

**Langley-Adams Library  
Board of Trustees  
Meeting Minutes of June 20th**

A regular meeting of the Langley-Adams Library Board of Trustees was held on June 20th, 2015 at the Groveland Town Hall Meeting Room. Following Board members were present - Beth Burton, Jennifer Close, Carlos S. del Castillo, Ann Marie Wilson-Crockett, Ann McCann, Laurel Puchalski and Kathy Prunier. A quorum being present, the meeting was called to order at 7:05 PM.

Reading of the duties of the Officers of the Board (see attached). Will revise Treasurer duties before Town Meeting to reflect that Library director makes deposits

No Correspondence

Motion made by Beth Burton to accept the June 3, 2015 Minutes as amended, seconded by Carlos S. del Castillo.

Reviewed the norms of the meeting

Treasurer's report will be presented at July 20th Meeting. Working on getting signature cards. Discussion on Trust Funds moving back to Institution for Savings tabled until July Meeting to give Carlos an opportunity to look into other options.

Amy Kraemer, Director presented her report. Included information on monthly statistics, circulation statistics, staffing, staff training, and projects. Discussed end of FY 2015 Budget review and ordering any remaining items that library needs. Discussed having Amy send Monthly Finance report with the Directors report going forward.

Discussion was had on 5 year Strategic plan and suggestion by Cindy Roach to apply for an extension and look into getting a consultant to help with the process. Discussed that consultant could be paid from State Aid.

Discussed that Survey committee will meet with the goal to get survey out by the end of the summer.

Discussion was had over subcommittee process.

Warrants were read

Discussion over books remaining from Book Sale and looking into donation sites for next years remaining books

Discussed email that would go to Library staff and cc'd to Library Trustees reminding Staff that they should first go to the Director and then Personnel director for any questions or issues.

Discussed getting guidance on preservation fund. Looking into how to hire an archivist. Amy has applied for roving archivist and has discussed training with Northeast Documents.

Next meetings are scheduled for:

Tuesday, July 21st at 7PM

Thursday, August 27th at 7PM

Wednesday, September 23rd at 7PM

Meeting was adjourned at 08:23PM

Ann Marie Wilson-Crockett, Secretary  
June 20th, 2015

TOWN CLERK  
RECEIVED/POSTED  
2015 AUG -5 AM 10:26  
TOWN OF GROVELAND

June 22<sup>nd</sup> 2015 Director Report

MONTHLY STATISTICS May 2015/FYTD (not comparative)

Library Visits: 2807/38,711

New Patrons: 16/129

Programs:

Adult:	6 programs:	8.25 hours	73 Total attendance
YA:	0 programs:	0 hours	0 Total attendance
Child:	17 programs:	13.25 hours	156 Total attendance (88 child, 68 adult)

CIRCULATION STATISTICS May 2015/FYTD

Total Circulation Materials?: 3521/48921

Books Adult: 1037

Books YA: 161

Books Child: 1178

Overdrive:

audio: 55

Ebook: 101

Video: 2

Freegal: 1682 downloads @ \$1855.00 = \$1.10/download

Interlibrary Loan (ILL)

Requests: 1193/14354

Fullfilled: 893/10,909

Computers: Adults and YA: 99

IPAD: 2

Museum Passes: 12 Total

NEAquarium-6; MFA-2; USS Constitution-1; Wenham-1; Zoo-1; Museum of Science-1

STAFFING:

I have been working 37 hours plus some every week with the exception of the weeks ending June 4<sup>th</sup> and June 11<sup>th</sup>.

My current hours are that I am in the library during open hours are:

Monday and Wednesday 1 – 8

Tuesday and Thursday 9 – 2:30

Friday 9-5

Occasional Saturdays

I foresee my schedule changing in the near future due to some other employee shifts and the fact that I do not need to leave at 2:30 on Tuesday and Thursdays during the summer.

I will keep Jen Close, Laurie LeBlanc and Denise Demboski apprised of any changes in my hours.

## STAFF TRAINING:

ARIS Report workshop: Amy

Evergreen Technical Services (cataloging) on 6/19/2015 Amanda, Darcy, Stephanie, Amy

Both Amanda and Stephanie have been put in charge of cataloging. Sara K. a page is responsible for processing, ie. Labelling, stamping etc... I am working with Amanda & Stephanie on a flow chart, and new procedures for processing of all materials. We are considering reverting to the dewey decimal system or adopting another alternative such as dewey lite. We will thoroughly research this and have a decision in a few months.

## PROJECTS PROGRESS REPORT

Policy Cttee: Haven't yet been able to meet to review existing policies. I have written a policy re: museum passes to be reviewed by committee.

Preservation Grant: I have submitted a request for payment with a due date for the final plan of July 18<sup>th</sup>, 2015

Long Range Planning: I spoke with Cindy Roach Head of Library Advisory & Development at MBLC on June 9, 2015. She advised that we file for an extension of our long term plan and suggests we aim for a completion date in the spring. She strongly suggests hiring a consultant to help us with our plan. Mary Burley has been recommended by several area library directors.

### Friends:

Richard Mullen has gotten an Ecosmith recycling bin placed at Century Copy Specialists. Mike McConnell has enthusiastically agreed to let us place the bin there. A percentage (%?) of the sales from what is collected is gifted to the Langley Adams Library for a yet to be determined stated purpose. I thought I would let Richard Mullen and Mike McConnell decide the purpose. We are planning a ribbon cutting event at the print shop on June 30<sup>th</sup> at 10:30 am. Everyone is invited to bring some clothing discards to donate to the bin. Anything except wet items can be deposited.