

TOWN OF GROVELAND

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Langley Adams Library  
Board of Trustees  
Meeting Minutes 01/13/16

Attendance: Interim Director Jan Voogd, Trustees Elizabeth Burton, Charles Herman, Kathleen Prunier, Laurel Puchalski, Christopher Shramko, Leonard Lee Thomas

Absent: Jay Collins, Barbara Gauvin, Ann McCann

Two members of public present.

Call to order at 7:07 p.m. by motion from L. Puchalski, seconded by K. Prunier. Meeting was not recorded.

- Welcome to Interim Director Jan Voogd
- Correspondence
  - letter to patrons regarding decertification has been sent by email via Constant Contact, posted on LAL's Facebook page and website. January 11 update has been put on website
  - letter from MBLC distributed and perused
  - ten thank you letters have been sent
  - MBLC / MVLC updates were given by Interim Director J. Voogd
  - MVLC asked Directors to report back regarding their library's individual policies on lending to decertified libraries - most libraries in surrounding communities do have policies not to lend.
  - J. Voogd and E. Burton were contacted by Chair of Haverhill Library's Trustees, Mayor James Fiorentini and will meet with him on 1/15 in hopes of coming to some sort of reciprocity arrangement.
  - List of reciprocal services talking points distributed and discussed (see attached)
  - J. Voogd will try to customize LAL's website to reflect an effort to obtain requested books for patrons and ask for patron requests in next newsletter.
- Director's Report (see attached)
  - 41% of materials budget has been spent
  - K. Prunier made the motion, seconded by C. Herman to approve \$174.17 from the Donation account for the January and February Youth programs. Unanimously approved.
  - Vote for approval of money for the Adult program scheduled for June was tabled till next meeting in order to have more information on program.
- Minutes
  - K. Prunier made the motion, seconded by L. Thomas to approve the Minutes from the 12/9 and 12/16 meetings.
  - Approved with C. Shramko abstaining due to his absence from both meetings.
- Interim Director's three month priority list created
  - Prepare FY2017 budget.
  - Schedule meeting with Finance Committee and prepare discussion points.
  - Staff needs - (CPU/monitor) C. Herman has generously donated a monitor.

- Request via email to BOS Chair, Building Manager and Selectman's Secretary the need for more electrical amperage and address the issue of lack of heat.
- Continue patron communication via website, newsletter and Facebook regarding library updates and issues.
- Continue of staff.
- Continue correspondence and relationship with MVLC and MBLC.
- Search Committee update
  - Committee has not met recently due to scheduling issues.
  - Meeting will be planned for February. New Chair to be selected.
- Library Safety
  - Disaster Training: J. Voogd will contact Chief Lay and/or Mike Lawless regarding setting up a training for staff and volunteers.
  - Snow removal: staff is responsible to keep snow removed/ salt or sand spread on areas the Highway Department does not attend to.
- Public comment
  - Community Preservation Committee Chair Mike Dempsey asked about the progress of LAL's plans to spend the money awarded for the historical preservation.
  - J. Voogd is very interested in this project, and will be willing to begin assisting with starting the project when possible.
- Meeting was adjourned at 8:45 p.m. on a motion made by K. Prunier, seconded by L. Thomas and unanimously voted.
- Next meeting will be held on Monday, February 1, 2016 at 7:00 p.m. in the Langley Adams Library Meeting room

Respectfully submitted,  
 Laurel Puchalski, Secretary

**Langley Adams Library  
(Interim) Director's Report**

13 January 2016

In the first seven days, the following has occurred.

**Meetings**

Individual meetings with staff – Lauren, Sue, Darcy, Nicole, Katy to understand each of their roles, along with any concerns, questions, or aspirations.

Brief introductory meetings with town staff – Jackie, Denise, Anne Brodie

Instruction meetings with Library Trustees – Ann re: keys and police dept.; Barbara re: paying bills with warrants; Kathy re: payroll and depositing incoming funds; Beth re: issues and protocol

Greetings meetings with other Library Trustees – Charlie, Lee, Jay, Laurel, and Selectman Ed Watson

Introductory meetings with other library directors – Jan Dempsey, Hamilton-Wenham; Susan Babb, West Newbury

**Email and telephone discussions**

Eric Graham, Executive Director, MVLC

Diane Giarusso, MVLC President; Director, Tewksbury Library

Dave Pinckney, Reporting Contact, MVLC

Mary Rose Quinn, Head of State Programs/Government Liaison, MBLC

Jim Fiorentini, Mayor, Haverhill

**Consortium Reciprocal Library Services Situation**

One of the approaches discussed recently was that of continuing to lend, even though Groveland can't borrow. Eric at MVLC explained to me that the Evergreen system can't be configured for that, and even if it could, that activity would disrupt the statistics.

