

Langley Adams Library
Board of Trustees Meeting Minutes August 9, 2023 @ 6:00 P.M

TOWN OF GROVELAND

2023 SEP 18 PM 1:15

Attendance: Jan Dempsey, Nancy Hurley, Laurel Puchalski, Lee Thomas, and Director Darcy Lepore, Children's and Youth Services Coordinator Bergen Daley, Groveland Town Administrator Rebecca Oldham and Facilities Coordinator Steve McPherson were present in person. Mary Lou Costello, Robert Downey, Kathleen Prunier, and Jay Collins attended remotely.

Absent: Lindsey Aylward

ZOOM /Hybrid session was not recorded.

Call to order at 6:01 p.m. on a motion made by K. Prunier, seconded by L. Puchalski and passed by unanimous Roll Call vote.

Welcome

- R. Downey opened the meeting, welcomed guests, and then shared information on library operations concerns. R. Downey thanked D. Lepore for arranging and L. Puchalski for taking notes during the recent visit to discuss Library space with Christi Farrar from the MA Library System. Notes from that visit shared R. Oldham.

Carpet and library reconfiguration discussion

- No timeline yet for carpet replacement. Elm Sq. Floors provided cost estimates but that does not include moving furniture and other materials. Funding for that is needed and likely to be found from other project savings, but may take time to find a contractor to do the work. R. Oldham reviewed the process of hiring a contractor.
- D. Lepore identified movers who specialize in moving libraries. D. Lepore will send R. Oldham the movers names so R. Oldham can check to see if they are approved to do work through CommBuys.
- Suggestion that it is better to avoid completing the move and carpet replacement in parts. When the carpet was replaced previously, it was scheduled on a holiday weekend (Patriot's Day). The library closed Friday through Tuesday and during that time the carpeting and flooring were replaced and shelving rearranged. The children's room was kept open on Friday.
- Previous efforts were described where patrons took several books home to hold during move. L. Thomas suggests renting a pod to store materials during the work.
- Discussion on reconfiguring library while the carpet is being replaced. This includes going back to linear stacks instead of current bookstore organization and possibly moving teen section to where the media is now located. S. McPherson can help and provide a floorplan of the original layout. It was noted that Christi Farrar from MLS has recommended streamlining the book collection.
- There was a question on whether the library should be repainted at the same time.
- Discussion on furniture including a suggestion by K. Prunier that future furniture be mobile and the mobile shelf in the basement be used if the library space is reconfigured. K. Prunier requests D. Lepore look for information on the mobile shelving.
- B. Daley asked to be notified on the timing of the move and carpet replacement so she can schedule programming around it, and asks if she should hold off purchasing furniture until the work is done. The recently awarded grant begins October. Larger items could be purchased and stored. B. Daley will plan with D. Lepore.

- R. Downey asks R. Oldham for an update on the electrical issues. R. Oldham reports capital improvement plan for the upcoming fiscal year will ask for departments' priorities. She looked at library with building commissioner and determined the roof needs to be fixed and is in most need. The other larger problem involves Federal Pacific electric panels in the town buildings that are outdated and need to be fixed. Other issues include bay windows and flashing, trim boards, old air conditioning units and windows, the basement stairwell wall is flaking, there is a crack in the foundation, ceiling tiles need replacing, and lights should be changed to energy saving. Also, the handicap ramp in the parking lot has to be brought into compliance and accessible signs are needed.

Minutes

- Review of minutes, August 3, 2023. L. Thomas moves to accept minutes from the MLS Library visit on August 3, 2023, R. Downey seconds and the motion passes on roll call vote. J. Collins , K. Prunier and Nancy abstain as they did not attend the visit.
- Review of minutes, July 12, 2023. Minutes were approved by majority roll call vote on a motion made by K. Prunier and seconded by M. Costello.

Director's report

- Circulation statistics and programming numbers looks good. D. Lepore read the warrants:
 $24-01 \ \$3,457.24 + \$22,943^* = \$26,400.24$
 $24-03 \ \$474.45$
 $\text{Total} \ \$26,874.69$
 *This total was paid to MVLC for dues/eContent.
- Reviewed ARIS/State aid
- B. Daley's requested funding for youth programming. K. Prunier motions to remove the remainder of funds needed from the donations account, L. Puchalski seconds and the motion passes on roll call vote.
- L. Puchalski makes a motion to approve directors report. R. Downey seconds and the motion passes on roll call vote.

Treasurer's Report

- M. Costello reviews monthly Bartholomew report. K. Prunier makes motion to accept report. L. Puchalski seconds and the motion passes on roll call vote.

Preliminary review, discussion and/or changes to proposed Director's evaluation form

- Suggestion to add a line referring to organizational skills in environment /maintains an organized appearance in the library, and/or ensures space is used appropriately / best use of space
- L. Puchalski motions to continue discussion, J. Dempsey seconds and the motion passes on roll call vote (no vote from J. Collins who left meeting early).

Tracking former agenda items:

- Establish a list of library terms
- Training of new and current trustee members
- Provide Balance of accounts

- Status of Ryan Reardon room funds? D. Lepore reports that there is a TD account. D. Lepore will update for next meeting.
- Tree replacement in front of library building
- Gerard Tibbetts trust – any action or follow up needed? Mary Lou will look in her files for information.

Other – no business

Comments from public – No comments

Next agenda:

- Director's evaluation form
- Goals and current action plan
- Next meeting September 13th, 2023

Adjournment

- At 7:42, K. Prunier motions to adjourn the meeting, J. Dempsey seconds and the motion passes on roll call vote.

Respectfully submitted:

Nancy Hurley

Langley-Adams Library
Director's Report
August 9, 2023

Circulation Statistics

	July 2023	June 2023	July 2022
Hoopla	80	71	54
Kanopy	37	78	24
Circ/Renewals	3,112	3,373	2,672
Overdrive/Libby	836	714	663

Programming

July Numbers:

Standout Programming:

7/11 Lee Thomas – 42 attendees

7/24 Shana Abe – 51 attendees

7/25 Preschool/Kindergarten Story Time – 37 attendees

7/31 Katie Siegel – 42 attendees

July Totals:

Adult Programming Attendance: 329

Youth Programming Attendance: 297

Hybrid Programming In-Person Attendance: 53

Hybrid Programming Virtual Attendance: 152

Live In-Person Programming Attendance: 419

Total Program Attendance: 626

Museum Passes

July Totals:

Massachusetts State Parks – 7

Museum of Fine Arts – 2

Museum of Science – 2

New England Aquarium – 3

North Shore Children's Museum – 1

Trustees of the Reservations - 2

Total – 17

Warrants

24-01 \$3,457.24 + \$22,943* = \$26,400.24

24-03 \$474.45

Total \$26,874.69

*This total was paid to MVLC for dues/eContent.

ARIS/State Aid

The ARIS has been turned in to MBLC. I have worked on most of the Financial Report, and just await some numbers from Town Hall. We met 100% compliance for all of the requirements in Fiscal Year 2023, including the materials spending.

Funding Request

As discussed in July, extra funds are needed to cover the summer reading prizes for the children who turn in their tracker sheets! The extra funding amount is \$367.50.

Other

As noted in BOT meeting minutes, Christi Farrar from the Massachusetts Library System visited Langley-Adams Library on Thursday, August 3rd. She observed the space, listened to what those in attendance had to say, and followed up with an email of suggestions and information. This email has been forwarded to the BOT.

The “Mind in the Making” LSTA grant will begin in October. JGPR is currently working on the press release!

Attachments: Variance Report, Budget Request from Bergen for Summer Reading