

- **Attendance:** Beth Burton, Jay Collins, Barbara Gauvin, Charles Herman, Ann McCann, Kathleen Prunier, Laurel Puchalski, Christopher Shramko, Leonard Lee Thomas, Director Jan Voogd
- **Call to order** at 7:02 p.m. by motion from L. Puchalski, seconded by K. Prunier and unanimously voted. Meeting was not recorded.
- <One member of public present @ 8:20 p.m>
- **Minutes** from 8/10/16, 8/31/16 and 9/14/16 were approved and unanimously accepted on a motion made by L. Thomas, seconded by C. Shramko.
- **Correspondence**
 - acknowledgement of donation of bench was sent to Selectman Watson.
 - students from Whittier Vocational Technical School are building two 6' picnic tables for the library. L. Puchalski made the motion, seconded by C. Shramko to pay \$236.70 from the state aid account to cover the cost of materials.
- **Director's Report** (see Attached)
 - Jan Voogd asked Trustees to list the priority projects in order of importance for consideration. The priority projects are:
 - working on local history preservation using the Community Preservation Council grant
 - create a Long Range Plan
 - establishing a steering committee to create the LAL Foundation, a 501(c)3 entity
 - Discussion followed. It was decided to let Jan work on all three priorities as is appropriate to time and circumstance. Patron and community involvement and awareness of LAL's ongoing work is essential.
- **Book Sale/Shed**
 - C. Herman has spent many hours sorting books in the shed and reports there are over 120 boxes of sorted books. He asked if there was to be a book sale.
 - Discussion followed and it was decided to hold small sales, with a few boxes of books for sale each first Saturday of the month from 11:00 - 1:00 outside the shed. Community Service volunteers from Pentucket Regional High and Middle Schools will be requested to assist, and Trustees will alternate working on the sales. L. Thomas, B. Gauvin and A. McCann volunteered to work on the 11/5 sale. L. Puchalski will contact the Community Service volunteer coordinator.
- **Other**
 - A. McCann was thanked for decorating the outside barrels with autumn plants.
 - L. Thomas reported he has made contact with a local Boy Scout who wishes to create a Library Reading Garden as his Eagle project. Proper channels will be followed as it will be created on town property, and Jan will meet with the scout regarding particulars.
- **Treasurer's Report**
 - B. Gauvin is still awaiting notification of her bonding from Norwood Insurance.
 - interest from bank account was reported
- **Cultural Council Grant**
 - A Cultural Council Grant was awarded for the Magic Lantern Show. Vendor wants payment the evening of the show, but the grant only pays via reimbursement.

- L. Puchalski made the motion, seconded by K. Prunier to accept L. Thomas' generous offer to pay the vendor (\$1200.00) by personal check, to be reimbursed by LAL's donation account once the Cultural Council Grant money is received. Unanimously voted.
- **Trust Fund Update**
- B. Gauvin, C. Herman and K. Prunier searched and found copies of many of the wills related to our trust funds. There are three trusts that are unknown or have no information as of yet.
- K. Prunier suggested that perhaps it was illegal as per Open Meeting Laws to have discussion in an Open Meeting regarding individuals being named / money being mentioned. Discussion followed regarding the possibility and/or necessity of requesting legal help. B. Gauvin has checked with MBLC to verify that State Aid funds may be used to retain an attorney.
- It was agreed that more time and research is needed to resolve this matter.
- **Next meeting** will be held November 9, 2016 at 7:00 p.m. at the Library Meeting Room.
- **Meeting was adjourned** at 9:02 p.m. on a motion made by L. Puchalski, seconded by C. Shramko, and unanimously approved.
- Respectfully submitted,
- Laurel Puchalski, Secretary

I. Reminder on Status of state reports:

The **ARIS Financial Report**, along with the **State Aid Application and Compliance Form**, was submitted on 1 September 2016. For FY16, according to the library's records and the requirements as described in the MBLC documents, the Langley Adams Library is in full compliance with all seven specific requirements. Awaiting word, so status is the same as last month, which was:

On 3 November 2016, the first group of municipalities meeting requirements are presented to the Board for certification, and state aid awards are made. As we have submitted all necessary paperwork well ahead of the deadlines, it is reasonable to expect Groveland will be among those municipalities that are certified on 3 November. Should there be any delay, the second group of municipalities meeting the requirements are certified on 1 December.

II. Warrant Reporting

17-11 \$308.05	17-13 \$281.27
17-11 \$508.18	17-13 \$541.20
17-13 \$240.17	

III. Budget status, spending/funding needs

Budget status: see attached expenditure report and materials expenditure chart

IV. Programming**Past special programs**

Women's Clothing during the Civil War, 25 attendees

Past ongoing programs

Wed. Night Book Club, 12 attendees

Mystery & Cup of Tea Book Club, 16 attendees

Adult Scrabble, 4 attendees

Children's programs

Explore the National Parks, 6 attendees

Touch a Truck, 75-100 attendees

Ongoing Story Times (roughly ten per month) generally have from 5 to 10 children attending

Future programming

The *Town Common* newspaper featured an article on the front page of its October 5-11 issue, above the fold, about the Magic Lantern Show coming up on the 21st of October. This is the event for which Lauren Towler obtained grant funding from the Groveland Cultural Council. So far 36 people have signed up for this program.

