

Langley Adams Library
Board of Trustees Meeting Minutes 11/09/22

Attendance: Robert Downey, Laurel Puchalski, Lee Thomas and Director Darcy Lepore were in present in person. Lindsey Aylward, Mary Lou Costello, Jan Dempsey, Nancy Hurley, and Kathleen Prunier attended remotely.
Absent: Jay Collins
ZOOM / Hybrid session was recorded.

Call to order at 6:02 p.m. on a motion made by R. Downey seconded by L. Puchalski

Minutes

Minutes of 10/12/22 were approved by majority Roll Call vote on a motion made by K. Prunier, seconded by M. Costello. L. Aylward abstained as she was absent from meeting.

Treasurer's Report

- M. Costello previously sent the Bartholomew report for Board's review.
- No new actions taken.

Director's Report (see attached)

- Page position will need to be filled as Gianna Paroles is leaving.
- Warrants were read:

23-15 \$230.55 + \$50 + \$1,147.97 = \$1,428.52
23-17 \$4,105.06 + \$582.56 = \$4,687.62

Total \$6,116.14*

*The bulk of this is our Ingram bill for October

- D. Lepore requested that the Library be closed on Saturday, December 24 (Christmas Eve). K. Prunier made the motion, seconded by R. Downey to close the Library on that day, hours of work to be made up the following week, which will be school vacation week, at the discretion of the Director. Unanimous Roll Call vote (excepting L. Aylward, who temporarily left the meeting due to internet issues)
- MBLC Action Plan for FY24 was reviewed and discussed. K. Prunier made the motion, seconded by L. Puchalski to accept the Plan as amended. Unanimous Roll Call vote (L. Aylward present)
- Revised HOTSPOT Lending Policy was reviewed and voted unanimously by Roll Call vote to accept, on a motion made by R Downey, seconded by L. Puchalski.
- Revised Borrower's Agreement was reviewed and voted unanimously by Roll Call vote to accept, with amendments, on a motion made by R Downey, seconded by L. Puchalski.
- Library Card Eligibility Policy was reviewed and voted unanimously by Roll Call vote to accept, on a motion made by R Downey, seconded by L. Puchalski.
- Museum Pass Policy was reviewed. Motion made by R. Downey, seconded by L. Puchalski, to accept. Voted unanimously by Roll Call vote.
- D. Lepore will send copies of all LAL policies to Board.

Bylaws Evaluation sub-Committee

TOWN OF BROVELANT
2022 DEC 23 AM 9:39
TOWN CLERK
RECEIVED/POSTED

- Discussion held on term limits of Officers. Amendments were made. R. Downey made the motion, seconded by L. Puchalski, and unanimously voted by Roll Call vote to accept the revised and amended Bylaws.
- The revision of the Bylaws will be sent by L. Puchalski for perusal to MBLC before submitting to the Town for Town Meeting.

FY24 Budget

- Budget is due sometime before the end of 2022.
- Packets have not yet been received from Finance Committee.
- D. Lepore will meet with Treasurer M. Costello when information is distributed, and will present their proposal at next Board meeting.

Board Evaluation of Director

- R. Downey collated and computed the evaluations made by Board members (seven were received) and distributed the results to D. Lepore and Board members for review prior to this meeting.
- Discussion was held regarding the results, a positive 4.5 out of 5 possible rating! Kudos to our Director!
- After the next Town Meeting, the Board will work on creating a new evaluation/performance form.

Volunteer and Staff Appreciation

- Discussion was held RE: volunteer appreciation/ staff appreciation event.
- Money will be collected by D. Lepore to purchase coffee and donuts/muffins,etc to have at the December Staff meeting and to purchase something for volunteers. L. Thomas and D. Lepore will coordinate.
- A spring event will be planned to acknowledge volunteers.

Meeting adjourned at 7:25 p.m. on a motion made by K. Prunier, seconded by L. Puchalski and unanimously voted on a Roll Call vote.

Next meeting will be held December 14, 2022 at 6:00 p.m.

Respectfully submitted,
Laurel Puchalski

Langley-Adams Library
Director's Report
November 9, 2022

Statistics

October Statistics:

October Hoopla Statistics: 72 circs

October Kanopy Statistics: 37 plays

October Circulation/Renewals: 2,462 circs

October Overdrive Circulations: 567 circs

Programming

October Numbers:

Stand Out Programming:

10/22 Spooky Saturday – 32 attendees

10/24 Lost Girls of Willowbrook - 62 attendees*

10/31 History of Halloween – 124 attendees*

*These programs were co-hosted by other libraries, but they were initiated by Sue.

Totals:

Adult Programming Attendance: 730

Youth Programming Attendance: 236

Virtual Programming Attendance: 396

Hybrid Programming In-Person Attendance: 39

Hybrid Programming Virtual Attendance: 206

Live In-Person Programming Attendance: 325

Museum Passes

October Totals:

Parks Pass – 2

Museum of Fine Arts – 5

New England Aquarium – 2

Trustees of the Reservations – 1

Mass Audubon – 1

Museum of Science - 2

Total – 13

Warrants

23-15 $\$230.55 + \$50 + \$1,147.97 = \$1,428.52$

23-17 $\$4,105.06 + \$582.56 = \$4,687.62$

Total $\$6,116.14^*$

*The bulk of this is our Ingram bill for October

State Aid

We were in the first round of certifications, and we were approved for State Aid the first week of November. Our first half of State Aid funding will arrive this month.

Personnel

Justin Doucette has started working as a page. Due to his experience as a volunteer, he was able to adapt quickly.

Holiday Request

I would like to request permission to provide an official closing for the Library staff on December 24th. It falls on a Saturday this year.

Other

The Action Plan for Fiscal Year 2024 is attached.

The revised Hotspot policy draft is attached. Changes are noted in red. Not many changes needed to be made to the policy. There will now be a fee for lost/damaged hotspots due to the fact that we will no longer be able to get them for free from MBLC, and the filtering requirement is no longer in effect.

I have updated the Library Card & Borrower's Agreement, with the changes reflected in red.

I have updated the Library Card Eligibility Policy, with the changes reflected in red.

I have also updated the Museum Pass policy. The most recent version of the policy was not found on the Director computer, but I remember that the policy was updated several years ago to limit passes to only Groveland patrons. This would make our passes ineligible to count toward circulations or materials spending on the ARIS and Financial Report. I have updated the policy to the MBLC standard, which states that all borrowable materials within the libraries in the

Commonwealth should be available to all cardholders in the State to count toward materials spending. This also serves to increase our circulation.

Attachments: Hotspot Policy Draft; Borrower's Agreement Draft; Library Card Eligibility Policy Draft; Museum Pass Policy Draft; FY24 Action Plan