

TOWN OF GROVELAND

Langley Adams Library
Board of Trustees
Meeting Minutes 03/29/16

2016 JUN 13 PM 7:15

Attendance: Interim Director Jan Voogd, Trustees Beth Burton, Jay Collins, Barbara Gauvin, Charles Herman, Kathleen Prunier, Laurel Puchalski, Leonard Lee Thomas

Absent: Ann McCann, Christopher Shramko

Meeting was recorded.

- Call to order at 7:04 p.m. by motion made by L. Puchalski, seconded by C. Herman. Unanimously voted.
- Minutes from the 2/25 meeting were approved by a majority vote on a motion made by C. Herman, seconded by L. Thomas. B. Gauvin abstained.
- B. Burton reported on her meetings with Trustees of Georgetown Public Library and West Newbury Public Library to discuss their consideration of reciprocal lending/borrowing services to LAL. Bette Gorski attended as well. Both Boards will get back to us regarding their decision after their next meeting. B. Burton and former Selectwoman Bette Gorski will attend Merrimac Library's Trustee meeting for the same purpose on April 13.
- Consentino School book donation update
 - E-mails were sent to all teachers in Consentino school by the principal informing teachers of the availability of books. K. Prunier is contact person
 - Target date will be April 18, Patriot's Day, when LAL will be closed and the teachers are on vacation.
 - There are boxes of books in the shed that need to be sorted. Big Hearted Books will be contacted by J. Voogd to remove all other books before target date, to make room for teachers to peruse children's books in the shed.
 - L. Puchalski will contact Bagnall School and Pentucket Middle School to let the teachers know of availability of remaining children's books afterwards.
- Budget
 - BOS met 3/28 to discuss the budget. There are some discrepancies that need to be clarified.
 - B. Burton will contact FINCOM Chair and BOS to inquire about an opportunity for Trustees to clarify discrepancies.
- Reports
 - Search Committee
 - L. Thomas reported there have been at least eleven resume's received: many excellent candidates.
 - Committee will meet on 3/31 to review resume's.
 - Committee is hoping to begin conducting interviews soon.
 - Treasurer's report
 - B. Gauvin discussed importance of having a co-signer on the Citizens bank account.
 - C. Herman volunteered to be co-signer.
 - Director's report (see attached)
 - Warrant reports since January were read aloud by J. Voogd.
 - Priority goals for next three months as stated in report were discussed.
 - Draft of policy on lending to non-certified libraries (see attached) was approved unanimously on a motion made by K. Prunier and seconded by L. Thomas.
 - J. Voogd will give us a status report of LAL'S expired long-range plan and outline the next action steps to move forward on the creation of our new long-range plan.
 - Policy Committee : It was unanimously voted to table the establishment of a Policy Committee until a permanent Director is in place on a motion made by L. Puchalski, seconded by K. Prunier.

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- Donation Account letter: It was unanimously voted to table the creation of a letter regarding clarification of the operation of the Donation Account until our May meeting on a motion made by L. Puchalski , seconded by B. Gauvin.
- Correspondence : Thank you letters will be sent by L. Puchalski to Bette Gorski after 4/13 meeting with Merrimac Library for her assistance, and to L. Thomas for his donation to the Volunteer Appreciation Event.
- Next meeting date will be determined and held on Wednesday April 13, 2016 (alternate April 27), at 7:00 p.m. in the Library Meeting Room.
- Other
 - B. Burton made the suggestion that Staff have an opportunity to give their feedback regarding criteria for a Director.
 - L. Thomas will invite the Staff to attend the Search Committee meeting on 3/31 and also provide copies of the grid the Committee has created for Staff comments.
- Meeting was adjourned at 9:15 p.m. on motion made by C. Herman, seconded by L. Thomas, and unanimously voted.

Respectfully submitted,

Laurel Puchalski, Secretary

Updates on accounts

\$30,420 has been spent as of 18 March 2016, so we are \$13,887 away from spending the minimum required amount of \$44,307 by the end of June. Spending \$8641 going forward will exhaust the Town funds, which will leave at least \$5246 to be picked up by the Trustee funds. (See reports.)

Warrant Reporting beginning 15 January 2016

- 16-31 \$832.76
 - 16-33 \$3624.70
 - 16-35 \$3860.01
 - 16-37 \$3073.78
 - 16-39 \$2144.40 *already submitted*
-
- 16-41 \$3624.41 *to be submitted on 30 March 2016*

Trustee File Cabinet

As requested, a locking 2-drawer file cabinet has been set aside for the Trustees in the Library Director's office. Also, a mail bin has been configured upon this file cabinet, where incoming mail addressed to the Trustees will be placed.

