

## Langley-Adams Board of Trustees Meeting January 22, 2014

In attendance: Beth Burton, Carlos del Castillo, Jennifer Close, Barbara Gauvin, Nathalie Harty, Laurie LeBlanc, Kathy Prunier, Laurel Puchalski, Ann Marie Wilson-Crockett. Guest: Larry Harty.

Motion made by Jen Close to call meeting to order, Seconded by Laurie LeBlanc, Unanimous vote. Meeting called to order at 7:07 p.m.

Motion made by Kathy Prunier to accept December minutes with changes, Seconded by Laurel Puchalski, Unanimous vote.

Discussion ensued regarding drainage outside the building. Larry Harty discussed possible solutions. The building is a town building and needs to be brought to the Board of Selectmen. Motion made by Ann Marie Wilson-Crockett to bring this to the February 10 Selectmen meeting, Seconded by Barbara Gauvin, Unanimous vote.

Nathalie Harty presented her Director's Report. Discussion on looking to the MBLC regarding an LSTA (Library Services & Technologies Act) Grant for up to \$4,200 towards the historical preservation of library documents. Nathalie will pursue that Grant.

The first meeting to re-establish a Friends of the Library Group was held before the Board of Trustees meeting. 12 people attended. A schedule was set up for them to meet twice a month until they are organized.

Groveland Gathers to Read is in swing. "12 Years a Slave" is the book. The movie will be shown at the Library on March 8 at 10:00 a.m. The Author, will be coming to speak on March 29. Nathalie requested \$1,000 to supplement the Groveland Gathers to Read program. Motion made by Kathy Prunier to take \$1,000 from State Aid, Seconded by Jen Close, Unanimous Vote.

Jen Close brought up the payment for Carrie Stack from Say Yes Institute of \$500 from the Team Building evening. Motion made by Kathy Prunier to pay the \$500 fee from State Aid, Seconded by Jen Close, Unanimous vote.

Nathalie requested the Trustees approve her attending the Public Library Association Conference in Indianapolis March 11-15 at an estimated cost of \$2,500. Discussion ensued regarding the lack of available funds to be used for this conference. This is a large amount that was not in the budget. The budget allows for \$475 for conference fees. Nathalie said if this would take the place of conferences where the other staff members would not be able to attend, she would take her request off the table.

Beth Burton, Vice Chair, requested we begin a new procedure whereby we list Action Items and Agenda Items in the Minutes. These will be sent to all Trustees prior to the next meeting so that everyone has time to do whatever is agreed upon at the prior meeting.

### Action Items:

- Trustees to review and bring to February meeting update of By-Laws presented by Laurie LeBlanc. This document has not been updated since September 28, 1994. Goal is to have By-Laws updated by April, 2014.

- Trustees to bring 2-3 ideas for the customer service survey to patrons of the Library. It is agreed that the survey should not be too long and should be established through a website program like Survey Monkey.
- Kathy Prunier to send out e-mail with amount raised to date from our annual appeal.
- Kathy Prunier to go to TD Bank regarding transfer of paypal monies to donation account.
- Jen Close to draft a thank you letter to donors.
- Laurie LeBlanc to prepare letter to accompany town report.
- Barbara Gauvin to bring specific information on the Vanguard Account and where funds are invested.
- Carlos del Castillo to bring an estimate of what the technology updates will cost. This is the agreed upon use of the annual appeal funds.

**Agenda Items:**

- By-Law review.
- Survey review.
- Draft thank you letter for annual appeal funds review.
- Review of Vanguard Accounts.
- Vote on expenditure of appeal funds for new projector/screen/black out shades and whatever else is needed.

Motion made to adjourn meeting by Jen Close, Seconded by Laurie LeBlanc, Unanimous vote. Meeting adjourned at 8:55 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Laurie A. LeBlanc", written over a horizontal line.

Laurie A. LeBlanc  
Secretary