum				
Warrant: 20-07BW		Block/Batch: 08/22/2019/Bills	Posted: 08/22/2019	Exp	0.00	475.00	3,473.57
Tran. Type: Payable			By: epetrillo				
08082019			Michael Piazza				
1			James Kelly Beatty				
Warrant: 20-11BW		Block/Batch: 09/19/2019/Bills	Posted: 09/19/2019	Exp	0.00	300.00	2,923.57
Tran. Type: Payable			By: epetrillo				
Presentation		Critical Hours - Search & Rescue in the White Mt	Frederic S. Stott				
Reimbursement		Tie Dye Program Supplies	Lauren Towler				
Reimbursement		Memberships Webinar & CD sleeves	Darcy Lepore				
Presentation		Vincent Price: Horrors Gentle Giant	Francis B. Mandosa				
15		10/30/2019 Lecture	Samuel J. Baltrusis Jr.				
5		4 One Hour Teen Yoga Classes	Kids Yoga with Allison LLC				
Warrant: 20-13BW		Block/Batch: 10/03/2019/Bills	Posted: 10/03/2019	Exp	0.00	240.00	2,062.37
Tran. Type: Payable			By: epetrillo				
Performance		Forensic Science Roadshow 9/16/19	Paul J. Zambella				
Performance		Crime Lab Case Files 11/18/19	Paul J. Zambella				
Warrant: 20-17BW		Block/Batch: 10/31/2019/Bills	Posted: 10/31/2019	Exp	0.00	600.00	1,762.37
Tran. Type: Payable			By: epetrillo				
RR191016-1		Best Songs from the Movies Performance 01/27/	Richard A Kruppa				
Bond 72082366		Company 0601 Agency 20-18309	CNA Surety Direct Bill				
Warrant: 20-19BW		Block/Batch: 11/14/2019/Bills	Posted: 11/14/2019	Exp	0.00	450.00	1,162.37
Tran. Type: Payable			By: epetrillo				
Performance		90 Minutes of Christmas Music 12/2/19	Christiana Boehmer				

Group as: 1111-***_****_***_***_***

Parameters: Fiscal Year: 2020 Start Date: 7/1/2019 end: 6/30/2020

Ledger History - Detail - General Ledger

Train. Name	Comment	Payee	Beginning	Debit	Credit	Ending
		2 Account(s) totaling:	0.00	11,005.06	7,937.76	3,067.30

Group as: 1111_****_*****_****_****_****

Parameters: Fiscal Year: 2020 Start Date: 7/1/2019 end: 6/30/2020

Ledger History - Detail - General Ledger

Tran. Name	Comment	Payee	Beginning	Debit	Credit	Ending
Total Group 1: Segment 1: Fund						
Code: 2703 - GRNT: Library State Aid				5,190.35	4,127.98	