Communications/Media

- The library newsletter has been appearing regularly in multiple formats (website, Facebook, and print) since February, thanks to the efforts of staff member Nicole Escobar. (The email version, via Contant Contact, is the remaining mode to conquer.) The April newsletter is out now, early, with a new focus on promoting upcoming events, as well as continuing to report on recent past events. A newsletter feature we will be adding soon — thematic compilations of reviews of books in the library's collection, highlighting titles held uniquely by Langley Adams Library.
- An article about the library, entitled "Libraries Reinstate Borrowing Privileges," appeared in Haverhill's *Sunday Eagle-Tribune* of 13 March 2016, on the front page, "above the fold," and also in Newburyport's *Daily News*, in a slightly different version, on Monday, the 14th.

- Staff have been promoting programs with photos and commentary on Facebook.

Programming

This month's programs (all of which happen to have been at no cost to the library) have been well attended and well received. Among them:

- Author Bill Sargent drew an enthusiastic crowd of 23 attendees on 7 March who peppered him with questions and to whom he sold several books.
- Staff member Kati Bourque's presentation 14 March about Ukrainian Easter Eggs was greeted with awe and delight from a standing room only crowd.
- Reading to the well behaved dog, Merlin, continues to draw early readers to the library.
- Due to avid interest from the participants, the youth writing program, Finding Your Voice, is now meeting twice (instead of just once) a month.
- Membership in the various book clubs is steadily increasing, as well.

Library Volunteers

- The Volunteer Appreciation Committee has chosen the gift items to be presented individually to each volunteer, including eco-friendly totes, water bottles, and notebooks, imprinted with the phrase "Volunteers, Our Greatest Natural Resource." An exhibit will be on display during National Volunteer Appreciation Week, 10-14 April 2016, recognizing each volunteer and their contributions.
- PLUS Company. I contacted Jill Lynch, the representative, and explained that the PLUS program is certainly worth consideration by the Langley Adams Library, but not at this time, due to the library's unsettled situation. I invited her to contact the library in November, by which time most unresolved issues will be remedied.

Priorities (Goals for next three months)

- Staff building/measurables/reviews, in particular the staff performance review procedure described in the town's Personnel Procedures Manual, which specifies informal reviews of each staff member in June.
- Improving collection accessibility, preservation, and use of space; improving patron experience and engagement.
- Continued vigilance toward meeting State Aid certification requirements, particularly the materials expenditure amounts and statistics that will be necessary for the ARIS. This will include attending any available ARIS workshops.

Community Preservation Grant, preparation for implementation

The material to be preserved within the parameters of this grant is currently sitting in a variety of extremely inadequate conditions, and needs to be stabilized as soon as possible. To that end, I will be rehousing the material in archivally sound short-term storage cartons, where it can safely await full processing, as per the terms of the grant.

BISAC v Dewey. We are gathering information to inform the decision to change, or not to change, the cataloging method for the collection. The purpose of changing is to improve patron comfort level and access to the material.

- Survey. We have been conducting a survey of patrons, in print and online, to determine their enthusiasm or lack thereof for BISAC and/or Dewey.

For the electronic version of the survey results, look at

<https://www.surveymonkey.com/results/SM-HTZ73K5W/>

- YA Non-fiction Pilot Study. Our two library assistants have been working on converting the YA non-fiction from BISAC to Dewey, as it represents a microcosm of the project as a whole. In two half-bays, the subject matter spans the range of non-fiction, so while converting the books to Dewey, Kati and Nicole have been able to discover any potential shortcuts or pitfalls to enhance or avoid if we are to take on the main non-fiction collection. Once they have completed their project, we will analyze their experience for practical information regarding workflow, timeline, and feasibility.
- Biography Pilot Study. We've done a similar pilot study in the Biography section, in which we have reassigned call numbers and relabeled, moving from BISAC to the more common "BIO" and [subject name]. This project is complete and we are now analyzing it for practical information to apply to the retrospective conversion project for all of non-fiction, regarding workflow, timeline, and feasibility.

Building Community Alliances

In an effort to build bridges among various like-minded entities throughout the area, the library is helping the Groveland Historical Society by being a ticket purchasing outlet for their event on Sunday, 1 May 2016, at 2pm (J.T. Turner as Robert Frost), \$10.

Disposing of Surplus Equipment

Legend has it that the library cannot dispose of surplus equipment because all library property is owned by the town. However, upon consultation with the town Finance Director, I have been advised that old, broken equipment can simply be disposed of, while equipment of more value must be "declared surplus," by the Library Board of Trustees, and could then be donated, sold, or otherwise disposed of.