

Langley Adams Library

Board of Trustees

Meeting Minutes 02/01/16

TOWN CLERK

CONFIDENTIAL

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

One member of public present.

Absent: Ann McCann

Call to order at 6:36 p.m. by motion from B. Gauvin, seconded by C. Herman. Unanimously voted. Meeting was not recorded.

- Budget
 - Initial budget approved on 1/25/16 was amended by Interim Director as requested by town's Finance Director.
 - Budget proposal was unanimously approved on a motion made by C. Shramko and seconded by L. Thomas.
- Minutes
 - C. Shramko made the motion, seconded by K. Prunier and it was unanimously voted to accept the Minutes from 1/13/16 meeting.
 - K. Prunier made the motion, seconded by C. Shramko and it was unanimously voted to accept the Minutes as amended from 1/25/16 meeting.
- MBLC and MVLC update
 - The posting of the Interim Director has not yet been removed from the site.
 - B. Burton and Haverhill Library Director met with some Haverhill Trustees to discuss reciprocity arrangement. A vote will be taken at their next meeting. Advocacy by the LAL Trustees to apply for a waiver was recommended. K. Prunier suggested LAL create a policy for lending reciprocity as a "good neighbor" gesture.
 - J. Voogd drafted a thank you letter to the Trustees of Manchester-by-the-Sea and Hamilton-Wenham Libraries for presently continuing to lend to us.
- Director's Report (see attached)
 - K. Prunier made the motion, seconded by C. Shramko and unanimously voted to spend \$150 from the Donation account for the June "Swinging Our way to Victory" program.
 - LAL has been approved to receive a \$1200 grant from the Groveland Cultural Council for a program "Candlelight in the Fall".
- Treasurer's Report
 - Former Treasurer Laurie LeBlanc's name has been removed from LAL bank accounts.
 - All monies have been consolidated into one checking account at Citizens Bank.
- Correspondence
 - Notes from staff regarding NELA Conference attendance were distributed.
 - Discussion of donation request from Pentucket Regional Band Boosters.

- Director Search Committee Report
 - A. McCann no longer is able to be on the Committee.
 - L. Thomas volunteered to be Chair.
 - C. Herman volunteered to be member of the Committee.
 - Progress of Committee
 - Committee has created a new job description for the Director position.
 - Committee interviewed applicants for Interim Director and recommended J. Voogd to Trustees in a timely manner.
- Meeting was adjourned at 8:12 p.m. on a motion made by K. Prunier, seconded by C. Shramko and unanimously voted.
- Next meeting will be held on Wednesday, February 24, 2016 at 7:00 p.m. in the Library Meeting Room.

Respectfully submitted,
Laurel Puchalski, Secretary

Consortium Reciprocal Library Services Situation

The moratorium on reciprocal services has gone into effect as anticipated. Hamilton-Wenham and Manchester are the only MVLC members who continue to extend reciprocal services. The Hamilton-Wenham trustees will be meeting next week and will likely vote on whether to maintain this status.

There have been a few Groveland patrons who have voiced concern about not being able to borrow from other libraries, and a few patrons of other libraries (mostly Haverhill) voicing concern at not being able to borrow materials from here. It will be another month at least before the circulation statistics reflect the changes.

One of the approaches we have taken during this non-certified period is that of adding a patron-driven element to our collection development. Purchasing items that Groveland patrons might otherwise have borrowed from other libraries is having the benefit of engaging Groveland patrons in a primary aspect of their library, and as the months go by, the collection as a whole will be more reflective of the interests of Groveland residents.

After declining circulation statistics in November (3540) and December (3290), in January, 3691 items circulated. However, by comparison, in January of 2015, 4537 items circulated, and in January 2014, 5628 items circulated. Nearly all MVLC member libraries are experiencing a similar overall decline in circ numbers over the past two years.

LAL staff have offered these programs for Trustee funding:

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

Attachments

Langley Adams Library Circulation Statistics FY14-FY15

Circulation Statistics		Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Total
Groveland	MGR	6,154	5,572	4,794	5,570	4,997	4,679	5,628	4,757	5,742	5,006	5,017	4,741	62,657
		Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Total
		5,048	4,536	4,735	4,824	4,115	4,146	4,537	4,739	4,788	3,932	3,521	4,493	53,414
		Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16						
		4,755	3,899	3,982	3,878	3,540	3,290	3,691						

