

Langley Adams Library

Board of Trustees Meeting Minutes 01/12/22

TOWN OF GROVELAND

2022 FEB 10 AM 11:34

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 6:05 p.m. by L. Thomas on a motion made by K. Prunier, seconded by R. Downey

**Minutes**

- Minutes of 12//08/21 were approved by majority vote on a motion made by K. Prunier, seconded by R. Downey.
- K.Prunier and E. Meuse did not vote, as they were absent from said meeting.

**Treasurer's Report**

- M. Costello gave the quarterly and monthly report from Bartholomew Financial.
- R. Downey requested that the full reports be kept at the Library for the Board's perusal.
- K. Prunier suggested M. Costello ask B. Jamros if we should to increase the equity of the Portfolio to keep up with inflation.

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

- Programs were well-attended in December.
- Warrants were read:  
22-23 \$171.63 + \$1,102.08 = \$1,273.71  
22-25 \$3,269.59 + \$47.93 = \$3,317.52  
22-27 \$2,084.50 + \$1,445.14 = \$3,529.64  
Total \$8,120.87
- K. Prunier made the motion, seconded by R. Downey to spend \$1700 from State Aid to pay for a website designed by John Guilfoil Public Relations along with other Town Departments. Roll call vote was taken. Voted unanimously.
- Budget proposal was discussed. The Budget includes a new 10-hour Library Assistant position to work on Monday and Wednesday mornings and alternating Saturdays if we were to be open on Monday and Wednesday mornings, as requested by patrons. The proposal also includes pay raises, based off minimum wage increases. Discussion followed concerning increases. K.Prunier made the motion, seconded by M.Costello to accept the proposed budget. Unanimously voted.

**Contract negotiation**

- K. Prunier made the motion to approve the contract for FY23 for D. Lepore 4.5% increase, seconded by M. Costello. Voted unanimously.

**Other**

- K. Prunier, J. Collins and E. Meuse will be up for re-election this spring. They were asked to consider re-running.

Meeting was adjourned at 7:37 p.m. on a motion made by K. Prunier, seconded by E.Meuse and unanimously voted. Next meeting will be held via ZOOM on February 9, 2022 at 6:00 p.m.

Respectfully submitted, Laurel Puchalski

**Langley-Adams Library**

**Director's Report**

**January 12, 2022**

**Statistics**

**December Statistics:**

December Hoopla Statistics: 34 plays

December Kanopy Statistics: 39 circs

December Circulation/Renewals: 2,170

December Overdrive Circulations: 468

**Programming**

**Stand Out Programming:**

12/9 David Baldacci – 540 attendees\*

12/16 Pinecone Ornament Craft – 17 attendees

12/20 Origin of Christmas – 51 attendees

12/28 Sparkle Story time – 21 attendees

\* The programs with an asterisk indicate that this program was a virtual collaboration with other libraries in Massachusetts, mainly in our consortium.

**Totals:**

Adult Programming Attendance: 700

Youth Programming Attendance: 43

Virtual Programming Attendance: 639

Live In-Person Programming Attendance: 104

**Museum Passes**

New England Aquarium – 2

Museum of Science - 4

Total – 6 passes used

## Warrants

22-23     $\$171.63 + \$1,102.08 = \$1,273.71$   
22-25     $\$3,269.59 + \$47.93 = \$3,317.52$   
22-27     $\$2,084.50 + \$1,445.14 = \$3,529.64$

Total     $\$8,120.87$

## Personnel

Sherry Sabins was appointed to the Library Assistant position on 1/3/22 and her first day was 1/5/22. Hannah has resigned from her position as Library Page as of 1/9/22 and I am starting to work on filling the position.

## Other

The Budget for FY22 is presented in this packet. The Budget includes a new 10-hour Library Assistant position to work on Monday and Wednesday mornings and alternating Saturdays to alleviate the hardship on current staff members if we were to be open on Monday and Wednesday mornings.

The Town and various Town departments, including the Library, will be getting a newly redesigned website designed by John Guilfoil Public Relations. The Town will be covering the month-to-month maintenance fees, but each Town department being included has been asked to contribute to the one-time set-up fee. **The amount that the Town is asking each department to contribute to the fee is \$1,700.** The total price will be \$12,000. This is a great opportunity for us. JGPR uses the most up-to-date servers and technology and has been extremely communicative when I send our PR to them. Our website has needed a redesign for several years, and while we will maintain the langleyadamslib.org address, the branding will make it clear that we are a Town department. Our program calendar will also be able to filter into the Town website calendar, increasing our visibility and advertising. The Town is looking for this to be set-up within the next six months.

*Attachments: Budget documents including ClearGov information PDF with exact percentages, cover sheet, staff salary worksheet, and overall budget worksheet;*