

TOWN OF GROVELAND

Langley Adams Library

Board of Trustees

Meeting Minutes 02/25/16

2016 MAR 31 AM 11:03

TOWN CLERK

RECEIVED

Attendance: Interim Director Jan Voogd, Trustees Elizabeth Burton, Jay Collins, A. McCann, Kathleen Prunier, Laurel Puchalski, Christopher Shramko, Leonard Lee Thomas

Absent: Barbara Gauvin

Call to order at 7:04 p.m. by motion from K. Prunier, seconded by C. Herman. Unanimously voted.
Meeting was not recorded.

- B. Burton reported that during the recent meeting with the Haverhill Library Trustees the offer of children's books from the shed was made to Consentino School, Haverhill after their flood.
- Minutes
 - Minutes from the 2/1/16 meeting were accepted as amended by majority vote on a motion made by K. Prunier, seconded by C. Shramko. A. McCann abstained.
 - Minutes from the 2/18/16 meeting were accepted by majority vote on a motion made by C. Shramko, seconded by C. Herman. C. Shramko and L. Thomas abstained.
- Candidates for election as Trustees were reminded to take out papers before March 10.
- Budget: There has been no news regarding Budget meeting with Finance Committee on 2/18/16.
- B. Burton will amend drafts and send letters to West Newbury, Merrimac, and Georgetown Libraries requesting an opportunity to be included on their next Trustees' meetings agenda to discuss their consideration of reciprocal lending/borrowing services to LAL.
- Reports
 - Search Committee report
 - position for Director will be posted in a variety of places until filled
 - committee will meet on 3/31 to review any resumes'
 - MLS degree will not be required, but preferred
 - posting will include information on LAL and the community (eg.- size of community, size of collection)
 - Treasurer's report was not given as Treasurer was not present.
 - Director's report (see attached)
 - motion to spend up to \$150 from the "old" donation account for the Volunteer Appreciation event in April was made by C. Herman, seconded by C. Shramko, and unanimously voted. *
 - motion was made by K. Prunier, seconded by L. Thomas and voted by majority to accept the draft of the Workplace Civility Policy as amended. C. Herman abstained.
 - NB- C. Shramko left meeting. Quorum was maintained.
 - * L. Thomas made an offer to make a direct donation for the Volunteer Appreciation event. (Donation account will not be used)
 - Discussion was held regarding PLUS Company. J. Voogd will follow up.
- Items # 7 & 8 were tabled until next meeting (establishing Policy Committee / drafting letter for donation account)
- B. Burton will send thank you letters to Trustees of Haverhill and Hamilton-Wenham Libraries for extending borrowing privileges to LAL.
- Meeting was adjourned at 9:15 p.m. on motion made by C. Herman, seconded by L. Thomas, and unanimously voted.
- Next meeting will be held on Tuesday, March 29, 2016 at 7:00 p.m. in the Library Meeting Room.

Respectfully submitted,

Laurel Puchalski, Secretary

(Interim) Director's Report

25 February 2016

Updates on accounts, spending and revenue

At \$22,819 spent as of 24 February 2016, we are \$21,488 away from spending our target amount of \$44,307 by the end of June. With extra spending expected for Summer Reading, we are on track to hit the target, if we keep up our current pace. (See reports.)

Volunteer Appreciation Event

A committee has been formed and met this week to brainstorm ideas. Among these were:

- ✚ A table set up with displays of recognition for specific volunteer accomplishments (longest serving, most interesting discovery shelving returns, etc.)
- ✚ Award each volunteer with a useful yet economical item that recognizes their contribution and serves a purpose, such as a pen, mug, travel cup, or tote bag, etc., emblazoned with such words as "Thank You, Langley Adams Library Volunteer," etc.
- ✚ Run the appreciation activities during National Volunteer Week, 10-14 April 2016.

