

**Langley-Adams Library
Board of Trustees
Meeting Minutes of May 27th**

A regular meeting of the Langley-Adams Library Board of Trustees was held on May 27th, 2015 at the Langley-Adams Library Conference Room. Following Board members were present - Beth Burton, Jennifer Close, Carlos S. del Castillo, Ann Marie Wilson-Crockett, Laurie LeBlanc, Ann McCann and Kathy Prunier. A quorum being present, the meeting was called to order at 7:01 PM.

Discussion was had over the letter received from the Selectmen. Board acknowledges that following of code of conduct is something the Board feels strongly about.

Discussion was had over the Book Sale proceeds. We received \$5,474.66. Proposal was made to use the funds for furniture. Discussion made about what should the funds be spent on. Decision was made to table what the funds will be spent on.

Discussion was had over last month's decision to provide a petty cash account. Due to Town policy the Library cannot have a petty cash account.

Minutes of April 13th were approved as presented.

Discussion was had over ground rules for the meetings for the Board. Director will develop a poster with all the points and have it for the meeting rooms (see attached).

Discussion was had over where funding will come from for the summer programs. Should funding be used first by using budget -> donation -> state aid. Director would like assistance to see what is in the donation account.

Diana Cummings presented Adult Programming Hero Theme for Summer 2015. Discussion was had over the lineup.

Motion made by Kathy Prunier to fund the Adult Summer Programming in the amount of \$1,500. Seconded by Laurie LeBlanc. Approved by All.

Darcy LePore presented the Youth Services Summer Programming for 2015. Discussion was had over the proposed programming.

Motion made by Ann Marie Wilson-Crockett to fund the Youth Services Summer Programming in the amount of \$1710. Seconded by Ann McCann.

Discussion was had over the Bylaws that were approved with modifications at the town meeting.

Laurie LeBlanc presented Finance Report (see attached). Discussion was had over report as well as what we are getting from the accounts. Treasurer will reach out to all fund organizations and get the information about our accounts and where we stand.

Table Use of Trust funds

Director presented Director's Report (see attached). Discussion was had over report.

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**Langley-Adams Library
Board of Trustees
Meeting Minutes of May 27th**

Agenda items (11) Election of new officers, (12) LSTA Preservation Grant update , and (13) Committee formation have been tabled until our June 3rd meeting.

Next meeting will be June 3rd at 7:00 PM

Meeting is adjourned at 9:05 PM.

Carlos S. del Castillo, Secretary
June 3rd, 2015

May 27th, 2015

Directors Report

Staffing:

Darcy Lepore began work on May 20th. She works 35 hours per week various days as needed. She quickly dove into summer reading programming.

There will be some staff changes in the next few months. Lauren will be cutting back to 15 hours per week beginning June 26th. Amanda will be working less due to her taking on two other part time positions in other area libraries. Sometime soon we need to discuss staff wages. It will be hard to keep good people with the current rate of pay we offer.

We have a Merrimac College student Julia Lemeaux, as an intern for about 5 hours per week through July.

Staff Meetings: We are having formal staff meetings every two weeks. Thank you Beth for providing breakfast goodies last week.

Professional Development: Thank you for supporting me in attending the annual MLA conference in Worcester, MA. I made many contacts with peers as well as vendors who we may choose to use in the future. I have attended several workshop/meetings at MVLC such as intro. for new directors, generating reports in Evergreen and will be attending a workshop on ARIS reporting on June 11th. The MLA, MLS and MVLC all provide professional development at no charge. I plan on sending my staff to applicable meetings, PD and training opportunities in order to improve our services as well as encourage their own learning goals. I have training at the library when possible. I would like clarification on how we provide compensation for time and travel of our staff.

Budget:

We are squeaking by due to some unexpected invoices. After the transfer at town meeting we had a balance of \$8336.04, which was much lower than expected.

On May 21, I was notified that we still owe Bibliotemps **\$3684.15** from a past due invoice from November. I have confirmed it with Jackie so we will be paying that in a few weeks.

We will be getting an invoice from MVLC for **\$396.00** for
Remaining invoices from Ingram totaling: **\$146.32**

We will pay Ingram what we can with the funds we have remaining and any additional payments will roll over to FY 2016 if need be.

I do not know of any other outstanding debts other than the invoice from NEDCC for \$4200. for their report on the items for preservation.

The ARIS report is fast approaching. Our material spending was not tracked in detail. I will need to reconstruct a materials budget for the ARIS report.

We have credit at Penguin/Random House

\$<1,915.05> Children's Funds

\$<922.79> LP Funds

\$<399.50> Adult Funds

\$<11.25> Misc funds

\$<15.00> Misc funds

April 2015 Vouchers:

15-45 \$371.37

15-47 \$709.07

Payroll Vouchers:

15-45 \$5110.7

15-47 \$5279.08

Deposits: Please give all deposits to the director to be deposited. The director will then keep a copy of the receipt and enter the deposit into the ledger with appropriate detail.

