

Langley Adams Library

Board of Trustees Meeting Minutes 03/09/22

TOWN OF GROVELAND

2022 APR 14 AM 8:23

TOWN CLERK
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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 6:00 p.m. on a motion made by K. Prunier, seconded by R. Downey.

Minutes

- Minutes of 02/09/22 were approved as amended by unanimous Roll Call vote on a motion made by K. Prunier, seconded by M. Costello. R. Downey abstained as he was not at the meeting.

Director's Report (see attached)

- D. Lepore presented reasonings for the budget. Discussion followed regarding preparation for the meeting with the Finance Board on Wednesday, March 16th at 5pm.

Warrants

22-33 \$3,206.99* + \$3,916.94** = \$7,123.93

22-35 \$909.16

Total \$8,033.09

*Bulk of this amount is a payment to Ingram

**Bulk of this amount is our one-time payment to John Guilfoil Public Relations for our new website + our payment to MVLC for US Newsstream

- L. Puchalski made a motion, State Aid seconded by R. Downey, to approve spending \$1,200 for creation of a new logo for LAL by John Guilfoil Public Relations. Roll Call vote taken. Unanimously voted.
- K. Prunier made a motion, seconded by M. Costello to approve spending \$475 from State Aid to renew the Peabody Essex Museum membership. Roll Call vote taken. Unanimously voted.
- New front door will be installed in the next few weeks.

Other

- Replacement carpeting can be paid for by "COVID relief" funds. D. Lepore will be investigating
- Request to have Senior Library Assistant L. Towler attend the next meeting to discuss progress on conservation of archives.

Meeting was adjourned at 7:05 p.m. on a motion made by J. Dempsey, seconded by K. Prunier and unanimously voted by Roll Call.

Next meeting will be held via ZOOM on April 13, 2022 at 6:00 p.m.

Respectfully submitted,

Laurel Puchalski

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

Statistics

February Statistics:

February Hoopla Statistics: 36 circs

February Kanopy Statistics: 31 plays

February Circulation/Renewals: 2,050

February Overdrive Circulations: 461

Programming

Stand Out Programming:

2/2 – Art and WWII – 41 attendees

2/7 – Abraham Lincoln – 69 attendees

2/9 – The Great British Baking Tour – 244 attendees*

2/14 – Movies of Winter – 41 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: 486

Youth Programming Attendance: 54

Virtual Programming Attendance: 426

Live In-Person Programming Attendance: 114

Museum Passes

Museum of Science – 6

New England Aquarium – 3

Trustees of the Reservations – 1

USS Constitution Museum - 1

Total – 11

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Personnel

Gianna Parolisi, our new Library Page, started in late February. She has been doing a great job so far!

Other

We purchased the new laptop and 3 new public computers from MVLC. The new laptop will be paid for with State Aid, as previously approved, and the 3 new computers will be paid for with materials funds, as allowed by MBLC.

I have been in discussions with John Guilfoil Public Relations about the possibility of creating a new, eye-catching logo for Langley-Adams Library. They told me that logo creation is in the ballpark of \$1,200. I believe that along with our new website, this is a great opportunity to rebrand and bring our online presence into the 21st century. I believe that this is a reasonable price for logo design, as I have discussed this possibility with other graphic designers in the past and they have given me similar quotes. Examples of their logo designs can be found here: <https://jgpr.net/services/standards/logo-design/>

We received the Peabody Essex Museum membership renewal expiration date. The cost is \$475. We have not had access to PEM in quite some time due to COVID restrictions and communication confusion, but the PEM has been a successful museum pass in years past!

We are expecting the new front door to be installed either this week or next week! Depending on the weather, staff will be able to do curbside from the back door on the day of the door's installation. Patrons will not be able to access the library easily, so providing curbside on this one day is the easiest way to handle the situation. I do not yet have an exact date, but will email the Board an update as soon as I know.

Attachments: Variance Report; State Aid/Donations Report