

# TOWN OF GROVELAND

Langley Adams Library  
Board of Trustees  
Meeting Minutes 05/11/16

2016 JUN 13 PM 7:16

TOWN CLERK  
RECEIVED/POSTED

Attendance: Interim Director Jan Voogd, Trustees Beth Burton, Jay Collins, Barbara Watson, K. Prunier, Herman, Ann McCann, Kathleen Prunier, Laurel Puchalski, Christopher Shramko, Leonard Lee Thomas <**N.B- Trustees L. Thomas and C. Shramko have not yet been sworn in and therefore are not able to vote at this meeting.**>

Meeting was recorded.

Two members of public present. Call to order at 7:02 p.m. by motion made by L. Puchalski, seconded by K. Prunier. Unanimously voted.

- Minutes
  - Approval of Minutes from 3/29/16 meeting was tabled till next meeting.
  - Minutes from 4/26/16 meeting were approved by a majority vote on a motion made by K. Prunier, seconded by A. McCann. B. Gauvin and L. Puchalski abstained.
- B. Burton reported that the Omnibus was approved at Town Meeting with the Finance Committee's recommendations for the Library's salary lines. Money will need to be appropriated from other funds to meet salary desired.
- C. Herman made the motion, seconded by L. Puchalski and unanimously approved to return to holding meetings the second Wednesday of each month.
- Reports
  - Treasurer's Report : Spending on target. Town-appropriation for materials has been spent in its entirety.
  - Director's report (see attached)
    - Unanimously voted to allow Director to appropriately dispose of surplus property on a motion made by K. Prunier, seconded by C. Herman.
    - Unanimously voted on a motion from K. Prunier, seconded by L. Puchalski to allow the Treasurer to allocate monies from appropriate trust funds to pay the \$5391.78 Sebeco materials order.
    - Unanimously voted on a motion from L. Puchalski, seconded by B. Gauvin to spend \$1298.29 from State Aid for materials.
    - Items will be put on a "stop order" procedure in order to keep deliveries and their corresponding invoices in sync with fiscal year.
  - Long range plan; L. Puchalski volunteered to meet with Director J. Voogd to peruse survey templates from other libraries and report back to Board at next meeting. It was discussed that after the survey is created, distributed and compiled, subsequent steps will be completed once a permanent director is in place.
  - Correspondence : B. Burton reported she has yet to hear from the Trustees of Georgetown Public Library and West Newbury Public Library regarding reciprocal lending/borrowing services to LAL. Merrimac Library's Trustee will meet this month.
  - Search Committee
    - L. Thomas reported the Committee has narrowed the seventeen applications to three candidates they would like to present to the Board, staff and members of the public.
    - Candidates' resumes were distributed.
    - Interview sessions will be held on May 24 at 5:00 p.m. and 7:00 p.m. and on May 26 at 7:00 p.m. Interview sessions will be open to the public.
- Other
  - Donation Account letter : It was decided to table the creation of a letter regarding clarification of the operation of the Donation Account until our June meeting.
  - Consentino School book donation update : All youth books will be taken by teachers as soon as storage becomes available. Students from Pentucket High School will be volunteering to sort books on 5/19.
  - K. Prunier requested outdated newspapers be donated to Sweet Paws Rescue Center.
- Next meeting date will be held on Wednesday June 8, 2016, at 7:00 p.m. in the Library Meeting Room.
- Meeting was adjourned at 8:19 p.m. on motion made by C. Herman, seconded by K. Prunier and unanimously voted.
- Respectfully submitted,  
Laurel Puchalski, Secretary

## Priorities

Improving collection accessibility, preservation, and use of space; improving patron experience and engagement. To this end:

*Dewey Recon Project.* Having gathered information via surveys and pilot studies, in order to inform the decision to change, or not to change, the cataloging method for the collection, we have determined that the Dewey Decimal System is the preferred choice among an overwhelming majority of patrons and staff. The purpose of changing is to improve patron comfort level and access to the material. As of now, any new nonfiction material is assigned a Dewey decimal number upon arriving. The retrospective conversion of material already on the shelves has begun and will proceed without any disruption in accessibility of library materials.

*Community Preservation Grant.* In preparation for the implementation of this grant, archivally sound short-term storage cartons and other related supplies have been gathered, in order to stabilize, by rehousing, the material to be preserved within the parameters of this grant as soon as possible. This material is currently sitting in a variety of extremely inadequate conditions, and once rehoused it can safely await full processing, as per the terms of the grant.

Continued vigilance toward meeting State Aid certification requirements. To this end:

*ARIS.* Monitoring statistics that will be necessary for the ARIS and attending any available ARIS workshops. Attended initial ARIS session at MVLC on 13 April.

*Materials Expenditures.* The materials line of the town's appropriations (\$39,061) has now been exhausted, and is now -\$1579.90. (This amount will be adjusted/journaled by Jackie.) An additional \$6676.44 is yet to be paid to vendors, but once paid, via Trust Funds and/or State Aid, will bring the total materials expenditure for FY16 up to \$47,317.34. With three tiers of acceptable spending levels, the absolute minimum required expenditure amount for this year is \$44,307 by the end of June. (See reports.)

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.

