

TOWN OF GROVELAND

2020 NOV 12 AM 10:30

Langley Adams Library

Board of Trustees

Meeting Minutes 10/15/20

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

**Absent:** Barbara Gauvin

**ZOOM Meeting** was not recorded.

**Guest:** Brian Jamros, from Bartholomew Financial

**Call to order** at 6:03 p.m. by L. Thomas on a motion made by L. Puchalski, seconded by M. Costello.

**Minutes**

- Minutes of 09/16/20 were approved unanimously on a motion made by K. Prunier, seconded by M. Costello.

**Treasurer's Report**

- Brian Jamros, representative from Bartholomew Financial presented the Annual Review for 2020 for LAL's portfolio.
- K. Prunier agreed to be co-signer for the account.

**Director's Report** (see attached)

- K. Prunier made the motion, seconded by M. Costello to approve up to \$650 from State Aid to purchase a new computer printer. Unanimously approved.
- D. Lepore gave an update on the health precautions being put in place by the Town as the Board requested for the cleaning and safety protocol measures. A big thank you to K. Prunier for her persistence in ensuring these measures are followed up on.
- Discussion on purchase of more comfortable chairs for patrons during events. Decision was tabled until after COVID pandemic and when things return to normal.
- The donut "breakfast" was well received by the Staff at this morning's meeting. Thank you, J. Dempsey, for organizing this!
- **Other**
- B. Gauvin has decided to resign from the Board. She agreed to remain on the Board until a replacement is found. Board members were asked to come up with nominations for next meeting. Thank you for your many years of service, Barbara!
- Director's Performance review has been collated and given to D. Lepore.

**Meeting** was adjourned at 7:16 p.m. on a motion by L. Puchalski, seconded by M. Costello, and unanimously voted.

**Next meeting** November 10, 2020 at 6:00 p.m. via ZOOM

Respectfully submitted,

Laurel Puchalski, Secretary

**Langley-Adams Library**  
**Director's Report**  
**October 14, 2020**

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TOWN CLERK  
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**Statistics**

**September Statistics:**

September Hoopla Statistics: 41 uses

September Kanopy Statistics: 33 uses

September Circulation/Renewals: 3,325

September Museum Pass Usage: 4 uses

2: State Parks Pass

1: New England Aquarium

1: Zoo New England

**Programming**

9/21 Spirits of New England: 75 attendees

9/28 Meg Mitchell Moore: 31 attendees

Total attendance across September programs: 168

Sue attended a Program Planners meeting on 10/13, and she spoke to many library staff about Zoom programs. Many libraries are still adjusting to Zoom programming. Having adjusted to Zoom programming over the past few months, we have had some great numbers! Children's programming has been a constant issue at most libraries over the past few months, as many adults prefer their children to do non-screen library programs when they are not doing their school work. Meghan has been working on Take-and-Makes for kids, which start this month. A teen program, Blackout Poetry, has been successful this month. I will be able to provide the official numbers in November.

**Warrants**

21-11     \$0

21-13     \$603.40 + \$20.34 + \$3,587.64 = \$4,211.38

Total     \$4,211.38

## **Other**

The printer in the back office is no longer viable. It no longer prints in color, and will not print at all unless you give it multiple commands to print in black & white. After running our printer issues by colleagues and talking to Tom at MVLC, I have come up with some options for a new printer for the back office. Tom gave me advice as to what to look for when searching for a new printer when it comes to being able to network it to the staff computers. The best option I came across was the **HP Color LaserJet Pro MFP M479fdw**, which is \$599.99. The link to it is in the email with this report. Currently this model is sold out, but I would be able to purchase something that is almost exactly the same if this one does not come back in stock.

**Attachments:** Variance Report, State Aid/Donations Report