

Langley Adams Library 2021 FEB 11 AM 9:52

Board of Trustees

Meeting Minutes 1/13/21

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

GOTOMEETING session was not recorded.

Call to order at 6:02 p.m. by L. Thomas on a motion made by M. Costello, seconded by J. Dempsey.

Minutes

- Minutes of 12/09/20 were approved by majority vote on a motion made by K. Prunier, seconded by M. Costello. E. Meuse abstained as she has not yet been sworn into the position. J. Koulouras abstained, as she was not present at meeting.

Director's Report (see attached)

- There has been continuing success of ZOOM presentations. Discussion was held regarding possibility of recording live presentations and presenting them on ZOOM platform at the same time after COVID restrictions are lifted, in keeping with one of the Library's long-range goals of increasing accessibility.

- Warrants presented to Board for review:

21-23 0

21-25 \$1,835 + \$229.50 + \$3,023.04 = \$5,087.54

21-27 0

Total \$5,087.54

- Review of FY22 Budget proposal prepared by D. Lepore and M. Costello. M. Costello made the motion, seconded by K. Prunier and voted unanimously to accept the proposal to be submitted.
- COVID updates to the Library are as follows: air ducts have been cleaned and the bathrooms have been partially upgraded to have sensor sinks. Small air purifiers and many supplies are available, including disinfecting spray, and wipes, Plexiglas separators, masks, etc. The larger air purifiers are on backorder.

- A request for a warrant article for Town Meeting will be given. After getting bids on flooring from local companies, Hastings Floor has given the most economical option: \$3960 for carpet tile in the Children's Room and \$4293 for vinyl in the meeting room.
- Contractor can repair windows, not roof.

Treasurer's Report

- M. Costello discussed the Bartholomew Financial monthly and quarterly reports.
- Discussion followed as to storage of reports. There is a file in the Office for statements.
- K. Prunier made the motion, seconded by L. Puchalski to review and investigate all financial holdings (Bartholomew Financial trust funds, Vanguard stocks, Citizens Bank account, and other stock holdings) with Town's Financial department after Town Meeting. Voted by majority vote, E. Meuse abstaining.
- M. Costello will contact Bartholomew Financial representative to obtain access for the account on line for Assistant Treasurer K. Prunier, and contact Citizen's Bank to receive statements. Library has not received statement copies from Town Hall in quite awhile.

Other

- E. Meuse presented idea for staff to offer education to patrons on social issues through books, movies and other media using a thematic approach. She will meet with staff to brainstorm ideas and discuss plans on how to disperse the information.

Meeting was adjourned at 7:35 p.m on a motion by K. Prunier, seconded by M. Costello, and voted by majority vote, E. Meuse abstaining.

Next meeting February 10, 2021 at 6:00 p.m. via ZOOM

Respectfully submitted,

Laurel Puchalski, Secretary

Langley-Adams Library
Director's Report
January 13, 2021

Statistics

December Statistics:

December Hoopla Statistics: 61 circulations

December Kanopy Statistics: 43 circulations

December Circulation/Renewals: 1,476

December Overdrive Circulations: 427

Programming

Stand Out Programming:

12/7: 20th Century Hollywood in Wartime America: 30 attendees

12/7-12/18 Wood Slice Ornaments for teens: 15 kits distributed

12/14: Mystery Author Gerry Boyle: 30 attendees

12/14-12/18: Take and Make Snowmen: 33 kits distributed

12/28: Robert Frost: 50 attendees

Totals:

Event Attendance by Event Category: December 1, 2020 - December 31, 2020

CATEGORY	EVENTS	REGISTRATIONS	REGISTERED ATTENDEES	HEAD COUNT	ADULT	TEENS	PRETEENS	CHILDREN
Adult Programs	11	95	118	126	136	0	0	0
All Ages Programs	9	0	0	33	0	0	0	33
Children's Programs	12	0	0	33	0	0	0	33
Teen Programs	24	30	38	78	30	15	0	33
All*	33	95	118	184	136	15	0	33

Warrants

21-23 0

21-25 \$1,835 + \$229.50 + \$3,023.04 = \$5,087.54

21-27 0

Total \$5,087.54

Operating Budget

Mary Lou and I have discussed the options for the budget. I have also discussed the minimum wage increase with the Interim Finance Director, who advised me to include the increase and write an explanation for a 2.09% increase rather than 2% or below.

COVID/Building Updates

The following updates have been implemented for patron and staff safety in the past few months:

1. The ducts have been cleaned.
2. The bathrooms have been partially upgraded to have sensor sinks.
3. We have small air purifiers. The large ones are on backorder.
4. We have many supplies ready, including spray, wipes, Plexiglas separators, masks, etc.

Floor companies have come in to assess the children's room and meeting room. We have received prices from a few companies, the best pricing being from Hastings so far. The contractor we have been in touch with cannot work on the roof, but he can work on the windows.

Attachments: Variance Report; State Aid/Donation Report