Workplace Civility Policy

A baseline of acceptable workplace behavior must be established to begin the alleviation of excessive staff discord and unnecessarily high levels of stress among staff. To that end, I have drafted a Workplace Civility Policy that delineates unacceptable behavior and sets out consequences, based on the ethical code expressed by the American Library Association: "We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions."

Therefore, a baseline for acceptable behavior requires that:

All employees of Langley Adams Library are entitled to be treated with civility, dignity, and respect by one another.
(See attached draft.)

Procedures Documentation

This month we began a focus on documenting all workflows and procedures. At this time, documentation has been written for

1. acquisitions procedures, and
2. procedures for receipt and processing of materials.

This documentation process is not only creating an indispensable product, it is also pointing out significant gaps in training, which will be remediated.

Community Preservation Grant

Status, Reporting Requirements. In the process of finding answers to the questions:

Where is the \$51,000? When must action on the project be taken? What reports have been done, and need to be done? How, and by whom, is this grant administered?

Workplace Civility Policy (*draft*)

The purpose of this policy is to communicate to all employees, including supervisors, managers, and executives, that Langley Adams Library will not tolerate uncivil behavior, such as that referred to as "workplace bullying." Employees found in violation of this policy will be corrected, up to and including termination if violations persist.

Definition Langley Adams Library defines workplace bullying as repeated uncivil, inappropriate behavior, either direct or indirect, whether verbal, physical, or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment. Bullying is unwelcome or unreasonable behavior that demeans, intimidates, or humiliates people, either as individuals or as a group. Bullying behavior is often persistent and part of a pattern, but it can also occur as a single incident. It is usually carried out by an individual but can also be an aspect of group behavior.

This policy is intended to delineate unacceptable behavior and set out consequences, based on the ethical code expressed by the American Library Association: "We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions."

Therefore, a baseline for acceptable behavior requires that:

All employees of Langley Adams Library are entitled to be treated by one another with civility, dignity, and respect.

Uncivil behavior, such as bullying, may be intentional or unintentional. Langley Adams Library considers the following types of behavior to be examples of bullying:

- **Verbal bullying:** Slandering, ridiculing, or maligning a person or his or her family; persistent name calling that is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.
- **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property
- **Gesture bullying:** Nonverbal threatening gestures; glances that can convey threatening messages.
- **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities.

In addition, the following examples may constitute or contribute to evidence of bullying in the workplace:

- Persistent singling out of one person.
- Shouting or raising one's voice at an individual in public or in private.
- Not allowing the person to speak or express himself or herself (i.e., ignoring or interrupting).
- Public humiliation in any form.
- Constant criticism on matters unrelated or minimally related to the person's job performance or description.
- Ignoring or interrupting an individual at meetings.
- Public reprimands.

- Repeatedly accusing someone of errors that cannot be documented.
- Deliberately interfering with mail and other communications.
- Spreading rumors and gossip regarding individuals.
- Encouraging others to disregard a supervisor's instructions.
- Manipulating the ability of someone to do his or her work (e.g., overloading, underloading, withholding information, giving deliberately ambiguous instructions).
- Taking credit for another person's ideas.
- Deliberately excluding an individual or isolating him or her from work-related activities, such as meetings.

CONSEQUENCES OF BULLYING

Bullying is unacceptable behavior because it breaches principles of equality and fairness. It also has potential consequences for everyone involved.

For those being bullied People who have been bullied often suffer from a range of stress-related illness. They can lose confidence and withdraw from contact with people outside the workplace as well as at work. Their work performance can suffer, and they are at increased risk of workplace injury.

For the employer Besides potential legal liabilities, the employer can also suffer because bullying can lead to: deterioration in the quality of work; increased absenteeism; lack of communication and teamwork; lack of confidence in the employer leading to lack of commitment to the job.

For others at the workplace People who witness bullying behaviors can also have their attitudes and work performance affected. They can suffer from feelings of guilt that they did nothing to stop the bullying, and they can become intimidated and perform less efficiently fearing that they may be the next to be bullied. Sensitive individuals can suffer stress-related illness and miss work.