## Warrant Reporting

- 16-43 \$6461.94 expenses: \$6612.33 payroll
- 16-45 \$1348.26 expenses: \$5776.83 payroll

## Disposing of Surplus Equipment

Surplus equipment must be declared "surplus" by the Library Board of Trustees, after which it can be donated, sold, or otherwise disposed of. Attached is a list of items found throughout the library building that we have identified as surplus, and now request the Trustees to approve these items as such. (See attached list.)

Attachments: Upcoming Expenditure List, List of Surplus Property, budget rpt

Group as: .....

Parameters: Fiscal Year: 2016 Start Date: 07/01/2015 end: 06/30/2016 Active Accounts Only

# Ledger History - Variance - Expenditure Ledger

Account Number	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		
Group 2: Segment 2: Department													
1001-610-51100-051-000-000	61,000.00		-14,000.00		47,000.00	-30,479.02		0.00		0.00	0.00	16,520.98	64.85
Library Director-Salary	0.00		-14,000.00			-30,479.02		0.00		0.00	0.00		
1001-610-51200-051-000-000	101,405.00		5,000.00		106,405.00	-69,757.46		0.00		0.00	0.00	36,647.54	65.56
Library Staff Wages	0.00		5,000.00			-69,757.46		0.00		0.00	0.00		
1001-610-51210-051-000-000	6,708.00		5,000.00		11,708.00	-5,316.43		0.00		0.00	0.00	6,391.57	45.41
Part Time Wages	0.00		5,000.00			-5,316.43		0.00		0.00	0.00		
1001-610-52000-052-000-000	39,061.00		0.00		39,061.00	0.00		0.00		-40,640.90	0.00	-1,579.90	104.04
Library Materials	0.00		0.00			0.00		0.00		-1,000.00	0.00		
1001-610-52120-052-000-000	1,000.00		0.00		1,000.00	0.00		0.00		-1,000.00	0.00	0.00	100.00
Technology	0.00		0.00			0.00		0.00		-398.97	0.00		
1001-610-52300-052-000-000	1,000.00		0.00		1,000.00	0.00		0.00		-398.97	0.00	601.03	39.90
Programs	0.00		0.00			0.00		0.00		-16,546.00	0.00		
1001-610-52400-052-000-000	17,587.00		0.00		17,587.00	0.00		0.00		-16,546.00	0.00	1,041.00	94.08
Dues	0.00		0.00			0.00		0.00		-615.36	0.00	816.64	42.91
1001-610-52418-052-000-000	1,434.00		0.00		1,434.00	0.00		0.00		-615.36	0.00		
Training	0.00		0.00			0.00		0.00		-3,927.05	0.00	72.95	98.18
1001-610-52702-052-000-000	4,000.00		0.00		4,000.00	0.00		0.00		-63,128.28	0.00		
Supplies	0.00		0.00			0.00		0.00		-63,128.28	0.00		
Total Group 2: Segment 2: Department	233,195.00		-4,000.00		229,195.00	-105,552.91		0.00		-63,128.28	0.00	60,513.81	73.60
610 - Library	0.00		-4,000.00			-105,552.91		0.00		-63,128.28	0.00		

Upcoming Expenditure List FY16, 4<sup>th</sup> quarter

7 May 2016

**Materials**

Ingram	\$558.03	<i>(to be ordered)</i>
	\$726.63	invoiced
<u>Sebco Books</u>	<u>\$5391.78</u>	<u>invoiced</u>
Total	\$6676.44	<i>(plus any additional Ingram standing order shipments)</i>

**Supplies**

Demco	\$249.73	<i>(ordered, not invoiced)</i>
Kathy	\$88.96	invoiced
<u>Quill</u>	<u>\$232.97</u>	<u>invoiced</u>
Total	\$571.66	

Langley Adams Library needs to spend \$44,307 on materials in FY16

Trustee Funds

\$44,307 Spent by 30 June 2016

Town Funds

\$39,061

\$30,420 spent as of 18 Mar 2016

22,819 Spent as of 24 Feb 2016

~\$22150

halfway

\$17,876 Spent as of 27 January 2016

## **Langley Adams Library Policy on Lending to Non-certified Libraries**

### **Background:**

The purpose of State Aid to Public Libraries is:

- to encourage municipalities to support and improve public library service;
- to encourage reciprocal resource sharing among libraries across Massachusetts;
- to compensate for disparities among municipal funding capacities;
- to offset additional costs to municipalities whose libraries circulate materials to patrons from other certified Massachusetts municipalities.

To be certified each fiscal year, a municipality and its library must:

- meet its Municipal Appropriation Requirement;
- meet Minimum Standards of Free Public Library Service;
- submit annual data and proof of compliance with requirements.

Public libraries in Massachusetts that do not meet the minimum standards for funding, spending, and service necessary for State Aid Program certification by the Massachusetts Board of Library Commissioners will lose that certification. Non-certified libraries are not eligible to receive state aid to public libraries or apply for LSTA grants. Also, Massachusetts state law (605 CMR 4.01) states that certified public libraries are not required to lend materials to residents of municipalities with non-certified libraries.

### **Policy:**

The Langley Adams Library supports the importance of libraries maintaining the minimum standards of public library service required for certification by the Massachusetts Board of Library Commissioners. However, because inadequate town support is not the only reason a library may lose its certification, the Langley Adams Library reserves the option to maintain reciprocal services to a non-certified library when the situation warrants it, and if revoking reciprocal services would cause undue and undeserved hardship to the residents and card-holders of the non-certified community.