

TOWN OF GROVELAND

2023 JUL 24 AM 9:08

TOWN CLERK
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Langley Adams Library
Board of Trustees Meeting Minutes 06/21/23

Attendance: Hybrid meeting: Robert Downey, Lindsey Aylward, Jan Dempsey, Laurel Puchalski, Lee Thomas and Director Darcy Lepore attended in person. Jay Collins, Mary Lou Costello, Kathleen Prunier attended via ZOOM. Nancy Hurley was absent. Meeting was recorded. Call to order at 6:06 p.m. on a motion made by L. Puchalski, seconded by R. Downey

Minutes

Minutes of 5/10/23 were approved by majority roll call vote on a motion made by K. Prunier, seconded by J. Dempsey.

Director's Evaluation Form

- J.Dempsey, N. Hurley and L. Thomas created the form.
- The suggested timeline is as follows :
 - Distributed in July to Board for review/comments
 - Amended form distributed in September
 - Board returns theirs in October
 - R. Downey volunteered to collate and present them in November
 - Submit completed evaluation in December

Treasurer's Report

- M. Costello previously sent the Bartholomew report for the Board's review.
- Bond bill has been sent. Board will discuss payment after we vote on Board positions tonight.

Director's Report (see Attached)

- Statistics for circulation, programming and museum pass usage continue to rise.
- M. Costello requested going forward that the statistics for programs/pass use have the comparison statistics from previous month and year.
- Warrants were read:

23-45 \$246.02 + \$200 + \$500 = \$946.02

23-47 \$1,476.67 + \$382.42 + \$3,619.30 + \$61.57 + \$2,000** + \$238.01 = \$7,777.97

Total \$8,723.99

- EcoSmith Recyclers negotiated a \$.10/ lb. contract and offered a donation of \$250 if the Library adds another bin in town.
- HVAC updating will begin next week.
- K. Prunier made the motion, seconded by M. Costello to renew the very popular New England Aquarium pass at \$700 to come from State Aid. Unanimously passed by Roll Call vote.
- Collection Development Policy has been updated by D. Lepore. Board reviewed the policy and made amendments. L. Puchalski made the motion, seconded by K. Prunier to accept the Collection Development Policy as amended. Unanimously voted by Roll Call vote.

Board Elections

- L. Puchalski read the Duties of the Officers from our Bylaws.
- K. Prunier made the motion, seconded by L. Puchalski to accept the slate of officers as follows:

Chairperson: Robert Downey

Vice Chairperson: Jan Dempsey

Secretary: Nancy Hurley

Treasurer: Mary Lou Costello

Slate was voted unanimously on a Roll Call vote.

- L. Puchalski will email Board members a copy of the Bylaws, approved at May's Town Meeting.

Other

- K. Prunier requested we ask the Town Administrator to attend a meeting to discuss possibilities for space for programs going forward. Youth Services Librarian Bergen Daley would also like to attend.
- J. Dempsey suggested we discuss our plans, ideas and requests at our next meeting and invite B. Daley to attend.
- L. Thomas thanked staff for putting on such a nice Volunteer Appreciation event, special thanks to planner B.Daley.

Meeting adjourned at 7:12 p.m. on a motion made by J. Dempsey and seconded by L. Puchalski. Unanimously voted by roll call vote.

Next meeting will be held on July 12, 2023 at 6:00 p.m.

Respectfully submitted,
Laurel Puchalski

Filter by: Segment 1: 2402, 2703
Segment 3: 10400
Group as: 1111-***,****,***,***,***

