



**MEETING NOTICE  
(MGL Chapter 30A, Sections 18-25)**

**COMMITTEE OR  
CONVENING BODY:**

**Langley Adams Library BOT**

**MEETING PLACE:**

**Library Meeting Room**

**DATE & TIME OF MEETING: Tuesday, July 21, 2015 at 7 pm**

**AGENDA:**

1. Call to Order
2. Welcome Public/Announce Recording
3. Correspondence – votes may be taken
4. Approval of Minutes –votes may be taken
  - a. 05/27/15
  - b. 06/22/15
5. Treasure's Report – votes may be taken
  - a. Trust Funds – votes may be taken
  - b. Follow up on closing accts at Institution for Savings – Votes may be taken
  - c. Follow up on how other library's handle trust funds
6. Director's Report
  - a. Long-range Plan Update
  - b. LSTA Update
  - c. ARIS Update
  - d. Voucher List
  - e. Staffing Updates
7. Policy Review
8. Unfinished Business
9. Public Comment
10. Other Non-agenda Items
11. Next meeting Thursday, August 27 at 7pm at the library
12. Adjourn at or before 9 pm

Signed:

Date: 7/15/15

**All meeting notices must be time stamped and filed in the Town Clerk's Office and posted 48 hours prior to the meeting (excluding Saturdays, Sundays and all Holidays).**

## **GOLDEN RULES FOR BOARD MEMBERS**

Leave the actual management of the library to the library director. It is the library director's responsibility to select books and other library materials, employ the staff and supervise day-to-day operations.

After a policy or rule is adopted by the majority vote of the library board, do not criticize or re-voice your opposition publicly.

Respect confidential information. Do not divulge information learned during executive sessions of the board, or any information regarding future board actions or plans until such action is officially taken.

Observe publicity and information policies of the board and library. Do not give information individually but refer requests to the director or appropriate representative to interpret policies.

Treat staff members and the director in an objective manner. Under no circumstances listen to grievances of a staff member or treat individual problems on your own. The library director is in charge of the staff and has administrative control up to the point where a grievance is presented to the library board as a whole.

Do not suggest hiring a relative as a library employee, or two members of the same family.

All rules and policies directed to the library director must be approved by a quorum of the board at a regular meeting. Even the chairperson should abide by this rule.

Do not hold board meetings without the library director.

Complaints from the public are the director's responsibility. Continued dissatisfaction and problems should be taken up at the board meeting only if a policy revision is necessary or legal ramifications are involved.

Assume your full responsibility as a board member. If you are unable to attend meetings regularly and complete work delegated to you, resign so that an active member can be appointed.

## **DUTIES AND RESPONSIBILITIES**

Trustee boards make general operating and administrative policies. The library director supervises the internal management, daily operation and procedures of the library. The board acts as an agent of public trust governing the library. The library director exercises professional judgment under the direction and the review of the board to implement the goals, objectives and policies set by the board. A trustee board and the library director work together as partners.

**WHO DOES WHAT?**

Cooperation is the key! The duties and responsibilities of the library trustee and the library director may appear to overlap. Understanding the differences in function assures teamwork and better library service. Confusion may be avoided by discussing the following clarification of typically separate powers and obligations of the trustees and director.

**GOVERNANCE AND POLICY MAKING RESPONSIBILITIES**

<u>Trustee Board</u>	<u>Library Director</u>
<p>Has <b>INDIRECT</b> responsibility for administration through employment of director and adoption of policies, plans, and budget.</p>	<p>Has <b>DIRECT</b> responsibility for administration of total library program including all affiliated libraries within the framework of board plans, policies, budget and materials selection.</p>
<p>Adopts by-laws for board procedures. Attends and participates in all regular meetings. Reviews reports; solicits information; obtains feedback from the community and personally uses the library.</p>	<p>Prepares regular written reports and submits other relevant documents. Attends all systems and affiliate board meetings or designates substitute; keeps trustees informed of progress and problems.</p>
<p>Approves goals and objectives of the library, including the methods for annually evaluating progress.</p>	<p>Provides assistance and direction to the board. Recommends methods for implementing plans and evaluation.</p>
<p>Approves written policies to govern operation, use, and overall program of library service.</p>	<p>Recommends policies; supplies examples and sources of information and advises board of implications of various decisions.</p>
<p>Officially approves and adopts library policies; assists in the interpretation of those policies to public and staff.</p>	<p>Administers policies and maintains policy handbook; interprets policies to staff and public.</p>

