

attach browsing plan/ tech plan to minutes (with dir report)

TOWN OF GROVELAND

2021 APR 15 AM 11:32

TOWN CLERK  
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**Langley Adams Library**

**Board of Trustees**

**Meeting Minutes 3/10/21**

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

Jay Collins was absent. (J. Dempsey arrived late)

ZOOM session was not recorded.

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

**Minutes**

- Minutes of 2/10/21 and 2/16/21 were approved by majority vote on a motion made by K. Prunier, seconded by R. Downey. J. Koulouras abstained, as she was not present at 2/17/21 meeting.

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

- Program attendance numbers are up.
- FinCom meeting has been changed to 4/7/21. It was suggested all Board members try to attend in support.
- D. Lepore presented her technology request (see attached). She reported that up to 10% of Materials budget line item may be spent on technology. The three public workstations and adapters will be purchased using these funds. Discussion regarding Board's former vote to approve spending on technology needs at 3/11/20 meeting was held. Due to extenuating circumstances, the money was not spent. L. Puchalski made the motion, seconded by R. Downey, to revise that vote and approve up to \$1,000 from State Aid and up to \$4,000 from trust fund accounts for purchase of circulation desk workstation and adapter and four staff workstations and

adapters. Appropriate trust funds to be used for funding will be determined by Treasurer M. Costello and Vice Chair K. Prunier.

- J. Koulouras asked if the ZOOM meeting could be recorded for future. Recording began @ 6:30 p.m.
- Review of Browsing plan for reopening of library on 3/22/21. Secretary L. Puchalski will send a copy to BOS to inform them of the plan. Approval for “soft opening”, by appointment only, was given by Board of Health on 2/21/21.
- Treasurer’s Report
- M. Costello discussed the Bartholomew Financial monthly report.

#### **Other**

- Discussion on possibly changing meeting times and/or days, continuing with ZOOM meetings. Board members were asked to email Chair L. Thomas on their availability.

**Meeting** was adjourned at 7:04 p.m on a motion by M. Costello, seconded by J. Dempsey.

**Next meeting** April 14, 2021 at 6:00 p.m. via ZOOM

Respectfully submitted,

Laurel Puchalski, Secretary

**Langley-Adams Library**  
**Director's Report**  
**March 10, 2021**

**Statistics**

**February Statistics:**

February Hoopla Statistics: 48 circulations

February Kanopy Statistics: 58 circulations

February Circulation/Renewals: 1,799 circulations

February Overdrive Circulations: 464 circulations

**Programming**

**Stand Out Programming:**

2/1 The Museum of Bad Art – 46 attendees

2/1 – 2/10 Valentines Take-and-Make – 41 kits distributed

\*2/17 Curious Creatures – 58 attendees

2/16 – 2/19 Wobble Egg Take-and-Make – 33 kits distributed

\*\*2/19 Luanne Rice – 177 attendees

2/22 Presidential Landmarks – 43 attendees

\*\*2/26 J.A. Jance – 173 attendees

\*This program was paid for by the Friends of the Groveland Library

\*\*These programs were free to us, but the libraries that financially contributed to these programs allowed us to be a part in exchange for our library advertising them. Sue has a great following of patrons and an average of 80 Groveland patrons have been attending these shared programs.

**Totals:**

**Event Attendance by Event Category: February 1, 2021 - February 28, 2021**

CATEGORY	EVENTS	REGISTRATIONS	REGISTERED ATTENDEES	HEAD COUNT	ADULT	TEENS	PRETEENS	CHILDREN
Adult Programs	25	102	145	549	172	1	0	76
All Ages Programs	15	30	63	99	22	1	0	76
Children's Programs	24	30	63	150	39	1	0	119
Teen Programs	21	39	63	135	22	4	0	109
<b>All*</b>	<b>35</b>	<b>102</b>	<b>145</b>	<b>603</b>	<b>480</b>	<b>4</b>	<b>0</b>	<b>119</b>

## **Warrants**

None for February.

## **Operating Budget/Capital Budget**

Updated date for meeting with the Finance Board: Wednesday, April 7<sup>th</sup> at 5pm

## **State Aid**

Our first State Aid award for FY21, which is a total of \$5,553.09, arrived on February 10<sup>th</sup>, as confirmed by the Town Accountant. This amount has not shown up on the State Aid report the Town Accountant has sent yet, but she has assured me that we are able to pay bills with these funds. We have a total of \$10,882.51 in State Aid before Warrant 21-37 is applied.