Ledger History - Variance - Expenditure Ledger

Account Number	Encumbered	Budget	Transfer:		Allocated	Journal Entry:		Receipt:		Payment:		Ending % Var.	
			This Period	To Date		This Period	To Date	This Period	To Date	This Period	To Date		
Group 2: Segment 2: Department													
1001-610-51100-051-000-000	61,000.00	0.00	-10,000.00	0.00	-14,248.62	0.00	0.00	0.00	0.00	0.00	0.00	36,751.38	27.94
Library Director-Salary	0.00	0.00	-10,000.00	0.00	-14,248.62	0.00	0.00	0.00	0.00	0.00	0.00	36,751.38	27.94
1001-610-51200-051-000-000	101,405.00	0.00	5,000.00	0.00	-42,563.60	0.00	0.00	0.00	0.00	0.00	0.00	63,841.40	40.00
Library Staff Wages	0.00	0.00	5,000.00	0.00	-42,563.60	0.00	0.00	0.00	0.00	0.00	0.00	63,841.40	40.00
1001-610-51210-051-000-000	6,708.00	0.00	5,000.00	0.00	-3,743.75	0.00	0.00	0.00	0.00	0.00	0.00	7,964.25	31.98
Part Time Wages	0.00	0.00	5,000.00	0.00	-3,743.75	0.00	0.00	0.00	0.00	0.00	0.00	7,964.25	31.98
1001-610-52000-052-000-000	39,061.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21,185.19	45.76
Library Materials	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21,185.19	45.76
1001-610-52120-052-000-000	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00
Technology	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00
1001-610-52300-052-000-000	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	951.03	4.90
Programs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	951.03	4.90
1001-610-52400-052-000-000	17,587.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,041.00	94.08
Dues	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,041.00	94.08
1001-610-52418-052-000-000	1,434.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	818.64	42.91
Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	818.64	42.91
1001-610-52702-052-000-000	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,751.56	31.21
Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,751.56	31.21
Total Group 2: Segment 2: Department	233,195.00	0.00	0.00	0.00	-60,555.97	0.00	-36,334.58	0.00	0.00	0.00	-36,334.58	136,304.45	41.55
610 - Library	0.00	0.00	0.00	0.00	233,195.00	0.00	233,195.00	0.00	0.00	0.00	0.00	0.00	0.00

Filter by: Segment 1: 2402
 Group as:*

Parameters: Fiscal Year: 2016 Start Date: 7/1/2015 end: 6/30/2016 Active Accounts Only

Ledger History - Variance - General Ledger

Account Number	Encumbered	Budget	Transfer:		Allocated	Journal Entry:		Receipt:		Payment:		Ending	% Var.
			This Period	To Date		This Period	To Date	This Period	To Date	This Period	To Date		
Group 1: Segment 1: Fund													
2402-000-10400-000-000-000	7,374.43	0.00	0.00	0.00	7,374.43	-1,793.42	-1,793.42	2,871.45	-6,482.51	1,969.95	73.29		
CASH	0.00	0.00	0.00	0.00	0.00	1,793.42	1,793.42	0.00	0.00	0.00	0.00		
2402-000-20100-000-000-000	-1,793.42	0.00	0.00	0.00	-1,793.42	1,793.42	0.00	0.00	0.00	0.00	100.00		
WARRANTS PAYABLE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
2402-000-35900-000-000-000	-5,581.01	0.00	0.00	0.00	-5,581.01	0.00	0.00	0.00	0.00	-5,581.01	0.00		
FUND BAL UNDESIGNATED	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
2402-000-39100-000-000-000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-2,871.45	0.00	-2,871.45	0.00		
REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
2402-000-39300-000-000-000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,482.51	6,482.51	0.00		
EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,482.51	6,482.51	0.00		
Total Group 1: Segment 1: Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Code: 2402 - OSR: Library Donations Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		

Filter by: Segment 1: 2703
 Group as: ****...

Parameters: Fiscal Year: 2016 Start Date: 7/1/2015 end: 6/30/2016 Active Accounts Only

Ledger History - Variance - General Ledger

Account Number	Encumbered	Budget	Transfer: This Period To Date	Allocated	Journal Entry: This Period To Date	Receipt: This Period To Date	Payment: This Period To Date	Ending	% Var.
Group 1: Segment 1: Fund									
2703-000-10400-000-000-000	22,568.56	0.00	0.00		0.00	0.00	-1,400.00		
CASH	0.00	0.00	0.00	22,568.56	0.00	0.00	-1,400.00	21,168.56	6.20
2703-000-20100-000-000-000	0.00	0.00	0.00		0.00	0.00	0.00		
WARRANTS PAYABLE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2703-000-35900-000-000-000	-22,568.56	0.00	0.00		0.00	0.00	0.00		
FUND BAL UNDESIGNATED	0.00	0.00	0.00	-22,568.56	0.00	0.00	0.00	-22,568.56	0.00
2703-000-39300-000-000-000	0.00	0.00	0.00		0.00	0.00	1,400.00		
EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	1,400.00	1,400.00	0.00
Total Group 1: Segment 1: Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Code: 2703 - GRNT: Library State Aid	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00