LEGAL RESPONSIBILITIES

<u>Trustee Board</u>	<u>Library Director</u>
<p>Seeks cooperation with officials of the municipality.</p>	<p>Prepares all needed library reports for local government, the system and the Massachusetts Board of Library Commissioners; provides copies to the board and community.</p>
<p>Attends and participates knowledgeably in all board meetings and decisions to assure conformity to legal responsibilities.</p>	<p>Attends board meetings and suggests legal reviews or counsel on appropriate board actions.</p>
<p>Seeks municipal legal counsel for review and approval.</p>	<p>Knows, studies, and abides by all local, state, and federal laws and regulations which affect public libraries and empower boards of trustees.</p>
<p>Responsible for custody and management of library facility and holdings unless otherwise provided by municipal charter or special legislation. Private corporations or association library boards may hold title for property.</p>	
<p>Knows, studies, and abides by all local, state, and federal laws and regulations which affect public libraries and empower boards of trustees. A copy of Massachusetts General Laws should be available, where space and budget allow, in every library in the Commonwealth.</p>	

HUMAN RESOURCES RESPONSIBILITIES

<u>Trustee Board</u>	<u>Library Director</u>	<u>Trustees And Director Together</u>
<p>Employs a library director who meets the personnel minimum standards for the State Aid to Public Libraries program. Develops guidelines for staff selection.</p> <p>Adopts standards for evaluating library director's performance. Reviews director's effectiveness.</p> <p>Provides adequate salary scale and fringe benefits for all employees.</p> <p>Adopts personnel policies and personnel manual.</p> <p>Recommends qualifications for board membership. Notifies appropriate authorities of board vacancies.</p>	<p>Hires and supervises staff according to board policy.</p> <p>Suggests basis for evaluation criteria. Provides materials for board to study. Maintains personnel records.</p> <p>Suggests improvements needed in salary and working conditions. Utilizes skills and initiative of staff members to the library's advantage.</p> <p>Provides board with recommendations and materials to review. Maintains personnel manual.</p> <p>Assists in developing criteria for and selection of new trustees. Participates in orientation by introducing library staff, explaining procedures, etc.</p>	<p>Observe all local, state, and federal laws that relate to current employment practices.</p> <p>Provide in-service training for professional development of staff members and effective implementation of policies. Provide opportunity for continuing education and advancement of staff and trustees.</p> <p>Conduct an annual assessment of the board's performance including attendance and committee work.</p>

**PLANNING RESPONSIBILITIES**

<u>Trustee Board</u>	<u>Library Director</u>	<u>Trustees and Director Together</u>
<p>Analyzes the community and considers the strengths and the weaknesses of library service.</p> <p>Approves goals, adopts both short and long-range plans for library growth.</p> <p>Approves priorities and decides on courses of action to implement plans.</p>	<p>Participates fully in the community analysis process and in the continuing survey of library service.</p> <p>Recommends plans for library's growth which include measurable goals and objectives. Recommends activities to support these goals and objectives.</p> <p>Administers library in terms of its plans as adopted by the board; suggests revisions as needed</p>	<p>Evaluate the library annually when planning for future development. Review the budget with regard to service, personnel, public relations, policies, regulations, and building maintenance.</p> <p>Work as a team to develop the plan.</p>

**FINANCIAL RESPONSIBILITIES**

<u>Trustee Board</u>	<u>Library Director</u>	<u>Board and Director Together</u>
<p>Actively supports and presents a budget for adequate library funding.</p>	<p>Maintains complete and accurate records of finances, inventory, and annual reports. Provides</p>	<p>Attend budget hearings of funding agencies, including finance committee and</p>

<p>Keeps informed of the financial status, funding sources, and needs of the library.</p> <p>Scrutinizes preliminary budget request submitted by library director; makes recommendations and officially adopts budget.</p> <p>May undertake special fund raising programs to raise money for the library.</p>	<p>information with library reports to the board.</p> <p>Prepares local, state, and federal grant budgets based on present and anticipated needs, taking into account the board's plan for library growth.</p>	<p>town meeting, to answer questions about library growth and administration and to supply facts and figures to defend budget requests.</p> <p>Explore all methods of increasing the library's income through new sources and cooperation with other libraries or agencies.</p> <p>Submit an annual report of activities, income, and expenditures to be filed with the appropriate agency.</p>
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**CONTINUING EDUCATION RESPONSIBILITIES**

<u>Trustee Board</u>	<u>Library Director</u>	<u>Trustees and Director Together</u>
<p>Reads trustee materials and library-related publications.</p> <p>Sees that new trustees have planned orientation.</p>	<p>Calls significant materials and events to the attention of library board.</p> <p>Organizes orientation of new trustees.</p>	<p>Plan and implement orientation of new trustees.</p> <p>Provide in-service training opportunities for professional development of staff members and effective implementation</p>