Another action in discussion is that of contacting the Trustees of the other libraries, and the directors of the other libraries, in an attempt to persuade them to continue reciprocal services to Groveland. Via letter or email, the return on investment is questionable, as, given the timeframe, even if a Board can be convinced, their meeting schedules, voting protocol, and the lag time between, may make their consideration of the issue moot, since the certification situation is temporary. Therefore, it is perhaps most judicious to lobby only those libraries who historically have borrowed more than they have lent to Groveland, because they stand to be worse off if they don't continue the reciprocal relationship. (see above item, and the attached Reciprocal Borrowing for FY15 provided by MVLC)

Collection development during the non-certified period could revert to a primarily patron-driven program.

LAL staff have offered these programs for Trustee funding:

Youth Services DIY spa class, February 2016, \$84.17

Music presentation, Kevin Comtois, "Swinging Our Way to Victory: The Music of the World War II Era," \$150.00

**Attachments**

Reciprocal Borrowing for FY15, Reciprocal Services Talking Points

**Langley-Adams Library  
Youth Services  
Funding for January/February 2016**

**January:**

We are having a polka party on January 27<sup>th</sup> and will be providing refreshments.

Amount requested: \$30

**February:**

**Children:**

National Pancake Day is in February and we will be doing a pancake-themed story time, which will require an amount of \$10 for ingredients.

For school vacation week we are planning a book/library themed week. We will be making prints with brayers at one of the programs. We will also be having a Magic School Bus/Joanna Cole themed party and will be serving refreshments.

Amount requested: \$60

**Teens:**

We are planning a program for middle and high school aged students at which they will be able to make a spa kit to take home and use. We plan to provide all of the materials for the students so that we can continue to keep these programs free. The contents of the items that will be made include coconut oil, shea butter, baking soda, and more. The reason we are providing this program is to increase teen interest and use of the library.

**Official Description:**

Want a relaxing afternoon at the Spa, but can't afford it? Why not make a spa kit to do at home? Come to our DIY spa class and make a sugar scrub, face mask and lotion to take home. Made with all natural ingredients that will make your afternoon relaxing.

Amount requested: \$84.17

Total Requested for January: \$30

Total Requested for February: \$144.17

## Reciprocal Services Talking Points

- **Nobody benefits** if Groveland's Langley Adams Library (LAL) is deprived of **reciprocal** library services, but the people who suffer most are Groveland's students, teachers, mobility-challenged residents, and the home-school community.
- When a patron discovers that their card is no longer usable, regardless of whether it's a Groveland patron at another library, or another library's patron at the Groveland library, the experience serves no positive purpose, and instead **creates a negative impression of libraries** in general.
- Three (3) MVLC libraries **borrowed more items from Groveland than they lent to Groveland** patrons in FY2015. *(see the Reciprocal Borrowing for FY2015 document provided by the MVLC)*

**Amesbury** patrons borrowed 413 items owned by LAL, while lending to the patrons of Groveland 43 items.

**Rowley** borrowed from Groveland 392 items, while lending to Groveland patrons 45 items.

**Haverhill** patrons borrowed 9693 items owned by LAL, while lending 9380 items to Groveland.

This means that **these three libraries** stand to **lose more than they save** if they stop their reciprocal services to Groveland.

Trustees,

Thank you for again providing the opportunity for me to attend the NCLA annual meeting. I attended many sessions which I found beneficial. One was about "hot titles"; panelists discussed upcoming titles for teens and adults that are expected to be popular. Daray has already ordered many, if not all, on the list. I attended a session about attracting the attention and support of the community as well as political and business leaders. The speakers were quite specific to their case which was a bond for a Rhode Island library, but I was able to take away many useful points. One of their greatest lessons was to make sure of the professional status many librarians hold - that an MLIS is an advanced degree and should be regarded just as a master's degree in business, for example. Another session was a performer showcase. Not only did I learn we would never book said performer, there was a lengthy discussion about how to make programs (be they performances or storytimes) more interactive through repetition and sign language. The final session I attended was a "guerilla" storytime in which participants shared ideas regarding storytimes, including fingerplays, favorite felt board uses, and what to do when the audience gets the wiggles.

Again, thank you. I feel I learned a number of things which we can implement at the Langley-Idamay Library.

Lamar Towle

Dear Trustees,

Thank you for sending me to the New England Library Association (NELA) conference in October. Though I was only able to attend one of my scheduled days I think that I learned some valuable information.

I attended the opening segment, which focused on different generations understanding and respecting each other.

I also attended a presentation about increasing teenage interest in libraries. The presenter discussed increasing teen interest by using fandom as an attention-getter. A fan base of a book, tv show, movie, or another type of media is called a fandom. The presenter has had successful teen programming when planning parties focusing around shows like Doctor Who and Sherlock. Other successful programming revolved around Star Wars, Star Trek, and many others. This information will help me, especially when I am planning events for my Teen Advisory Board and other youth that attend the library.

Thank you again for providing me with the opportunity to go to NELA.

Sincerely,

Darcy