Parameters: Fiscal Year: 2023 Start Date: 7/1/2022 end: 6/30/2023

Ledger History - Detail - General Ledger

Tran. Name	Comment	Payee	Beginning	Debit	Credit	Ending
Group 1: Segment 1: Fund						
Code: 2402 - OSR: Library Donations Fund						
Library Donations Fund: Cash						
Account: 2402-000-10400-000-000-000						
Summary:						
			0.00	3,409.19	214.89	3,194.30
Block/Batch: 22.07/Dept TO 2						
Tran. Type: Roll Over GL Bala		Posted: 07/01/2022		1,962.35	0.00	1,962.35
		By: eptrillo				
				1,962.35	0.00	1,962.35
				116.82	0.00	2,079.17
Block/Batch: 22.07/Dept TO 2						
Tran. Type: Receivable		Posted: 07/22/2022		116.82	0.00	2,079.17
		By: eptrillo				
				42.24	0.00	2,121.41
Block/Batch: 22.10/Dept TO 3						
Tran. Type: Receivable		Posted: 07/29/2022		42.24	0.00	2,121.41
		By: eptrillo				
				332.50	0.00	2,453.91
Block/Batch: 22.10/Dept TO 13						
Tran. Type: Receivable		Posted: 10/07/2022		332.50	0.00	2,453.91
		By: eptrillo				
				332.50	0.00	2,612.97
Block/Batch: 22.10/Dept TO 15						
Tran. Type: Receivable		Posted: 10/26/2022		332.50	0.00	2,612.97
		By: eptrillo				
				159.06	0.00	2,612.97
Block/Batch: 23.01/Dept TO 25						
Tran. Type: Receivable		Posted: 01/20/2023		451.00	0.00	3,063.97
		By: eptrillo				
				451.00	0.00	3,063.97
Block/Batch: 23.02/Dept TO 28						
Tran. Type: Receivable		Posted: 02/10/2023		167.97	0.00	3,231.94
		By: eptrillo				
				167.97	0.00	3,231.94
Block/Batch: 23.02/Dept TO 30						
Tran. Type: Receivable		Posted: 02/24/2023		38.25	0.00	3,270.19
		By: eptrillo				
				38.25	0.00	3,270.19
Block/Batch: 23.04/Dept TO 40						
Tran. Type: Receivable		Posted: 04/28/2023		129.00	0.00	3,399.19
		By: eptrillo				
				129.00	0.00	3,399.19
Block/Batch: 05/25/2023/Bills						
Warrant: 23-47BW		Posted: 05/25/2023		0.00	129.94	3,269.25
Tran. Type: Payable		By: eptrillo				
				0.00	129.94	3,269.25
Block/Batch: 23.05/Dept TO 43						
Reimbursement		Posted: 05/26/2023		10.00	0.00	3,279.25
		By: eptrillo				
				10.00	0.00	3,279.25
Block/Batch: 06/08/2023/Bills						
Warrant: 23-49BW		Posted: 06/08/2023		0.00	84.95	3,194.30
Tran. Type: Receivable						

Group as: 1111-****-****-****-****

Parameters: Fiscal Year: 2023 Start Date: 7/1/2022 end: 6/30/2023

Ledger History - Detail - General Ledger

Tran. Name	Comment	Payee	Summary:	Beginning	Debit	Credit	Ending
Account: 2402-000-10400-000-000-000	Library Donations Fund: Cash	By: epeirillo		0.00	3,409.19	214.89	3,194.30
Tran. Type: Payable		Bergen Daley		X-Post Source Ledger	0.00	84.95	3,194.30
Reimbursement	Program Supplies			Exp			
Total Group 1: Segment 1: Fund					3,409.19	214.89	
Code: 2402 - OSR: Library Donations Fund							