<p>Attends local, state, and national trustee or library-related meetings whenever possible.</p> <p>Belongs to professional associations such as MLTA, MLA, and ALA.</p> <p>Supports continuing education for director and staff and takes advantage of opportunities for trustee education.</p>	<p>Informs trustees of important meetings and workshops for them to attend. Encourages financial support for travel in budget.</p> <p>Belongs to professional organizations and attends local, state, and national library association conferences.</p> <p>Designs and develops continuing education for staff and board. Develops skills and initiative of staff members to the library's advantage.</p>	<p>of policies. Provide opportunity for continuing education and advancement of staff and trustees.</p>
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**CHAPTER 2            BOARD ORGANIZATION**  
**BOARDS CALL CLOSED (EXECUTIVE SESSION) MEETINGS TO HANDLE UNUSUAL SITUATIONS OR PROBLEMS SUCH AS THOSE LISTED BELOW:**

Discussion of the reputation, character, physical condition or mental health rather than the professional competence of an individual, without restricting the individual's right to be present, have counsel present or speak on his or her own behalf if requested.

To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel.

Discussion of strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the governmental body, and to conduct collective bargaining sessions.

Discussion of the deployment of security personnel or devices.

Investigation of charges of criminal misconduct or discussion of the filing of criminal complaints.

Consideration of the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body.

Compliance with the provisions of any general or special law or federal grant-in-aid requirements.

To consider or interview applicants for employment or appointment by a preliminary screening committee if the chair declares that an open meeting will have a detrimental effect in obtaining qualified applicants.

To meet or confer with a mediator with respect to any litigation or decision on any public business within its jurisdiction involving another party, group or entity.

Be sure to consult the full open meeting law for an expansion of these exemptions.

**Langley-Adams Library  
Director's Report for June 2015  
Presented at June 21, 2015 Trustees Meeting**

**Monthly Statistics:**

Total Library visits: 3592

**Overdrive (downloadable ebooks and audiobooks):** total downloads in June 2015

**Programs:**

*Event Attendance Summary*

Reporting Period: June 1, 2015 through July 31, 2015

All Event Types

**Events with or without Recorded Attendance**

Department	Events	Hours	Children	Teen	Adult	Total
Unclassified	9	13.00	0	0	0	0
Adult	9	11.75	2	0	135	137
Children	56	69.50	182	0	124	306
All Ages	4	4.75	22	0	28	50
Outside Groups (	1	1.50	0	0	14	14
Young Adult	3	5.50	0	0	0	0
<b>Totals for All Event Types for Period</b>	<b>81</b>	<b>104.00</b>	<b>206</b>	<b>0</b>	<b>282</b>	<b>488</b>

**Museum passes:**

Museum	# of Uses	% of Total
Boston Museum of Science	2	15.4%
Children's Museum	0	0.0%
Massachusetts State Parks	3	23.1%
Museum of Fine Arts	0	0.0%
New England Aquarium	4	30.8%
Peabody Essex Museum	1	7.7%
USS Constitution Museum	0	0.0%
Wenham Museum	0	0.0%
Zoo New England	3	23.1%
<b>Total Uses During Period</b>	<b>13</b>	<b>100.0%</b>

**Warrants:** 16-05 TAMI \$ 2720.46  
16-05 DON \$200.13

<b><u>Deposits:</u></b>	Don. Acct.	\$333.25	Book sale total \$42.25	
	Gnrl. Fund	\$390.68	General \$291.00	From Jaberwocky Bookstore and Eco Smith Recycle

**TOTAL FY15 Materials Expenditures:** \$ 35228.27

**Volunteers:**

We currently have 11 regular volunteers  
In the month of June they volunteered a total of 66 hours

**Press**

The Town Common July 15-21, 2015 Vol. 11, No. 37

Front page notice and story on page 2 about the recycling bin in the parking lot of Phoenix Printing. Thanks again to Richard Mullen for making this happen and to Michael Anderson for hosting the box.  
We have already received a partial quarterly payment of \$16.00

Video of Bin Introduction: Link: <https://youtu.be/XaVy63hn5Fw>

**Book Cart Sale:** We are going to rotate titles more frequently to generate more interest and hopefully sell more books. Begin tracking more closely monthly sales

**Reference Questions: Sample September 2015 and March 2016**

**Updates:**

**STAFF:**

Diana Cummings left as of July 15<sup>th</sup>, 2015

I have recommended Amanda Levy for the position of Circulation Librarian. Her nomination will be brought before the Town Selectboard on July 27<sup>th</sup>. It is my hope that she will begin full time employment on Tuesday July 28<sup>th</sup>.

I have also nominated a long time volunteer Spencer Roccapriore a page position. He will work between 4 and 5 hours per week.

**OTHER:**

**The Preservation Long Range Plan is complete.** We will now receive payment from the MBLC (LSTA) which will be deposited in a separate account and then paid out to the Northeast Document Conservation Center.

I purchased two file cabinets and have finally organized all the files necessary for a smooth and organized FY16.

**Materials:** We have added 2 online Genealogy data bases from ProQuest.  
Ancestry Library Edition & Heritage Quest