

Langley Adams Library

Board of Trustees

Meeting Minutes 4/14/21

TOWN OF GROVELAND

2021 MAY 14 AM 11:06

TOWN CLERK

REGISTERED

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

J. Koulouras was absent.

ZOOM session was not recorded.

**Call to order** at 6:09 p.m. by L. Thomas on a motion made by K. Prunier, seconded by M. Costello.

**Minutes**

- Minutes of 3/10/21 were approved by majority vote on a motion made by K. Prunier, seconded by R. Downey. J. Collins abstained, as he was not present at said meeting.

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

- Browsing appointments have been successful.
- Warrants were read:

21-37	\$7,145.04
21-39	\$179.92
Total	\$7,324.96
- FY22 State Aid amount is the highest LAL has ever received, in the amount of \$11,115.20.
- The purchase and delivery of the four office chairs and installation of eight computers has been completed. Payment was made through the following funding accounts: \$2,148.57 from the budget, \$3,947.63 from interest from appropriate trust funds, and \$1,000 from State Aid.
- New carpet for the Children' room and laminate for the Teen/ Meeting Room has been approved and will be installed in the coming months.
- LaserFiche access for the Library has been set up to store the digitized documents securely. This is funded by the CPA Digitization Project.

**Treasurer's Report**

- M. Costello shared the Bartholomew statement and indicated the trust funds used for furniture and computer purchases.

**Other**

- Discussion on continuing with ZOOM meetings.

**Meeting** was adjourned at 6:53 p.m on a motion by R. Downey, seconded by L. Puchalski.

**Next meeting** May 12, 2021 at 6:00 p.m. via ZOOM

Respectfully submitted,

Laurel Puchalski, Secretary



**Langley-Adams Library  
Director's Report  
April 14, 2021**

TOWN OF GROVELAND  
2021 MAY 14 AM 11:03  
TOWN CLERK  
RECEIVED/POSTED

**Statistics**

**Event Attendance by Event Category: March 1, 2021 - March 31, 2021**

CATEGORY	EVENTS	REGISTRATIONS	REGISTERED ATTENDEES	HEAD COUNT	ADULT	TEENS	PRETEENS	CHILDREN
Adult Programs	16	200	250	500	499	1	0	0
All Ages Programs	10	20	25	40	25	0	0	15
Children's Programs	14	0	0	44	13	0	0	31
Teen Programs	13	97	123	132	114	3	0	15
All*	27	200	250	546	512	3	0	31

March Hoopla Circulations: 48 circulations

March Kanopy Circulations: 132 uses

March Overdrive Circulations: 509 circulations

March Regular Circulations: 1,812 circulations

**Programming**

Stand out March Programming:

3/1 Author Joanna Schaffhausen - 40 attendees

3/2 Author Susan Mallery - 222 attendees\*

3/15 Author Stephanie Graves - 50 attendees

3/15-3/19 Pop Rocks Take-and-Make - 15 kits distributed

3/22 Law and Order Boston - 43 attendees

3/29 Crime Lab Case Files - 40 attendees

3/31 Textile Factory Girls - 41 attendees

\*This program was a combined effort amongst Tewksbury Public Library and several other libraries in the MVLC. We were included at no cost to us.

**Warrants**

21-37    \$3,317.62 + \$3,748.38 + \$79.04 = \$7,145.04

21-39    \$179.92

Total    \$7,324.96

**State Aid**

The second State Aid award is set to be distributed this month. Our second payment is \$5,562.11.

Our total State Aid award for Fiscal Year 2021 is \$11,115.20.

### **Browsing Appointments Update**

As a general update, the browsing appointments have been going well! They are still fairly sparse, likely due to the fact that computers and the children's room are unavailable. However, upon the completion of the carpeting project (mentioned in this report in the Other section), I am looking to re-open the children's room by appointment. This will likely take place between the end of April and mid-May. I will likely incorporate computer appointments toward the end of April. Despite all of these facts, the browsers we have had have been very understanding about all of the current changes and the time limit.

### **Personnel**

Sergei has left Langley-Adams Library for a full-time position. I have been interviewing several great candidates and I will be able to present the new Library Assistant to the Board for introductions next month.

### **Other**

The four office chairs have arrived.

The eight computers will be installed Wednesday, April 14<sup>th</sup>.

I am working with the Interim Finance Director, the Facilities Coordinator, and a project manager on the replacement carpet for the children's room and laminate for the teen/meeting room area. These funds are already set aside for this project. Originally, I had submitted a capital request for these funds, but this request is no longer applicable.

At the meeting on April 5th, the Board of Selectmen and the Finance Board voted to move ahead with the Fiscal Year 2022 operating budget we submitted.

Regarding the current CPA Digitization project, a representative from Boston Systems and Solutions visited the Library to get the process started of setting up LaserFiche access for the Library. LaserFiche is a document management program and will allow us to store the digitized documents securely.