

Langley Adams Library

Board of Trustees

Meeting Minutes 06/09/21

TOWN OF GROVELAND

2021 JUL 15 AM 8:58

TOWN CLERK
RECEIVED/POSTED

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

Absent: Jaime Koulouras

ZOOM session was not recorded.

Call to order at 6:04 p.m. by L. Thomas on a motion made by L. Puchalski, seconded by K. Prunier.

Treasurer's Report

- Brian Jamros reported on the LAL portfolio from Bartholomew Financial.
- Discussion followed and questions were answered.
- M. Costello received notification from Andrews Insurance that \$363 will be charged to renew her bonding as Treasurer for 7/21-7/22.

Minutes

- Minutes of 5/12/21 were approved unanimously as amended on a motion made by K. Prunier, seconded by M Costello.

Director's Report (see attached)

- Warrants were read:
21-45 \$7602.20
21-47 \$1110.67 + 1033.00 = \$2143.67
Total \$9745.87
- Friends of the Library held their June 5 Book Sale. Many people were glad to have the opportunity to donate their books.
- K. Prunier made the motion, seconded by E. Meuse to approve \$350 to purchase a pass for Mass Audubon and \$200 to purchase a pass for Trustees of Reservations from the State Aid account. Unanimously approved.
- K. Prunier made the motion, seconded by J. Dempsey to open LAL on June 15 keeping all safety precautions in place as the State of Emergency ends. Voted unanimously. Children's Room and Teen Room will be opened.
- Replacement of rugs is on hold, due to needing to pay prevailing wage, which has more than doubled the cost.

- Hotspot devices will be made available for free through MBLC for 2022. D. Lepore will write up a policy for their use.
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Other

- Discussion held on the update from KP Law, Town Legal Firm, RE: public meetings and re-turning to in-person meetings.

Meeting was adjourned at 7:41p.m on a motion by K. Prunier, seconded by M. Costello.

Next meeting on July 14, 2021 via ZOOM

Laurel Puchalski, Secretary

Langley-Adams Library
Director's Report
June 9th, 2021

Statistics

May Statistics:

May Hoopla Statistics: 56 circulations

May Kanopy Statistics: 97 plays

May Circulation/Renewals: 1,516

May Overdrive Circulations: 507

Programming

Stand Out Programming:

13 TAG Take Out Kits distributed for teens

5/3 Greatest Sitcoms of All Time – 28 attendees

5/10 Author Lee Hollis – 35 attendees

5/17 Author Patricia Falvey – 45 attendees

5/17-5/22 Take-And-Make Sunglasses – 22 kits distributed

5/26 Merrimack: The Resilient River – 39 attendees

Totals:

Event Attendance by Event Category: May 1, 2021 – May 31, 2021

CATEGORY	EVENTS	REGISTRATIONS	REGISTERED ATTENDEES	HEAD COUNT	ADULT	TEENS	PRETEENS	CHILDREN
Adult Programs	19	177	164	176	147	1	0	0
All Ages Programs	12	5	11	26	0	1	0	22
Children's Programs	11	37	30	35	0	0	0	31
Teen Programs	12	5	11	26	4	1	0	22
All*	28	134	108	272	240	1	0	31

*Please note that TAG Take Out is not listed in these totals as it was not a calendar program. However, it will be noted on the statistics we sent to the state!

Warrants

21-45 \$7,602.20

21-47 \$1,110.67 + \$1,033 = \$2,143.67

Total \$9,745.87

Personnel

Kelsey will be leaving us for a full time position as of June 21st. I will be continuously working on filling this position this month. I interviewed several great candidates in April, and would like to reach out to them to see if they are still interested in the position and offer them second interviews.

Other

I have researched both the pass for the Trustees and the Mass Audubon. I would love to provide either or both to our patrons!

Trustees: They offer the GO Pass for libraries. They are for admission only, and generally offer free admission (at a few places it will offer reduced admission). Admission includes 2 adults, and children under 18.

These passes come in a pass book. 50 passes cost \$200, and 100 passes cost \$350.

Mass Audubon: They offer a Library Partners program. This is a circulating pass, much like the Mass Parks pass. This means it would get returned to the library after each use. This pass can be used for up to 4 people at a rate of about \$2 per person, and children under 2 are admitted for free.

This pass costs \$350.

Re: Appointments/Opening progress. Computer appointments are now available, as are Saturday appointments. As the Town Hall will be opening with appointments on Tuesday, June 15th, the assumption is that the Library will follow suit on the same day. Safety precautions will stay in place, such as: Plexiglas, Air Purifiers, Sanitizer, etc.

While the flooring projects are up in the air, the Children's and Teen rooms can be opened on 6/15 as well. If these projects move forward soon, I will work on a timeline for the use of these rooms.

Upon the start of Fiscal Year 2022, I plan to purchase nametags for staff from Demco. These nametags will give first name and position. This will fulfill an aspect of our Action and Strategic Plans.

The MBLC will be starting a Hotspot Lending Program in FY2022 between September 2021 and September 2022. I have applied to this program and requested 10 hotspots. Should we be approved for this program, I will draft up a policy that patrons will be required to sign when borrowing a Hotspot.

Attachments: