

Langley Adams Library
Board of Trustees
Meeting Minutes 12/28/16

- **Attendance:** Beth Burton, Jay Collins, Barbara Gauvin, Kathleen Prunier, Laurel Puchalski, Leonard Lee Thomas, Director Jan Voogd
- **Absent:** Charles Herman, Ann McCann, Christopher Shramko
- **Call to order** at 6:09p.m. by motion from K. Prunier, seconded by J. Collins and unanimously voted. Meeting was not recorded.
- Review and discussion of draft of budget FY18 to be submitted by 12/30/16.
- **Meeting was adjourned** at 6:45 p.m. on a motion made by B. Gauvin, seconded by L. Thomas, and unanimously approved.
- Respectfully submitted,
- Laurel Puchalski, Secretary

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Langley Adams Library
Board of Trustees
Meeting Minutes 12/7/16

- **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 7:05 p.m. by motion from A. McCann, seconded by K. Prunier and unanimously voted. Meeting was not recorded.
- **Minutes** from 10/12 were approved as amended and unanimously accepted on a motion made by K. Prunier, seconded by B. Gauvin.
- **Director's Reports** (see attached)
 - K. Prunier made the motion, seconded by C. Herman to fund Library Insight with State Aid funds. Unanimously approved.
 - J. Voogd reports that warrants are sometimes being held up waiting for required number of Trustees' signatures and late notices and/or fees are being received by vendors. She suggested that a reduction in the number of required signatures might improve the situation. Trustees will check warrants that need to be signed on a more regular basis and will assess success in three months.
 - Discussion regarding the progress of the archival project and question if it is time to begin accessing the grant money for supplies rather than depleting the supplies operating budget line. Some old valuable books have been found which do not seem to have Groveland relevance. Research into possibility of selling them once verified.
 - K. Prunier made the motion, seconded by C. Herman to authorize the Director to update the long-range plan, rather than re-creating it, as per advice of MBLC. Unanimously approved.
 - Maintenance issues regarding lack of lighting at walkway and snow and ice removal. Letter will be sent by B. Burton, Chair.
- **Book Sale/Shed**
 - First sale, held on 11/5 made \$67. Sale on 12/3 made \$23.
 - Sales will continue to be held on the first Saturday of each month until further notice(indoors if necessary)
- **Treasurer's Report**
 - B. Gauvin has received notice of her bonding from Norwood Insurance.
 - Emerging market funds were closed and divided between stocks and bonds.
- **Correspondence**
 - 11/30 email from BOS Administrative Assistant was read.
- **Trust Fund Update**
 - Reports of findings concerning researching trust funds and correspondence from consultants were given.
 - Roll call vote was taken on a motion made by C. Shramko, seconded by C. Herman, to hire an attorney, as follows:
 - K. Prunier ~ Aye • C. Herman ~ Aye • J. Collins ~ Aye • A. McCann ~ Aye
 - C. Shramko ~ Aye • B. Gauvin ~ Aye • L. Puchalski ~ Aye • B. Burton ~ Aye
 - L.Thomas ~ Aye
 - Unanimously approved

- B. Gauvin will contact the two attorneys recommended by consultant .
- B. Burton will respond to BOS Administrative Assistant informing Selectmen of the Trustees taking legal action.
- **Next meeting** will be held January 11, 2017 at 7:00 p.m. at the Library Meeting Room.
- **Meeting was adjourned** at 9:10 p.m. on a motion made by L. Puchalski, seconded by K. Prunier, and unanimously approved.
- Respectfully submitted,
- Laurel Puchalski, Secretary

(November Brief Report + December)

- I. **Certification status:** on 3 November 2016, the MBLC voted to restore the Langley Adams Library's state aid certification, and awarded the library :

Library Incentive Grant -- \$2331,

Municipal Equalization Grant -- \$1576,

Nonresident Circulation Offset -- \$289,

State Aid Initial Award -- \$4197.

II. **Warrant Reporting**

17-15 \$1485.37; 17-15 \$218.89; 17-15 \$766.93; 17-15 \$237.42; 17-15 \$544.56;
17-15 \$215.92; 17-15 \$515.44; 17-15 \$239.12 for a **17-15 total of \$4223.65.**

17-17 \$216.93; 17-17 \$335.63; 17-17 \$588.26; 17-17 \$1573.38 for a **17-17 total of \$2714.20.**

17-19 \$799.17; 17-19 \$296.82; 17-19 \$438.00; 17-19 \$374.15; 17-19 \$1432.09;
17-19 \$382.42 for a **17-19 total of \$3722.65.**

17-21 \$269.86; 17-21 \$843.47; 17-21 \$544.38; 17-21 \$526.49; 17-21 \$642.85, for a
17-21 total of \$2827.05.