For the bully An escalating series of correction, beginning with a verbal warning, then written warning, anger management training or other counseling, unpaid leave, finally, termination.

Responsibilities of Managers and Supervisors

- Ensure that all employees are aware of the anti-bullying policy and procedures
- Ensure that any incident of bullying is dealt with regardless of whether a complaint of bullying has been received
- Provide leadership and role-modeling in appropriate professional behavior
- Respond promptly, sensitively and confidentially to all situations where bullying behavior is observed or alleged to have occurred

Responsibilities of All Employees

- Be familiar with and behave according to this policy
- If you are a witness to bullying, report incidents to your supervisor, director, or HR rep, as appropriate
- Where appropriate, speak to the alleged bully(ies) to object to the behavior

IF YOU THINK YOU HAVE BEEN BULLIED

- Report the matter to your supervisor, or to HR.
- ~~Where appropriate,~~ An investigation will be undertaken and disciplinary measures will be taken as necessary. *according to Town's Personnel Manual*

Langley Adams Library encourages all employees to report any instance of bullying behavior. Any reports of this type will be treated seriously, investigated promptly and impartially.



Got Books or Clothing?

**Big Hearted Books
& Clothing Inc.**

Reuse. Repurpose. Recycle.

How to donate:

Big Hearted Books & Clothing

If you are like most people, you have books, clothes, music, or movies that you haven't used in years, cluttering up your home or office. Don't throw them out! Help keep these items out of landfills and give them a second life by donating them to Big Hearted Books & Clothing. We will redistribute your unwanted items to people that can enjoy them. Just bring your unwanted items to one of our donation containers. We currently have over 1,000 containers placed throughout New England. Give us a call at 781-784-0813 or email info@bigheartedbooks.com (<mailto:info@bigheartedbooks.com>) to find the container nearest to you!

DO YOU HAVE TOO MANY ITEMS TO BRING A CONTAINER YOURSELF?

If you have at least 8 boxes or 3 bags to donate, take advantage of our free pick-up service available in most areas of New England. Email info@bigheartedbooks.com (<mailto:info@bigheartedbooks.com>) to schedule a pick-up or call 781-784-0813. Big Hearted Books & Clothing can now accept unwanted electronics through home pick-ups too! Please see the list below for acceptable items.

We can accept donated:

- GENTLY USED BOOKS
- DVDS
- CDS
- RECORDS
- VIDEO GAMES
- COMIC BOOKS
- BASEBALL CARDS
- CLOTHING, SHOES, & LINENS



ACCEPTED AT HOME PICKUPS ONLY

- COMPUTER TOWERS & LAPTOPS
- FLAT SCREEN COMPUTER MONITORS & TV'S
- CELL PHONES, TABLETS, & OTHER SMALL ELECTRONICS

We cannot accept:

- ENCYCLOPEDIAS
- MAGAZINES
- NEWSPAPERS
- ANY WET, MOLDY, OR BADLY DAMAGED ITEMS
- CASSETTE TAPES
- VHS TAPES
- PICTURE TUBE TV'S
- CRT COMPUTER MONITORS

Are you part of an organization that could use books? Please contact us about what you need, we would love to help you. We currently donate books and other items to hospitals, schools, senior citizen centers, prisons, and our troops. Our list keeps growing, and we are always looking for others to help.

WHAT HAPPENS TO THE BOOKS AND CLOTHING?

Big Hearted Books & Clothing Inc. weighs its donations to determine what is owed to the container host and sorts through donations to find their best use.

The majority of books are given a second life and are reused. Books are sold wholesale or online, or given to groups in need. Approximately 5% are recycled, and less than 2% are disposed of.

Big Hearted Books & Clothing sells credential clothing to local textile buyers. The buyers then sort and grade the textiles for their best use. 45% of collected textiles are reused as secondhand apparel, 30% are repurposed as rags/wiping clothes; 20% are used as fiber stuffing for car seats, pillows, and stuffed animals, and the remaining 5% are unusable and get discarded.