Also upcoming this month are these special programs: a Kids' Nature Walk in Veasey Park with Groveland's Richard Lombard on the 13th; attorney Marc Kantowitz telling true crime stories from his book *Old Whiskey and Young Women* on the 17th; and the "Kids' Halloween Party" on the 26th, and is planned and run in cooperation with other town departments. Mystery writer Edith Maxwell had been scheduled for this month, but had to postpone, and her talk has been rescheduled for Nov. 30.

- V. Infrastructure notes – Groveland Light will be switching out the town transformer, which may impact the operation of the library for one day; expected to be either the 15th or 22nd of October (both are Saturdays)

VI. **Staffing Update**

- Interviews have begun for the Library Assistant position.
- Myron Lacey has been selected for the Page position.

VII. **Priority Projects' Progress**

- **Local History grant-funded project**

Clearing of the back room has begun in preparation for material transfer and rehousing;

The appropriate records retention schedule has been obtained from the Town Clerk to facilitate proper dispensation of old files;

We have received the MBLC Environmental monitoring report, 100+ pages based on readings conducted from Feb to June; results are mixed, recommendations include: moderate the extremely low and high levels of humidity and temperature fluctuation with improved heating, ventilation, and air conditioning systems; moderate the high levels of UV radiation with filtering sleeves on the fluorescent lighting.

- **Long-range plan** – familiarization with process and researching survey protocol and best practice, including:

The following components (from Massachusetts Long Range Plan, 2013-2017, LSLA Policies and Procedures) must be in your plan to meet the MBLC's requirement:

- A. *a vision and mission statement;*
- B. *an assessment of user needs;*
- C. *multi year goals and objectives;*
- D. *a brief description of the planning methodology;*
- E. *approval of the governing board;*
- F. *annually, by December 1st of each year, an update of the action plan for the following state fiscal year (July to June).*

Strategic PLAN COMPONENT DEFINITIONS

- *mission statement—a concise declaration of the purpose of an organization, specifying the fundamental reason for its existence and identifying its major service roles and the major user groups at which they are directed.*

- *vision statement- an uplifting and inspiring declaration of the values and hopes of an organization and optimally what you want to accomplish as an organization.*
- *assessment of user needs--a description of the needs of the community the library serves; includes a gathering of information based on an analysis of the population, results of surveys, and a description of the library's existing services in relation to the community's needs. Libraries might want to look to their parent institutions strategic plans to see what needs they have identified for the community; school, institution, etc.*
- *multi-year goals and objectives--goals are broad statements describing desirable end results toward which the library will work over the long term, encompassing a vision of what services should be available; a goal is not measurable and may never be fully reached but will probably not change over a three to five year period; together with objectives, goals define a course of action for meeting the needs of a community. Objectives are specific, short range statements of results to be achieved to implement a goal; they define how it will be done, who will do it, and when and under what conditions; objectives are measurable, include time frames and may or may not change over a three to five year period depending upon progress made.*
- *brief description of planning methodology--identification of a specific planning process if used, or, if a library has not used a particular process, a description of what was done, who participated, to what extent, how and what data was gathered, and during what period the plan was developed.*
- *approval of governing board--assurance that the library's trustees for a public library; principal, superintendent or school committee as appropriate for a school or district; dean, provost or president for an academic library; or other governing unit as appropriate has reviewed the contents of the plan and voted to accept it.*
- *annual updates of action plans--by December 1 of each year, the strategic plan should be reviewed and action plan should be completed to reflect activities that will take place in the following fiscal year to achieve the strategic plan's goals and objectives.*

However, the MBLC says: "Whether or not you complete a strategic plan is your choice. . . . if your library, network, organization wants to be eligible to apply for any direct grants from the MBLC under the federal Library Services and Technology Act (LSTA) program or any state-funded grants, such as construction, then you must complete a strategic plan and file it with the MBLC. A strategic plan is not required to meet State Aid to Public Libraries program requirements.

- **Langley Adams Library Foundation** steering committee – initial information-gathering meetings and research into whether forming an independent 501(c) 3 entity would be a good structure to have in place for donations to the Library. The foundation concept is used by public libraries all over the country, including at least 40 in Massachusetts. MVLC libraries in Lowell, Manchester, and Dracut are on record as having Foundations. Peter Pearson, a "national expert on all aspects of fundraising for libraries, advocacy, and Friends and Foundations," says in his opinion piece in the March 2013 issue of *Library Journal*, "An effective and smoothly functioning library foundation can be the best partner your library could imagine. It can be your link to all of the people of influence in the community, it can provide needed financial support for the enhancements you'd like to offer but can't with limited public funds, and it can be your conduit to the policy makers and decision makers who hold the key to public funds for your library."

Attachments: latest FY17 budget rpt, materials expenditure chart

October 2016 BoLT meeting agenda

1. Call to order
2. Correspondence
3. Director report
 - a. reporting of warrants

- b. Budget status, spending/funding needs
- c. Staffing update
- 4. Book Shed – sale of books
- 5. Treasurer report and Bond status
- 6. Trust Fund discussion
- 7. Cultural Council Program/Grant
- 8. Other
- 9. Next monthly meeting date / location – November 9, 2016 7 pm Library Meeting room
- 10. Adjourn