Ledger History - Detail - General Ledger

Tran. Name	Comment	Payee	Beginning	Debit	Credit	Ending
Group 1: Segment 1: Fund						
Account: 2703-000-10400-000-000-000						
Code: 2703 - GRNT: Library State Aid						
State Grant: Library State Aid - Cash						
Summary:						
			0.00	24,728.78	11,204.52	13,524.26
Block/Batch: Reversing Entries/FY22 Reve				0.00	250.00	-250.00
Posted: 07/01/2022						
Tran. Type: Journal Entry						
81840 To Record Warrants Payable as of 06/30/2022.						
Block/Batch:				10,912.03	0.00	10,662.03
Posted: 07/01/2022						
Tran. Type: Roll Over GL Bala						
By: eperillo						
Block/Batch:				10,912.03	0.00	10,662.03
Posted: 07/21/2022						
Warrant: 23-03BW						
Block/Batch: 07/21/2022/Bills				0.00	203.85	10,458.18
Posted: 07/21/2022						
Tran. Type: Payable						
Reimbursement						
Pencils & Gift Cards for Prizes				0.00	70.00	10,592.03
1JKM-YKLV-FY1				0.00	89.14	10,502.89
Library Materials				0.00	44.71	10,458.18
62828950				0.00	650.00	9,808.18
Library Materials						
Block/Batch: 08/04/2022/Bills						
Posted: 08/04/2022						
Warrant: 23-05BW						
Block/Batch: 08/04/2022/Bills						
Posted: 08/04/2022						
Tran. Type: Payable						
2022-2023 Passes FY23 Library Discount Program						
By: eperillo						
New England Aquarium				0.00	650.00	9,808.18
Block/Batch: 08/18/2022/Bills						
Posted: 08/18/2022						
Warrant: 23-07BW						
Block/Batch: 08/18/2022/Bills				0.00	65.27	9,742.91
Posted: 08/18/2022						
Tran. Type: Payable						
20G7993						
Library Materials				0.00	65.27	9,742.91
Block/Batch: 09/01/2022/Bills						
Posted: 09/01/2022						
Warrant: 23-09BW						
Block/Batch: 09/01/2022/Bills				0.00	17.62	9,725.29
Library Materials						
Block/Batch: 09/01/2022/Bills						
Posted: 09/01/2022						
Tran. Type: Payable						
216253						
iREAD Purchases - Langley Adams Library				0.00	17.62	9,725.29
Block/Batch: 09/29/2022/Bills						
Posted: 09/29/2022						
Warrant: 23-13BW						
Block/Batch: 09/29/2022/Bills				0.00	30.61	9,694.68
Library Materials						
Block/Batch: 09/29/2022/Bills						
Posted: 09/29/2022						
Tran. Type: Payable						
Postage						
Postage Costs for July & Aug 2022				0.00	30.61	9,694.68
Block/Batch: 10/13/2022/Bills						
Posted: 10/13/2022						
Warrant: 23-15BW						
Block/Batch: 10/13/2022/Bills				0.00	1,107.20	8,587.48
Postage						
Postage Costs for July & Aug 2022						
Block/Batch: 10/13/2022/Bills						
Posted: 10/13/2022						
Tran. Type: Payable						
MB-151783						
Franklin T10 12 month service fee				0.00	1,032.00	8,662.68
9/26/22 - Steve Martin Presentation				0.00	25.20	8,637.48
King Charles The Royal Ghosbuster				0.00	50.00	8,587.48
Block/Batch: 22.11/EDI 11.15.22						
Posted: 11/15/2022						
Tran. Type: Receivable						
By: eperillo						
library SAP L23				6,895.00	0.00	15,482.48
Block/Batch: 12/08/2022/Bills						
Posted: 12/08/2022						
Warrant: 23-23BW						
Block/Batch: 12/08/2022/Bills				0.00	57.94	15,424.54
Postage						
Postage Charges Per Dept. Sept/Oct 2022						
Block/Batch: 01/05/2023/Bills						
Posted: 01/05/2023						
Tran. Type: Payable						
Sept/Oct 2022						
Purchase Power				0.00	57.94	15,424.54
Block/Batch: 01/05/2023/Bills						
Posted: 01/05/2023						
Warrant: 23-27BW						
Block/Batch: 01/05/2023/Bills				0.00	4,459.89	10,964.65