Donations: We should review the policy on donations. Discuss Lisa Dube Carpenter's request for use of the proceeds from the book sale. I would like to suggest that we use the funds per her request but wait until we have a more complete plan involving re-arranging the whole library before we purchase any furniture.

Statistics: At the June BOT meeting I will have ARIS end of year statistics and provide a comparison between FY15 and FY14. Set goals for FY16.

Preservation LSTA Grant: I am in contact with Mr. Trinkas Randall. LAL still needs to submit a final report and a long-term plan by October 2015 in order to receive the LSTA funds. We have on reserve three

Technology: I am working with Carlos and IT staff at MVLC to evaluate our technology resources and create a plan for moving forward with improvements to our infrastructure and content management.

Summer Programming: Darcy, Diana and I will have a tentative schedule and itemized funding needs for the summer programs on Wednesday afternoon.

Langley Adams Library Board of Trustees Meeting Norms

Be Professional

We have adopted Robert's Rules -

Please either ask permission or raise your hand to speak

Be early - Start on time - End on time.

Follow the agenda

Assume good intentions

Be kind

No personal comments

One person speaking at a time

Let people complete their thoughts

— Please do not interrupt

Everyone gets a turn to speak

Stay on task

Keep moving forward

Library Trust Funds

	<u>Principal</u>	<u>Deposits</u>	<u>Withdrawals</u>	<u>Difference</u>	<u>Expendable</u>	<u>Total All</u>
						<u>12/31/2014</u> <u>Accounts</u>
Anna Balch--Trustee Discretion	7988.23					
Feb. 17, 2012			6000.00			
Feb. 14, 2013			190.00			
May 29, 2014			<u>105.73</u>			
			6295.73	1692.50		1709.62
Rosalie Baum--Interest only--current fiction	1226.76					1229.23
Dennis Trust--Interest only	4942.65					
Feb. 14, 2013			190.00			
May 29, 2014			<u>1000.00</u>			
			1190.00	3752.65		4041.94
Hale Fund--Interest only--new books/general exp. of Library	10749.04					
Feb. 17, 2012			7000.00			
Feb. 14, 2013			190.00			
May 29, 2014			<u>1000.00</u>			
			8190.00	2559.04		2885.25
George Honor Sr.--Interest only--books	6125.00					
Feb. 14, 2013			190.00			
Alfred S. Langley--Interest only--Gen. Library	10486.42					
Feb. 17, 2012			6500.00			
Feb. 14, 2013			190.00			
May 29, 2014			<u>1000.00</u>			
			7690.00	2796.42		5539.12

<u>Library Trust Funds</u>	<u>Principal</u>	<u>Deposits</u>	<u>Withdrawals</u>	<u>Difference</u>	<u>Expendable</u>	<u>Total All</u>
					<u>12/31/2014</u>	<u>Accounts</u>
Frank Lawrence--Interest only--unrestricted	1605.81		190.00			
Feb. 14, 2013			<u>100.00</u>			
May 29, 2014			290.00	1315.81		1569.25
Ethel Mitchell--Biographies & Antiques	6830.20		5000.00			
Feb. 17, 2012			<u>190.00</u>			
Feb. 14, 2013			5190.00	1640.20		4701.56
W. Thornton Parker--Build Children's Room	20076.13		25000.00	-4923.87		2231.22
Feb. 17, 2012						
H.E. Wales--Building Purposes	1391.18		1000.00	391.18		1423.96
Feb. 17, 2012						
Ralph Woodworth--General	222.40			222.40		405.05
Pike Brown --Children's Books	3250.00			3250.00		3206.10
Walter & Elizabeth McIsaac--Interest--History	1080.00		500.00	580.00		437.50
Feb. 17, 2012						
Langley Adams--Interest	26500.00		20000.00			
Feb. 17, 2012			<u>376.23</u>			
Feb. 14, 2013			20376.23	6123.77		6061.86
Langley Adams Expendable						5618.80

Library Trust Funds

	<u>Principal</u>	<u>Deposits</u>	<u>Withdrawals</u>	<u>Difference</u>	<u>Expendable</u>	<u>Total All</u>
					<u>12/31/2014</u>	<u>Accounts</u>
Joan Guptill--Interest only--books	2000.00		1000.00			
Feb. 17, 2012			<u>100.00</u>			
Feb. 14, 2013			1100.00	900.00	872.79	
Will N Wales--General	5000.00		3000.00			
Feb. 17, 2012			190.00			
Feb. 14, 2013			<u>130.00</u>			
May 29, 2014			3320.00	1680.00	1689.11	92144.64
Vanguard--5/31/15 balance	6000.00					11513.26
Institution for Savings						
Feb. 17, 2012		75000.00				
Balance 5/31/2015						75875.67
Total	115473.82		80331.96			179533.57

Withdrawals--Detail

Feb. 17, 2012 Opened Inst.for Savings 75,000
 Feb. 14, 2013 Audio Books \$1996.23
 May 29, 2014 Rolling bookshelves \$3335.73
Total: \$80,331.96