III. **Budget status, spending/funding needs**

Budget status: see attached expenditure report and materials expenditure chart

Library Insight. Contract is up for renewal; same price as last year (\$2439) paid for last year out of the donation account. Among other things, this utility provides:

- Tracking of room and museum pass reservations and calendar of events;

- A count of event attendance and signups;
- Image displays of new books on the website;
- An infrastructure for the Summer Reading program;
- Statistics broken down into various categories, which proved very useful for the ARIS reporting.

See attached event attendance report.

Warrant signatures. A recent discussion on the MVLC Directors' list indicates a wide variety of practices among municipalities regarding the signing of expenditure warrants, ranging from the full board required to sign to no board signatures at all. Efficiency and timeliness could be much improved if fewer signatures were required on the expense warrants.

IV. Staffing Update

Anne Powell was selected for the Library Assistant position, and began working on 16 November. She was appointed retroactively by the Board of Selectman at their rescheduled meeting on 21 November.

Myron Lacey was appointed to the Page position on 17 October and has been working ever since.

V. Local History/Archives Project

The material that is the target of this project has for years been stored in the back hall and in the basement back room. At this point, we have progressed through all of the material in the back hall, sorting out extraneous material that can either be added to the general collection or discarded, and rehousing any special collections material to await archival processing.

The next step will be setting up a staging area on the basement level, and proceed with a similar sorting process through the material stored there.

Once that step is accomplished, the material will be ready for archival processing.

VI. Long Range/Strategic Plan

Having researched best practice on long-range planning with the help of information available from MBLC, it seems prudent to consider whether a complete re-do is a necessity, or if an update would be more appropriate. (MBLC suggests that an update can be suitable if done within two years of the end of last LRP, in this case 2015.) The survey-of-stakeholders phase, which would be the initial step of either approach, could be undertaken with this question in mind. At this point, many library's sample surveys have been identified and/or gathered, and the next step is formulating a survey specific to this library. The goal for this stage is to prepare a survey (electronic and print) that uses the best ideas of other libraries but includes all necessary specificity to this library.

Attachments: expenditure report, materials expenditure chart, event attendance report

Event Attendance History

Reporting Period: November 1, 2016 through December 31, 2016

Library Sponsored Events

Events with or without Recorded Attendance

Department	Event	Length in Hours	Attendance C	T	A	Total	Sign Ups	% of Sign Ups	Date
Unclassified	Hypnotist, Andrew Morris	1.25	1	0	29	30	9	333%	11/7/2016
Unclassified	Quilts with Terry Palardy	1.25	0	0	7	7	1	700%	11/14/2016
Unclassified	Wednesday Night Book Club	1.00	0	0	9	9			11/16/2016
Unclassified	The Mothers of Thanksgiving	1.25	1	0	17	18	7	257%	11/21/2016
Unclassified	Mystery author, Edith Maxwell	1.50	0	0	17	17	4	425%	11/30/2016
Unclassified	Author Vince Donovan 'Chasing Mayflies'	1.25	0	0	0	0	2		12/5/2016
Unclassified	Wreath Making has reached its capacity	1.25	0	0	0	0	20		12/7/2016
Unclassified	Ornament Making	6.50	0	0	0	0			12/12/2016
Unclassified	Kevin Comtois 'The Affirmation & Integration: Rock	2.00	0	0	0	0	2		12/15/2016
Unclassified	Wednesday Night Book Club	1.00	0	0	0	0			12/21/2016
Unclassified Totals	Number of Events: 10	18.25	2	0	79	81	45		
Adult	Mystery & A Cup of Tea Book Club	1.50	0	0	13	13			11/2/2016
Adult	Adult Scrabble	3.25	0	0	5	5			11/4/2016
Adult	Library Trustees Monthly Meeting	2.00	0	0	0	0			11/9/2016
Adult	Nichols Village Book Club	1.00	0	0	8	8			11/15/2016
Adult	Adult Scrabble	3.25	0	0	0	0			12/9/2016
Adult	Library Trustees Monthly Meeting	2.00	0	0	0	0			12/14/2016

