

Langley Adams Library

Board of Trustees

Meeting Minutes 07/15/20

TOWN OF GROVELAND

2020 AUG 13 AM 9:24

TOWN CLERK

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Attendance: Mary Lou Costello, Jan Dempsey, Robert Downey, Barbara Gauvin, Jamie Koulogras, Laurel Puchalski, Kathleen Prunier, Lee Thomas and Director Darcy Lepore

Absent: Jay Collins

Meeting was not recorded.

Call to order at 6:04 p.m. by L. Thomas on a motion made by K. Prunier, seconded by M. Costello

Minutes

- Minutes of 06/25/20 were approved by majority vote on a motion made by R. Downey, seconded by J. Dempsey. K. Prunier and B. Gauvin abstained as they were not present at said meeting.
- Minutes of 06/03/20 were approved by majority vote on a motion made by K. Prunier, seconded by B. Gauvin. R. Downey and J. Dempsey abstained as they were not present at said meeting.

Director's Report (see attached)

- Warrant # 20-49 was read: \$10,213.73.
- Discussion regarding increasing hours of operation for curbside pick-up and eventual opening of Library was held. Patrons have been requesting more hours for pick-up. With increased workload due to curbside pick-up and quarantine of returned materials, new materials needing to be processed, rearranging materials and furniture for safer traffic flow to allow social distancing once Library is opened to the public, and ongoing work required to be completed for the grant for the preservation project, D. Lepore said returning to full time Library hours is optimal. The Board of Health nurse, Claire Walsh, will be contacted to ensure compliance.
- L. Puchalski made the motion, seconded by B. Gauvin, to inform the Board of Selectmen of increase of operating hours, once per Board of Health's approval has been received.

Election of Officers

- Slate of Officers was voted unanimously on a motion made by B. Gauvin, seconded by J. Koulouras, as follows:
 - Chair: Lee Thomas
 - Vice Chair: Kathleen Prunier
 - Secretary: Laurel Puchalski
 - Treasurer: Mary Lou Costello
- Barbara Gauvin agreed to be co-signer for the checking account.
- M. Costello will proceed with acquiring bonding necessary for Treasurer position.

Other

- Reminder to complete and return forms to Town Clerk RE: Open Meeting Laws and proof of Code of Ethics training.
- D. Lepore's performance evaluation will be held on date of September board meeting.

Meeting was adjourned at 7:09 p.m. on a motion by K. Prunier, seconded by J. Koulouras and unanimously voted

Next meeting August 12, 2020 at 6:00 p.m. on lawn in front of Library

Respectfully submitted,

Laurel Puchalski, Secretary

**Langley Adams Library
Director's Report
July 15, 2020**

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Statistics

June Kanopy: 43
June Hoopla: 48
FY2020 Kanopy: 179
FY 2020 Hoopla: 306

Groveland Overdrive Check-outs in June: 573
Consortium-wide Overdrive Check-Outs in June: 63,039
Reciprocal Lending Borrows in June: 10,610
Reciprocal Lending Lends in June: 4,395

Programming

In June, we began regular programming again.

6/22 Jeanne Blasberg: 16 participants
6/29 Alena Dillon: 23 participants

Story times are recorded and sent out to patrons who register. Meghan has also been working with the teen librarians in West Newbury and Merrimac to run programs for patrons in grades 6-12, including a creative writing club and a graphic novel club. Programming has continued in earnest throughout July, and more information will be available in my August report.

ARIS/State Aid

I have started working on the ARIS, and will have it completed soon.

Other

I have incorporated the evening hours of the library for the weeks of 7/20 and 7/27. The Curbside/Foyer pick-up hours will be Monday and Wednesday 11-7:30 and Tuesday and Thursday, 11-5. As the Town hasn't given me the directive for a full week yet, I appreciate any back-up the Trustees can provide regarding returning to a full week.

Attachments: Variance Report