LangleyAdamsLib2:	51 lux	LangleyAdamsLib2:	34 μ W/Lumen 2.6 mW/M ²
LangleyAdamsLib3:	720 lux	LangleyAdamsLib3:	59 μ W/Lumen 43.0 mW/M ²
LangleyAdamsLib4:	3,654 lux	LangleyAdamsLib4:	859 μ W/Lumen 3,112 mW/M ²

COMMENTS:

Cloudy and rainy. Since the actual readings in each location are listed above, the following paragraphs provide information on the recommended ranges for the various general descriptions of collections. In most instances, research/exhibit/museum/records, etc. collections are considered to be special collections/archives. Collections that are used every day such as a reference library or that circulate are considered to be general/circulating collections.

The lower and the more constant the temperature is the better it is for the collections in general. The recommended temperature level for special collections/archival materials is 70 ° F. or lower. For general circulating collections, the recommended range is 70 ° F. although 75° F. or lower is acceptable. Consistent temperature readings above 70° F. (75° F. for general collections) accelerates the deterioration of the collections.

In all cases, the object is to keep the RH readings as constant as possible over the long term. The recommended relative humidity (RH) range for all materials is between 30% and 55 %. Small fluctuations are not critical, but the extremes for extended periods of time are damaging to the collections. Above 60% encourages mold growth, and below 30% caused mechanical damage (i.e. embrittlement).

The lower the light level, the more beneficial it is for the collections. The maximum recommended range for special collections/archival materials is 200-400 lux. The recommended maximum range for general/circulating collections is 300-600 lux.

The maximum recommended levels for ultraviolet radiation (UV) are 75 μ W/Lumen and 20 mW/M². The former is the amount of UV in the atmosphere, and the latter is the amount of UV directly striking the materials.

February 23, 2016

The following series of questions represents a **Team Incivility Climate Scale**, which measures employees' experience of their work environment in terms of its atmosphere of civility or lack thereof. Circle the answer that you feel is the **most true**.

1. **My team treats one another with respect (r)**
Never -- Sometimes – Usually – Always
2. **People within my team shame and humiliate each other**
Never -- Sometimes – Usually -- Always
3. **General bad manners (e.g., interrupting, being late to meetings) is tolerated within my team**
Never -- Sometimes – Usually -- Always
4. **It is common for members of my team to put each other down**
Never -- Sometimes – Usually -- Always
5. **People within my team get away with being rude and disrespectful to others**
Never -- Sometimes – Usually -- Always
6. **My team members never verbally abuse one another (r)**
Never -- Sometimes – Usually -- Always
7. **My team rarely shows anger or hostility to one another (r)**
Never -- Sometimes – Usually -- Always
8. **Respecting people's privacy is a strong part of my team's culture**
Never -- Sometimes – Usually -- Always
9. **There is a climate of professionalism within my team**
Never -- Sometimes – Usually -- Always
10. **The atmosphere within my team is one of consideration and courtesy**
Never -- Sometimes – Usually -- Always
11. **There is a spirit of inclusion within my team**
Never -- Sometimes – Usually -- Always
12. **On the whole, team members listen respectfully to each other's ideas**
Never -- Sometimes – Usually -- Always
13. **Invading people's personal space is the norm within my team**
Never -- Sometimes – Usually -- Always
14. **Gossiping behind people's backs is rife within my team**
Never -- Sometimes – Usually – Always