## **Other**

At the February meeting, I was asked to create a proposal for totals requested for staff computers and office chairs. I have created this proposal as an attachment to report. I have also included the specs and costs provided by MVLC and MassCor.

## **Attachments:**

- Technology/Office Chair Proposal + Specs provided by MVLC and MassCor.
- Browsing Appointments Plan
- Budget/Variance Report
- State Aid/Donations Report

## **Browsing Appointments Plan**

These open hours will be the majority of our regular open hours.

All plans will be put into easy-to-understand PDF flyers for patron distribution, and emphasized to staff as well.

Patrons will call to make an appointment, and staff will take down their name and phone number. Staff will check off next to each name when patrons arrive for their browsing appointment.

Four Plexiglas dividers will stand at the desk as an extra barrier between the public and staff.

1 bathroom for staff, 1 for patrons.

### **Patrons:**

1. Patrons must wear masks (ages 3+) and socially distance. No mesh masks! If patrons do not bring masks, a mask will be provided.
2. Patrons must sanitize when coming in (staff assigned to be at the desk will emphasize this when patrons enter)
3. Teen and children's room closed as per precedent set by other libraries. Instead, a browsing selection of children's and teen books will be available in the main library and staff will be on hand to retrieve requested items.
4. Half hour appointments for browsing. No computer availability at the start.
5. Staff assisted copying – exact change or check accepted.
6. Meeting room unavailable.
7. All returned items must be put in book drop outside or the one at the circulation desk. Staff will quarantine the items for 2 days during which the items will stay on patrons' cards.
8. No food or drink allowed.
9. Pay attention to signs and don't enter the building if you have COVID-19 symptoms.

### **Staff:**

1. Wear masks and stay 6 feet apart.
2. Sanitize (use sanitizer at desks)
3. One staff member at desk at all times to emphasize to patrons about sanitizing and masks.
4. Wipe down buttons on the copy machine between each use.
5. Staff will assist patrons with copying rather than having patrons do it themselves. Staff must accept only exact change.
6. Emphasize curbside hours to patrons who know which items they want.
7. Continue to quarantine all returned items for 2 days. Quarantined items will move from the main library to the meeting room.
8. Wipe down door handles when patrons enter or leave.

9. Make sure air purifiers are running throughout the day or on a timer.
10. At the end of the day, place the appointment sheet for the day on Darcy's desk.

**Browsing Hours:**

Three patrons per appointment time. These will be available in an easy-to-read sheet for staff to fill out. Unavailable times due to open/closing times will be blacked out. 1 appointment per day per person. At the beginning, only appointments will be accepted.

T/Th/F/S	10:30-11
T/Th/F/S	11-11:30
T/Th/F/S	11:30-12
T/Th/F/S	12-12:30
T/Th/F/S	12:30-1
T/Th/F/S	1-1:30
M/T/W/Th/F	1:30-2
M/T/W/Th/F	2-2:30
M/T/W/Th/F	2:30-3
M/T/W/Th/F	3-3:30
M/T/W/Th/F	3:30-4
M/T/W/Th/F	4-4:30
M/T/W/Th	4:30-5
M/W	5-5:30
M/W	5:30-6
M/W	6-6:30
M/W	6:30-7
M/W	7-7:30

## **Technology Request:**

### **3 public workstations + 3 monitor adapters**

Computer: \$686.19

Monitor adapter: \$30

$\$686.19 + \$30 = \$716.19$

$\$716.19 \times 3 = \$2,148.57$

**Requested for public workstations: \$2,148.57**

### **1 circulation desk workstation + 1 monitor adapter**

Computer: \$686.19

Monitor adapter: \$30

$\$686.19 + 30 = \$716.19$

**Requested for circulation desk workstation: \$716.19**

### **4 staff workstations + 4 monitor adapters**

Computer: \$852.86

Monitor adapter: 30

$\$852.86 + \$30 = \$882.86$

$\$882.86 \times 4 = \$3,531.44$

**Requested for staff workstations: \$3,531.44**

**Total Technology: \$6,396.20**

## **Office Chair Request:**

### **4 staff office chairs**

1 chair: \$175

$\$175 \times 4 = \$700$

**Requested for office chairs: \$700**