Department	Event	Length in Hours	Attendance			Sign UPs	% of Sign Ups	Date
			C	T	A			
Adult	Nichols Village Book Club	1.00	0	0	0	0		12/20/2016
Adult	Movie Showing: Wish for Christmas (Teen and Up Rec	2.00	0	0	0	0		12/23/2016
Adult Totals	Number of Events: 8	16.00	0	0	26	26	0	
Children	Story Time for Babies and Toddlers	0.75	2	0	3	5		11/1/2016
Children	Bookworms Story Time (ages 3-5)	0.75	1	0	1	2		11/3/2016
Children	Bookworms Story Time (ages 3-5)	0.75	1	0	1	2		11/3/2016
Children	Story Time for Babies and Toddlers	0.75	2	0	2	4		11/8/2016
Children	Bookworms Story Time (ages 3-5)	0.75	0	0	0	0		11/10/2016
Children	Bookworms Story Time (ages 3-5)	0.75	0	0	0	0		11/10/2016
Children	Bookworms Story Time (ages 3-5)	0.75	0	0	0	0		11/17/2016
Children	Bookworms Story Time (ages 3-5)	0.75	4	0	2	6		11/17/2016
Children	Reading with Merlin (Grades K-3)	0.25	0	0	0	0	1	11/17/2016
Children	Reading with Merlin (Grades K-3)	0.25	0	0	0	0	1	11/17/2016
Children	Reading with Merlin (Grades K-3)	0.25	0	0	0	0	1	11/17/2016
Children	Reading with Merlin (Grades K-3)	0.25	0	0	0	0	1	11/17/2016
Children	Giving Thanks (ages 2-5 recommended)	1.00	4	0	2	6	0	11/18/2016
Children	Story Time for Babies and Toddlers	0.75	0	0	0	0		12/6/2016
Children	Teddy Bear Story Time (All Ages)	0.50	0	0	0	0		12/7/2016

Department	Event	Length in Hours	Attendance				Sign Ups	% of Sign Ups	Date
			C	T	A	Total			
Children	Bookworms Story Time (ages 3-5)	0.75	0	0	0	0		12/8/2016	
Children	Bookworms Story Time (ages 3-5)	0.75	0	0	0	0		12/8/2016	
Children	Story Time for Babies and Toddlers	0.75	0	0	0	0		12/13/2016	
Children	Construction Zone	2.00	0	0	0	0		12/14/2016	
Children	Bookworms Story Time (ages 3-5)	0.75	0	0	0	0		12/15/2016	
Children	Bookworms Story Time (ages 3-5)	0.75	0	0	0	0		12/15/2016	
Children	Hibernation Exploration (ages 2-5 recommended)	1.00	0	0	0	0	0	12/16/2016	
Children	Reading with Merlin (Grades K-3)	0.25	0	0	0	0	1	12/16/2016	
Children	Reading with Merlin (Grades K-3)	0.25	0	0	0	0	1	12/16/2016	
Children	Reading with Merlin (Grades K-3)	0.25	0	0	0	0	1	12/16/2016	
Children	Reading with Merlin (Grades K-3)	0.25	0	0	0	0	0	12/16/2016	
Children	Cookie Decorating at Veasey Park!	2.00	0	0	0	0	9	12/19/2016	
Children	Movie Showing: Stick Man	0.50	0	0	0	0		12/27/2016	
Children	Not a Box! (Ages 2-5 recommended)	1.00	0	0	0	0	0	12/28/2016	
Children	Stick Man Program (All Ages)	1.00	0	0	0	0	0	12/29/2016	
Children	Drive-In Movie (Ages 3 and Up)	2.00	0	0	0	0	0	12/30/2016	
Children Totals	Number of Events: 32	25.00	14	0	11	25	16		

Department	Event	Length in Hours	Attendance			Total	Sign UPs	% of Sign Ups	Date
			C	T	A				
Grand Totals	51 Library Sponsored Events	61.25 Hours	16	0	116	132	0		

On Wed, Nov 30, 2016 at 10:52 AM, Cassandra Murphy <cmurphy@grovelandma.com> wrote:
Hello Beth,

The Board of Selectmen voted at their meeting on November 28th, 2016 that the Library Trustees are to transfer the trust funds in accordance with the 1989 town counsel letter to the custody of the town treasurer by December 8th, 2016 unless you have and provide a legal rebuttal not to.

This will give you the opportunity to have a discussion at your next scheduled meeting on December 7th.

The Board plans to get the State involved for further action if this does not occur by December 8th, 2016.

Thank you, Cassandra

Cassandra Murphy

Administrative Assistant/

Treasury and Tax Collections Clerk

Town of Groveland

183 Main Street

Groveland, MA 01834

978-556-7207 or 7201

978-469-5000 fax

Office Hours:

Monday 12-8pm

Tues, Wed, Thur 9-3pm

Friday 8-12



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