Ledger History - Variance - Expenditure Ledger

Account Number	Group 2: Segment 2: Department	Budget Encumbered	Transfer:		Allocated	Journal Entry:		Receipt:		Payment:		Ending % Var.	
			This Period	To Date		This Period	To Date	This Period	To Date	This Period	To Date		
1001-610-51100-051-000-000	610 - Library	61,000.00	-10,000.00	-10,000.00	51,000.00	-18,750.02	0.00	0.00	0.00	0.00	0.00	32,249.98	36.76
Library Director-Salary		0.00	-10,000.00	-10,000.00	51,000.00	-18,750.02	0.00	0.00	0.00	0.00	0.00	32,249.98	36.76
1001-610-51200-051-000-000		101,405.00	5,000.00	5,000.00	106,405.00	-50,444.16	0.00	0.00	0.00	0.00	0.00	55,960.84	47.41
Library Staff Wages		0.00	5,000.00	5,000.00	106,405.00	-50,444.16	0.00	0.00	0.00	0.00	0.00	55,960.84	47.41
1001-610-51210-051-000-000		6,708.00	5,000.00	5,000.00	11,708.00	-4,157.10	0.00	0.00	0.00	0.00	0.00	7,550.90	35.51
Part Time Wages		0.00	5,000.00	5,000.00	11,708.00	-4,157.10	0.00	0.00	0.00	0.00	0.00	7,550.90	35.51
1001-610-52000-052-000-000		39,061.00	0.00	0.00	39,061.00	0.00	0.00	0.00	0.00	0.00	0.00	16,241.71	58.42
Library Materials		0.00	0.00	0.00	39,061.00	0.00	0.00	0.00	0.00	0.00	0.00	16,241.71	58.42
1001-610-52120-052-000-000		1,000.00	0.00	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00
Technology		0.00	0.00	0.00	1,000.00	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	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	751.03	24.90
Programs		0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	751.03	24.90
1001-610-52400-052-000-000		17,587.00	0.00	0.00	17,587.00	0.00	0.00	0.00	0.00	0.00	0.00	1,041.00	94.08
Dues		0.00	0.00	0.00	17,587.00	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	1,434.00	0.00	0.00	0.00	0.00	0.00	0.00	818.64	42.91
Training		0.00	0.00	0.00	1,434.00	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	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00	2,597.64	35.06
Supplies		0.00	0.00	0.00	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00	2,597.64	35.06
Total Group 2: Segment 2: Department	610 - Library	233,195.00	0.00	0.00	233,195.00	-73,351.28	0.00	0.00	0.00	0.00	0.00	118,211.74	49.31

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	Transfer:		Allocated	Journal Entry:		Receipt:		Payment:		Ending	% Var.
		Budget	This Period		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	7,374.43	-1,793.42	3,088.81	-6,482.51	2,187.31	70.34			
CASH	0.00	0.00	0.00	0.00	-1,793.42	3,088.81	-6,482.51	2,187.31	70.34			
2402-000-20100-000-000-000	-1,793.42	0.00	0.00	-1,793.42	1,793.42	0.00	0.00	0.00	0.00			
WARRANTS PAYABLE	0.00	0.00	0.00	-1,793.42	1,793.42	0.00	0.00	0.00	0.00			
2402-000-35900-000-000-000	-5,581.01	0.00	0.00	-5,581.01	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	-5,581.01	0.00			
2402-000-39100-000-000-000	0.00	0.00	0.00	0.00	0.00	-3,088.81	0.00	-3,088.81	0.00			
REVENUE	0.00	0.00	0.00	0.00	0.00	-3,088.81	0.00	-3,088.81	0.00			
2402-000-39300-000-000-000	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	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			
Code: 2402 - OSR: Library Donations Fund												

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:		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													
2703-000-10400-000-000-000	22,568.56	0.00	0.00	0.00	22,568.56	0.00	0.00	0.00	0.00	-1,400.00	-1,400.00	21,168.56	6.20
CASH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2703-000-20100-000-000-000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00
2703-000-35900-000-000-000	-22,568.56	0.00	0.00	0.00	-22,568.56	0.00	0.00	0.00	0.00	0.00	0.00	-22,568.56	0.00
FUND BAL UNDESIGNATED	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,400.00	1,400.00	0.00	0.00
2703-000-39300-000-000-000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	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	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	0.00	0.00	0.00	0.00