Ledger History - Detail - General Ledger

Account:	Tran. Name	Comment	State Grant:	Payee	Summary:	Beginning	Debit	Credit	Ending
2703-000-10400-000-000-000			Library State Aid - Cash			0.00	24,728.78	11,204.52	13,524.26
	Tran. Type: Payable			By: epetritilo		X-Post Source Ledger			
	199H-CX4T-GVC	Storage Shelf		Amazon Capital Services		Exp	0.00	29.32	15,395.22
	17806	US News Stream 12/1/22-11/30/23		Merrimack Valley Library Co		Exp	0.00	1,990.19	13,405.03
	22134	12/6/22-12/5/23 Museum Pass Package		Assabet Interactive LLC		Exp	0.00	1,500.00	11,905.03
	IN99054	Acct 2676 12/1/9/22-12/18/23		Century Copier Specialists I		Exp	0.00	478.00	11,427.03
	17786	Wowbrary 12/14/22-12/13/23		Merrimack Valley Library Co		Exp	0.00	375.00	11,052.03
	29552737	Acct 3597953 Facial Tissue		Quill Corporation		Exp	0.00	87.38	10,964.65
	Warrant: 23-29BW	Block/Batch: 01/19/2023/Bills		Posted: 01/19/2023			0.00	63.50	10,901.15
	Tran. Type: Payable			By: epetritilo		X-Post Source Ledger			
	7237010	Supplies		Demco Inc.		Exp	0.00	63.50	10,901.15
	Warrant: 23-35BW	Block/Batch: 03/02/2023/Bills		Posted: 03/02/2023			0.00	525.00	10,376.15
	Tran. Type: Payable			By: epetritilo		X-Post Source Ledger			
	1055	Ireland Travelogue Via Zoom 03/13/23		Rockport Public Library		Exp	0.00	25.00	10,876.15
	Program	75th Anniversary Miracle on 34th 12/12/22		Francis B. Mandosa		Exp	0.00	125.00	10,751.15
	Program	John Candy Film Lecture 11/7/22		Francis B. Mandosa		Exp	0.00	125.00	10,626.15
	Program	Julie Andrews 3/27/23		Francis B. Mandosa		Exp	0.00	125.00	10,501.15
	Program	Movies So Bad Theyre Good 2/13/23		Francis B. Mandosa		Exp	0.00	125.00	10,376.15
	Warrant: 23-37BW	Block/Batch: 03/16/2023/Bills		Posted: 03/16/2023			0.00	190.88	10,185.27
	Tran. Type: Payable			By: epetritilo		X-Post Source Ledger			
	3667525	Pedi-Padz II Electrodes		ZOLL Medical Corporation		Exp	0.00	108.00	10,268.15
	3676255	Stat-Padz II Electrodes		ZOLL Medical Corporation		Exp	0.00	64.00	10,204.15
	Reimbursement	DVDs for Frank Mandosa Program		Lauren Towler		Exp	0.00	18.88	10,185.27
	Warrant: 23-39BW	Block/Batch: 03/30/2023/Bills		Posted: 03/30/2023			0.00	26.58	10,158.69
	Tran. Type: Payable			By: epetritilo		X-Post Source Ledger			
	19JL-H46V-7F3M	Library Materials		Amazon Capital Services		Exp	0.00	26.58	10,158.69
	Warrant: 23-39BW	Block/Batch: 03/30/2023/Treasurer		Posted: 03/30/2023			0.00	5.33	10,153.36
	Tran. Type: Payable			By: epetritilo		X-Post Source Ledger			
	Nov/Dec 2022 Pos	Departmental postage transfer		TRANSFERS		Exp	0.00	5.33	10,153.36
		Block/Batch: 23.04/EDI 4.13.23		Posted: 04/13/2023			6,921.75	0.00	17,075.11
	Tran. Type: Receivable			By: epetritilo		X-Post Source Ledger			
						Rev	6,921.75	0.00	17,075.11
	Warrant: 23-41BW	Block/Batch: 04/13/2023/Bills		Posted: 04/13/2023			0.00	176.84	16,958.27
	Tran. Type: Payable			By: epetritilo		X-Post Source Ledger			
	1VQ6-CVNG-333	Supplies		Amazon Capital Services		Exp	0.00	5.85	17,069.26
	02102023	2/10/23 Bracken School of Irish Dance danceout		Thomas P Bracken		Exp	0.00	100.00	16,969.26
	1DLP-3RRJ-6NYC	Supplies		Amazon Capital Services		Exp	0.00	10.99	16,958.27

