

**Langley Adams Library
Board of Trustees Meeting Minutes September 13, 2023 @ 6:00 P.M**

Attendance: Attending in person: Jay Collins, Robert Downey, Lee Thomas, Nancy Hurley and Director Darcy Lepore. Attending on zoom: Mary Lou Costello, Jan Dempsey, and Kathy Prunier. Absent: Lindsay Aylward, Laurel Puchalski

ZOOM /Hybrid session was recorded.

Call to order at 6:00 p.m. on a motion made by K. Prunier, seconded by L. Thomas and passed by unanimous Roll Call vote.

Minutes

- R. Downey suggested 2 corrections to the August 2023 minutes: 1. The session was recorded. 2. Add the word, "electrical" after Federal Pacific to better describe the panels mentioned in the discussion on electrical issues. **Minutes were approved by majority roll call vote on a motion made by K. Prunier and seconded by J. Dempsey.**

AGENDA: (Meeting will be recorded and votes will be taken)

Welcome

R. Downey welcomed the group and opened the meeting

Treasurer's Report

M. Costello reported the she sent monthly report to the BOT, and that it's formatted differently and is now 2 pages. The report is from the beginning of the year to date, and the numbers have improved. M. Costello also sent a consolidated report with more details. Copies of the report are available D. Lepore's office. J. Dempsey makes motion to accept report. K. Prunier seconds and the motion passes on roll call vote.

Director's Report

- Circulation numbers are up from last year, and programming numbers reflect a busy time this summer. Summer reading had very good participation. The use of museum passes also increased.
- Warrants: D. Lepore read the warrants:
 - o 24-05 \$11,371.75
 - 24-07 \$343.30

Total \$11,715.05

- ARIS/State Aid: All requirement met for state aid completed.
- Status of carpet replacement: No update yet. D. Lepore will let the board know as soon as there is an update.
- LSTA Grant status. Questions on when will monies be received and how? The contract has been signed, and no money will be spent until October 1.
- Movers: D. Lepore reports the status with MA contract system for the 3 movers identified. One has contract, one is in renewal process, and one does not have a contract with the MA system.

TOWN OF GROVELAND
2023 OCT 12 AM 9:06
TOWN CLERK
RECEIVED/POSTED

R. Downey asks questions about state aid determination for towns. D. Lepore provides a general explanation.

- J. Dempsey makes a motion to approve directors report. K. Prunier seconds and the motion passes on roll call vote.

Director's Evaluation form

- Review, discussion and/or changes to proposed Director's evaluation form
 - Checkboxes not weighted
 - Comment should not be required as stated in the opening directions. Substitute, "comments are welcomed..."
 - Remove the wording, "You may rate using..." on the first page.
 - Suggestion about adding a Section organization of library – After discussion on how to operationalize an evaluation item on organization, Director suggests "oversees and communicates about building organization and safety."
- Each BOT member will complete the evaluation form in October, the BOT will review the scores in November. N. Hurley will send the corrected evaluation form to the BOT.

Review of meeting with Rebecca Oldham and Christi Farrar & related issues

- Floor plan measurements. S. McPherson gave floor plan with measurements to D. Lepore, who had developed a rough plan without measurements. Now accurate measurements are needed to determine if all shelving and other items will fit?
- B. Daley will coordinate activities related to grant.
- Implement C. Farrar's recommendations. R. Downey recommends that BOT review all including signs, furniture issues.
- Moveable shelf in basement discussion. D. Lepore says not enough space as it is a big, bulky curved unit that takes up a lot of space. Could it be offered to another department?

Review Strategic Action plan

- Some action items have a target completion date for 2024.
- R. Downey recommends that the BOT review target goals for YR 24 and following years.

Previous business / tracking:

- K. Prunier reports she received notification from the attorney from Gerard & Mary Jane Tibbets. The Library is the beneficiary of the remainder of the trust. Attorney Beaton contacted and asked – because the trust is closing out. Beneficiaries are the scholarship fund for the high school and Langley Adams library. Estimate is that library will receive between 30-49K from the trust in the next couple of weeks.
- Reardon fund – Inquiry from BOT, D. Lepore will check on the fund status.
- Review plans for the Director's evaluation. The BOT will meet in executive session and then provide feedback to Director D. Lepore on evaluation results.
- D Lepore to send last year's goals to N. Hurley, who will add to the Director's evaluation form.
- N. Hurley will send evaluation forms to BOT. BOT will complete evaluation and bring to the October meeting.
- R. Downey will check with Town Clerk, B on wording for executive session for October's agenda.

Comments from public – no comment from the public.

Adjournment

- At 7:01, M. Costello motions to adjourn the meeting, L. Thomas seconds and the motion passes on roll call vote.

NEXT MEETING OCTOBER 11th, 2023

Respectfully submitted:

Nancy Hurley

Langley-Adams Library
Director's Report
September 13, 2023

Circulation Statistics

	August 2023	July 2023	August 2022
Hoopla	69	80	60
Kanopy	47	37	32
Circ/Renewals	3,479	3,112	3,121
Overdrive/Libby	785	836	665

Programming

August Numbers:

Standout Programming:

8/9 The Last Duo – 47 attendees

8/14 Kevin O'Brien – 47 attendees

8/23 Youth Summer Reading Wrap-Up Party – 82 attendees

August Totals:

Adult Programming Attendance: 412

Youth Programming Attendance: 461

Hybrid Programming In-Person Attendance: 46

Hybrid Programming Virtual Attendance: 193

Live In-Person Programming Attendance: 626

Total Program Attendance: 873

Museum Passes

August Totals:

Massachusetts State Parks – 3

Museum of Fine Arts – 3

Museum of Science – 6

New England Aquarium – 10

North Shore Children's Museum – 2

Trustees of the Reservations – 2
USS Constitution Museum – 1

Total – 30

Warrants

24-05 \$11,371.75

24-07 \$343.30

Total \$11,715.05

ARIS/State Aid

I have completed and sent in the ARIS.

I have completed the Financial Report. After Bob signs the front page, I will submit everything online. We met all of the requirements for State Aid for FY24!

Other

Flooring/Carpet Update: As of 9/12 there is no update. I have sent in information about library-specific movers (both on State Contract and not) to the Town Administrator.

LSTA Grant: We cannot start spending money until October 1st. We cannot purchase ahead of time and then get reimbursed from the grant account. I also do not see the need to do this. Bergen has been very thorough in telling any speakers/performers that they will receive payment after the grant money has come through, and we have not yet purchased any items that we need to pay for with the grant money.

Attachments: Variance Report, Donations/State Aid Report