

TOWN OF GROVELAND

2021 OCT 14 PM 3:03

Langley Adams Library

Board of Trustees

Meeting Minutes 09/08/21

Attendance: Mary Lou Costello, Jan Dempsey, Robert Downey, Jaime Koulouras, Elaine Meuse, Laurel Puchalski,

Kathleen Prunier, Lee Thomas and Director Darcy Lepore

Absent: Jay Collins ZOOM session was not recorded.

TOWN CLERK
LAUREL PUCHALSKI

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

Minutes

- Minutes of 8/11/21 were approved by majority vote on a motion made by K. Prunier, seconded by E. Meuse.
- J. Koulouras abstained as she was not present at said meeting.

Director's Report (see attached)

- Circulation statistics continue to rise.
- Discussion held regarding low use of passes. It was suggested we spread the word as Board members in our private social media accounts, etc. to encourage patrons to use the passes.
- Warrants were read:
22-07 \$10,047.78
22-09 0
Total \$10,047.78
- Discussion was held concerning purchase of a 360 camera. D. Lepore presented quote for the OwlLab camera. After discussion, she will investigate similar cameras from other companies and contact OwlLab to answer questions from Board members (warranty parameters, trial period, technical support). K. Prunier made the motion, seconded by L. Puchalski and voted unanimously to approve spending up to \$1200 from State Aid to purchase a 360 camera.
- D. Lepore requested a laptop to be used with the projector and 360 camera. She presented information on the laptop MVLC recommended. By purchasing through MVLC the library would be provided with technical support and any necessary repairs. It was suggested the laptop be as up-to-date as possible, and K. Prunier made the motion, seconded by J. Koulouras to approve up to \$1400 for purchase of a new laptop from MVLC, financing to come from State Aid. Unanimously approved.
- D. Lepore presented the HOTSPOT policy, created using MBLC's guidelines. Board voted unanimously to approve the policy, was amended, changing the minimum age from 17 to 18, on a motion from K. Prunier, seconded by M. Costello.
- Youth Services Librarian Meghan McCabe has given her notice, and will be leaving September 17. Job description and posting will be done. Discussion followed as to Board's involvement in interview process. Adult Services Librarian Sue Nakanishi will interview applicants with Director Lepore.
- L. Thomas will resend a letter to BOS requesting a new door, as there has been no response to his earlier letter.

Treasurer's Report

- M. Costello gave the monthly report by Bartholomew Financial.

Other

- There is a possibility of the Library receiving a large donation of archival material from a local resident. K. Prunier asked for assurance that the CPC-funded project be worked on if staffing schedules allowed. D. Lepore will arrange for continuance of work on the project.
- Discussion was held on the placement of the COA tent, placed on a handicapped parking spot for the Library. There have been no patron complaints, however, the tent will be placed elsewhere in the spring after further investigation into possible locations is done.
- **Slate of Board Officers for election, voted unanimously:**

Chair	Lee Thomas
Vice chair	Robert Downey
Treasurer	MaryLou Costello
Secretary	Laurel Puchalski
- M. Costello suggested we have elections of Board Officers during the first meeting after Town election in the future. It will be revisited next spring.

Meeting was adjourned at 7:35 p.m. on a motion made by M. Costello, seconded by L. Puchalski and unanimously voted.

Next meeting will be held via ZOOM on October 13, 2021 at 6:00 p.m.

Meeting was adjourned at 7:02 p.m on a motion by L. Puchalski, seconded by K. Prunier.

Next meeting to be determined by Chair
Laurel Puchalski, Secretary

Langley-Adams Library
Director's Report
September 8, 2021

Statistics

August Statistics:

August Hoopla Statistics: 57 circulations

August Kanopy Statistics: 17 plays

August Circulation/Renewals: 2,802 (+125 from July)

August Overdrive Circulations: 604 (+44 from July)

Programming

Stand Out Programming:

8/2 Author Catriona McPherson – 37 attendees

8/23 Katharine Hepburn – 37 attendees

8/30 Woolworth Building – 33 attendees

Totals:

Event Attendance by Event Category: August 1, 2021 - August 31, 2021

CATEGORY	EVENTS	REGISTRATIONS	REGISTERED ATTENDEES	HEAD COUNT	ADULT	TEENS	PRETEENS	CHILDREN
Adult Programs	10	91	107	128	121	6	0	6
All Ages/Outreach	6	9	0	12	0	0	0	12
Children's Programs	11	4	14	45	11	0	0	47
Teen Programs	9	4	6	23	2	0	0	12
All*	27	103	123	241	185	9	0	47

Museum Passes

Pass Use by Institution: August 1, 2021 - August 31, 2021

INSTITUTION	QUANTITY
Massachusetts State Parks (Department of Conservation and Recreation)	6
Museum of Science	2
New Bedford Aquarium	7
Fault Linesquand	1
TOTAL PASSES USED	19

Warrants

22-07 \$10,047.78*
22-09 0

Total \$10,047.78

* Majority of total is the Ingram book order from July

State Aid Update

I am nearly finished with the Compliance Form and Financial Report. Currently, I am only waiting on numbers from the Town Accountant. She should be sending them to me this week or next week. We reached our financial goals in Fiscal Year 2021.

Camera

I have spoken with a representative from Owl Labs, who has prepared a quote for us. Attached is information about the Meeting Owl Pro as well as the quote prepared. The quote total is \$999.

This camera will easily interact with Zoom and allow us to host hybrid programming when we are able to resume in-person programming at the Library.

I have sent the Board the link to information about the Meeting Owl/Owl Labs so that they can peruse

Laptop

Even though we have some Surface Pro tablets that we acquired from the Town last year, the Library is still in need of a real laptop. A laptop will have the correct ports that we need to attach to our projector. We will be able to attach the laptop to the projector and the new camera at the same time. At the moment, we would be able to attach a Surface Pro to the camera mentioned above, but we would not be able to attach it to the projector.

I am including the document from MVLC for the laptop their technology experts recommend. Obtaining a laptop through MVLC would ensure that they would be able to troubleshoot and do repairs if anything goes wrong with it.

Hotspot Lending Policy

Attached is the draft for our Hotspot Lending Policy. Some aspects of the policy are MBLC requirements, including: the patron checking out the hotspot must be at least 17 years old, and that the filtering on hotspots must be on by default.

Other

Special accounts still haven't rolled over to the new fiscal year; however, Ellen provided this information for me regarding the State Aid Account:

Balance at 6/30/2021:	\$6,411.25
FY22 Rev:	\$0.00
FY22 Exp:	\$2,184.83
Balance at 9/02/2021:	\$4,226.42

Attachments: Variance Report; MeetingOwl Pro Quote; Specs for Laptop; Hotspot Lending Policy Draft