Parameters: Fiscal Year: 2023 Start Date: 7/1/2022 end: 6/30/2023

Ledger History - Detail - General Ledger

Account	Tran. Name	Comment	Payee	Summary	Beginning	Debit	Credit	Ending
2703-000-10400-000-000-000		State Grant: Library State Aid - Cash			0.00	24,728.78	11,204.52	13,524.26
Warrant: 23-43BW		Block/Batch: 04/27/2023/Bills	Posted: 04/27/2023			0.00	274.57	16,683.70
Tran. Type: Payable			By: eptrillo		X-Post Source Ledger			
7284654	Supplies		Demco Inc.		Exp	0.00	85.74	16,872.53
31612389	Toner		Quill Corporation		Exp	0.00	105.99	16,766.54
Reimbursement	Event Supplies		Susan F. Nakamishi		Exp	0.00	69.38	16,697.16
Postage Charges	Nov/Dec 2022 Postage		TRANSFERS		Exp	0.00	13.46	16,683.70
Warrant: 23-45BW		Block/Batch: 05/11/2023/Bills	Posted: 05/11/2023			0.00	848.21	15,835.49
Tran. Type: Payable			By: eptrillo		X-Post Source Ledger			
1176-TQML-J13J	Supplies		Amazon Capital Services		Exp	0.00	59.76	16,623.94
126	Magic Performance 6/10/2023 - Library		Scott Martell		Exp	0.00	500.00	16,123.94
1CH7-FV4K-HWJ	Supplies		Amazon Capital Services		Exp	0.00	88.45	16,035.49
R-W00084	Speaking Fee		Nunan Florist and Greenhou		Exp	0.00	200.00	15,835.49
Warrant: 23-47BW		Block/Batch: 05/25/2023/Bills	Posted: 05/25/2023			0.00	1,056.39	14,779.10
Tran. Type: Payable			By: eptrillo		X-Post Source Ledger			
34411	Group: Wildlife Outreach ID 34411		Mass Audubon		Exp	0.00	330.00	15,505.49
32211240	Supplies		Quill Corporation		Exp	0.00	318.76	15,186.73
Presentation	5/1 Star Wars: A Jump Into Box Office Hyperspac		Francis B. Mandosa		Exp	0.00	62.50	15,124.23
Performance Fee	Isabella at Nichols Village		Delvena Theatre Company		Exp	0.00	317.50	14,806.73
Reimbursement	Program Supplies		Bergen Daley		Exp	0.00	19.65	14,787.08
1N6C-PX97-369G	Supplies		Amazon Capital Services		Exp	0.00	7.98	14,779.10
Warrant: 23-49BW		Block/Batch: 06/08/2023/Bills	Posted: 06/08/2023			0.00	1,254.84	13,524.26
Tran. Type: Payable			By: eptrillo		X-Post Source Ledger			
Reimbursement	Program Supplies		Bergen Daley		Exp	0.00	15.99	14,763.11
233768	Renewal - Library Passbook Program		Museum of Science Boston		Exp	0.00	700.00	14,063.11
Renewal	Renewal - Library Pass Program		Peabody Essex Museum		Exp	0.00	475.00	13,588.11
1JDC-JHGP-9VX	Supplies		Amazon Capital Services		Exp	0.00	28.90	13,559.21
1Y9V-HKLK-34XT	Supplies		Amazon Capital Services		Exp	0.00	34.95	13,524.26
Total Group 1: Segment 1: Fund						24,728.78	11,204.52	
Code: 2703 - GRNT: Library State Aid								

Group as: 1111-***-*****-***-***-***

Parameters: Fiscal Year: 2023 Start Date: 7/1/2022 end: 6/30/2023

Ledger History - Detail - General Ledger

Tran. Name	Comment	Payee	Beginning	Debit	Credit	Ending
		2 Account(s) totaling	0.00	28,137.97	11,419.41	16,718.56