

Langley Adams Library

Board of Trustees

Meeting Minutes 08/12/20

TOWN OF GROVELAND

2020 SEP 21 AM 8:42

Attendance: Jay Collins, Mary Lou Costello, Jan Dempsey, Robert Downey, Laurel Puchalski, Kathleen Prunier, Lee Thomas and Director Darcy Lepore

Absent: Barbara Gauvin, Jamie Koulouras

Meeting was not recorded.

Call to order at 6:02 p.m. by L. Thomas on a motion made by L. Puchalski, seconded by K. Prunier.

Minutes

- Minutes of 07/15/20 were approved by majority vote on a motion made by K. Prunier, seconded by J. Dempsey. J. Collins abstained as he was not present at said meeting.

Director's Report (see attached)

- Warrant # 21-03 was read: \$9,735.33
- Warrant # 21-05 was read: \$18,838.29
- Discussion of opening plan was held, cleaning concerns being primary focus. D. Lepore will create an operating plan and email to Board, with target date of reopening in some form after LaborDay in conjunction with reopening of Town Hall. She states there are quite a few models from other towns she can investigate.
- discussion of Director's performance evaluation to be held at next meeting. D. Lepore will present a self-evaluation. L. Puchalski will send copy of the Evaluation Form and Director's job description to Board to peruse and prepare.

Treasurer's Report

- M. Costello reports that she has been bonded and in touch with representative from Bartholomew Financial.
- B. Gauvin needs to sign the official papers and the transfer procedure will be complete.
- M. Costello will ask the representative to join our October meeting to discuss LAL's portfolio.

Meeting was adjourned at 6:54 p.m. on a motion by M. Costello, seconded by L. Puchalski and unanimously voted

Next meeting September 16, 2020 at 6:00 p.m. on lawn in front of Library

Respectfully submitted,

Laurel Puchalski, Secretary

Langley-Adams Library
Director's Report
August 12, 2020

TOWN OF GROVELAND
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TOWN CLERK
RECEIVED/POSTED

Statistics

FY2020 Statistics:

Circulation: 28,935*

Holdings: 32,930

Patrons: 4,711

*Please note that the total circulation in FY19 was **44,418**. Our circulation of physical items came to a halt during our COVID-19 closure, but the numbers tell us that we would have been close/similar to last year's circulation numbers had there not been a pandemic.

July Statistics:

July Hoopla Statistics: 55 uses

July Kanopy Statistics: 51 uses

Average Reference Questions per day: 25

July Circulation/Renewals – 1,837

Programming

Zoom programming has been successful! The attendees that come to our in-person evening programs have been attending many of our Zoom programs. Many other members of the public have been interested in our Zoom programs as well.

7/20 Frank Mandosa – Hollywood Musicals: 18 attendees

7/13 Nicole Asselin – Murder at First Pitch: 24 attendees

7/27 Jane Oneil – Frank Lloyd Wright House: 35 attendees

Warrants

21-03 \$9,735.33

21-05 \$209.81 + \$1,628.48 = \$1,838.29

Total \$11,573.62

Museum Passes

Many of the museum passes are offering compensation and do not require renewal for a long

time. For example, the Zoo passes will be exchanged for promo codes and will be good until the end of the calendar year 2021. The Aquarium will let library patrons use the passes from when the museum was closed to reserve timed slots, though the renewal will still go into effect in September. The Peabody Essex Museum has extended their pass dates from ending in the fall to ending December 31st. The U.S.S. Constitution and the Parks passes are free, so those can always be renewed without any issue. The Museum of Fine Arts has not yet opened, and I have not yet heard from them regarding compensation or updates. The Museum of Science is not honoring library passes and I am waiting to hear back regarding any compensation. I am also waiting to hear back regarding the passes the Friends pay for: The Lowell Spinners and CuriousCity.

Other

Our new Curbside hours are going well. Patrons are appreciative of the extra hours.

Regarding the supplies we have: We currently have two boxes of gloves, two quart-sized bottles of disinfectant spray, four sanitizing stations that can be refilled, a large tub of sanitizing wipes, and four plexiglass sneeze guards. The cleaning supplies can all be refilled/replaced. I have free signs provided by Quill including ones to remind staff and patrons about the CDC guidelines regarding handwashing, social distancing, and wearing masks.

Attachments: July Variance Report, CPA Variance Report (Donations/State Aid will be included once they roll over to the new fiscal year)