

TOWN OF GROVELAND

Langley Adams Library 2015 OCT 29 AM 11:54
Board of Trustees TOWN CLERK
Meeting Minutes 09/21/15 RECEIVED/POSTED

Attendance: Elizabeth Burton, Barbara Gauvin, Ann McAnn, Kathleen Prunier, Laurel Puchalski

- ❖ Call to order at 7:01 p.m.
- ❖ Four members of public present public present. Meeting recorded.
- ❖ Programming - Youth Services Librarian Darcy Lepore provided information regarding upcoming programming ideas
 - April vacation/Earth Day: "Tales for the Earth" by Diane Edgewick - will check on lowering cost.
 - Early December: "Legend of the Silver Pinecone" by Mary Jo Maicheck - will check into combining date with other local library to reduce cost.
 - October: Pumpkin carving. Pumpkins donated by The Farm Correctional Institution. K. Prunier made the motion, seconded by B. Gauvin, and unanimously approved to allot up to \$75 from the donation account for food and supplies for program.
 - Friday morning story times will be moved to Children's Room every other week to accommodate the Scrabble group in the meeting room as a request from K.Prunier.
- ❖ NELA Conference: Application was sent in on time to enable Staff to attend the conference. Scheduling has been attended to; some extra help may be needed.
- ❖ Vouchers: \$318 for movie license renewal, \$300 for MVLC, \$500 NELA Conference, \$756.70 for Ingram.
- ❖ Minutes from 8/17/15 Executive Session were read by Secretary L. Puchalski so they could be included in the regular minutes of same date. L. Puchalski made the motion to accept the Executive Session Minutes into regular Minutes. Motion was seconded by K.Prunier and voted unanimously.

- ❖ Questions were generated to be brought before Town Counsel. Former Trustees L.LeBlanc, J.Close and A.Wilson Crockett have maintained their resignations from the Board. Former Trustee C.del Castillo has not expressed his intentions as of this meeting. Chair B.Burton will contact him through group email to ask if he is interested in returning to the Board. Questions to be asked are:
 - o Who is the head of the Library in the absence of a Director?
 - o According to Bylaws, Sec.03, “The Board shall have care, custody and control of the Library holdings...” - with a director on a six month probationary period, should the Director instruct the Board or recommend to the Board?
 - o According to Bylaws, Sec.05, the Director has charge of the administration of the Library under the direction and review of the Board and advises the Board in Library matters, including making policy and budget recommendations. Why was our Board told by the former Director that the Finance Director had given approval for dramatic changes to the Library’s operation?
 - o If an issue is brought to the Chair and it is not being put on the agenda or addressed, what is the recourse? Should issues be brought to the attention of the entire Board or just the Chair?
 - o What is the chain of command? Can the Town Personnel/Finance Director tell Staff and Trustees not to communicate with each other or face insubordination?
 - o What is the process / implications of hiring an Interim Director?
- ❖ B. Burton brought to Board’s attention that a draft of Meeting Minutes must be made available upon request within ten days of the meeting, according to Open Meeting Laws.

- ❖ B. Burton requested of the Selectmen prior to this meeting that the appointment of new Trustees be put on the next Selectmen's meeting agenda to be held on 10/5.
- ❖ Staffing
 - K. Prunier made the motion, seconded by A. McAnn, and it was unanimously approved to remove the posting of the Circulation Manager position.
 - Discussion followed regarding possibility of hiring an Interim Director. MBLC will allow an Interim position for up to three years. K. Prunier made the motion, seconded by B. Gauvin, and it was unanimously approved to create an advertisement for an Interim Director. B. Burton and A. McAnn will post.
 - Members of the Search Committee will meet before our next Board meeting. Search Committee members are B. Burton, A. McAnn, Lee Thomas, Ed Watson, and MaryLou Costello.
- ❖ Library Report
 - MBLC contacted Chair B. Burton. ARIS Report was not completed by due date of 8/21/15. by the former Director. An extension to 10/9/15 has been granted. B. Gauvin and B. Burton are in the process of completing the financial report.
 - B. Gauvin reported on the State Aid application: 19.5% of our budget from the town (\$44,084) must have been spent on materials in FY2015 in order for the Library to receive the full amount of State Aid in FY2016. That percentage was not spent by the former Director, according to our present financial records. In order to be certified and to be a part of MVLC, we must apply for State Aid and spend at least 16% of the budget.. B. Gauvin has been in contact with Eric Graham, Executive Director of MBLC and will peruse all financial documents

and possibilities to complete the application and attempt to get the most State Aid available to us.

- o L.Puchalski made the motion, seconded by K.Prunier, and it was unanimously approved to purchase a one year pass for the Wenham Museum for \$350 from the donation account.

❖ Minutes

- o B. Gauvin made the motion, seconded by L.Puchalski, and it was unanimously approved to accept the 8/26/15 Meeting Minutes.
- o K.Prunier made the motion, seconded by A.McAnn and it was unanimously approved to accept the 9/08/2015 Meeting Minutes.

❖ Correspondence

- o "Murder and Mayhem" adult program to be held 10/26 in conjunction with Nichols Village. K.Prunier made the motion, seconded by L.Puchalski, and it was unanimously approved to pay \$110 from donation account for our portion of the program payment.
- o B.Burton submitted a copy of the letter to the Selectmen for the Board to read. (see Attached)
- o Email from MBLC inviting Trustees to a training held on 9/10/15 on state aid applications.

- ❖ Disaster Training: L.Puchalski will contact Mike Lawless to inquire about disaster training for Staff and volunteers.

❖ Other

- o Discussion and consensus to request \$10,000 from the Director's Salary line item to pay Staff (50%) and part-time wages (50%) at the 10/26 Special Town Meeting. Meeting was announced after our Agenda was date stamped, and requests must be made by 9/30 to be included.
- o Next meeting: October 21, 2015, 7:00 p.m., Town Hall

Meeting adjourned at 9:04 p.m. by motion made by K.Prunier, seconded by L.Puchalski,
unanimous vote on motion.

Respectfully submitted,

Laurel Puchalski, Secretary