

TOWN OF GROVELAND

2016 JUL 21 AM 8:58

Langley Adams Library
Board of Trustees
Meeting Minutes 6/08/16

TOWN CLERK
RECEIVED/POSTED

- Attendance: Beth Burton, Jay Collins, Barbara Gauvin, Ann McCann, K. Prunier, Lauree Thomas, Laurel Puchalski, Christopher Shramko, Leonard Lee Thomas
- Absent: Charles Herman
- Christopher Shramko has not yet been sworn in and therefore was not able to vote at this meeting.
- Call to order at 7:06 p.m. by motion from L. Puchalski, seconded by K. Prunier and unanimously voted. Meeting was not recorded. No members of public present.
- Minutes
 - Minutes of 3/29 were approved unanimously, with amendments, on a motion made by K. Prunier, seconded by J. Collins
 - Minutes of 5/11 were approved unanimously on a motion made by K. Prunier, seconded by J. Collins
 - Minutes of 5/24 were approved unanimously on a motion made by K. Prunier, seconded by J. Collins
 - Minutes of 5/26 were approved unanimously on a motion made by K. Prunier, seconded by J. Collins
- FY17 Budget copies of the approved budget were distributed.
- Reports
 - Search Committee
 - L. Thomas reported that Pam Burch declined the position.
 - Jan Voogd withdrew her withdrawal for the position and is again a candidate.
 - Trustees will interview Jan Voogd June 15, 7:00 p.m. at the Library.
 - We are on the BOS agenda for June 27 for approval of the final candidate.
 - A. McCann has been in touch with MBLC and Denise Dembrowski regarding the Director contract. Discrepancies appear to be present regarding the legality of having a contract between the Director and the Trustees. A. McCann will ask to have Town Counsel's input at next BOS meeting.
 - Discussion held regarding benefits for the Interim Director.
 - Treasurer's Report
 - Eight Trust funds were used to purchase materials at the cost of \$5,391.78.
 - We have new checks with Citizens Bank, updated accounts.
 - K. Prunier suggested B. Gauvin examine the emerging markets fund in the Vanguard account.
 - Director's Report (see attached)
 - Discussion held regarding sale of author's books. Motion made by L. Puchalski, seconded by K. Prunier, unanimously approved to have J. Voogd create a policy stating the Staff not be involved in the sale of products during events.
 - Reporting of warrants
 - #16-47 \$2819.29; #16-49 \$1048.56 expenses from State Aid
 - A. McAnn made the motion, seconded by L. Thomas, and unanimously approved to spend \$520.98 from State Aid for warrant #16-50.

- FY16 Budget Status, spending/funding needs
- Summer programming
- Staffing update
- Correspondence
 - email regarding use of social media and use of derogatory remarks
- Election of officers
 - K. Prunier made the motion, seconded by L. Thomas to keep the current slate of officers if people wish to remain in their position. Unanimously voted. All officers agreed to remain in their respective positions.
- Next meeting will be held July 13 at 7:00 p.m. at the Library Meeting Room.
- Other:
 - Future meetings will be held at the Library Meeting Room unless there is a program scheduled for that evening. Secretary will request Town Hall Back Conference Room for meeting one month in advance if necessary.
 - Possibility of donation to be used for outdoor bench
 - K. Prunier made the motion, seconded by L. Puchalski and unanimously voted to spend up to \$150 from State Aid to purchase a picnic table.
 - Meeting was adjourned at 9:05 p.m. on a motion made by L. Thomas, seconded by J. Collins, and unanimously voted.
- Respectfully submitted,
- Laurel Puchalski, Secretary

I. Statistics

Charge: Provide a statistical overview to analyze if anecdotal information is accurate regarding a downturn in attendance and use of the Langley Adams Library.

Analysis:

- 1) Even with the unusual certification situation this year, the numbers are relatively similar to the same period last year (circ: mixed results: some higher, some lower), or higher than the same period last year (door count). This evidence does not suggest the sky is falling, as has been claimed.
- 2) A significant difference does show up in programming, however. Compared to five years ago, the number of programs has increased approximately 72%, while the number of participants has dropped approximately 33%. This suggests that the emphasis may have been on the quantity of programs, perhaps at the expense of the quality and/or marketing of those programs, leading to a drop in attendance. Another effect of an over-increase in programming may have been a dilution of the target market.

Door Counts (generally higher this year over last year)	
January 2015: 2317, May 2015: 2363	
January 2016: 2421, May 2016: 2622	

Circulation (stats from MVLC)

May 2015		Adult Books total	1003
Adult Books total	1037	YA Books total	136
YA Books total	161	Children's	1203
Children's	1178	DVDs	465
DVDs	616	Childrens DVDs	167
Childrens DVDs	201		
May 2016			

Programs (stats from Insight)	
Event Attendance Summary	
Totals for Library Sponsored Events for January to June 2016 – 197 programs, 740 participants	
Totals for Library Sponsored Events for January to June 2011 – 115 programs, 1095 participants	

II. Conflict of Interest Policy Question

Charge: Determine whether a policy exists at this or another library, or by the town, on selling books/ materials at library programs and events.

Analysis: Langley Adams Library does not currently address this particular issue in its policy documents, nor was any other library found that does so. Most libraries, having Friends groups, do not face this issue. Awaiting word from DD as to whether the town has a policy. In general, most town/state/federal regulations address the receipt by individuals of gain in some form, which is not the issue in this matter.

III. Priorities

Improving collection accessibility, preservation, and use of space; improving patron experience and engagement:

Dewey Recon Project. The retrospective conversion of material already on the shelves has begun and has proceeded with a minimum of disruption in accessibility of library materials. Approximately half of the non-fiction collection (17 of 33 bays) has been converted to Dewey. Once re-conned, the items are relocated in the order of their Dewey classification (001 – 999), and the collections are being rearranged to accommodate this accessibility improvement.

Community Preservation Grant. This project begins when the Dewey Recon Project wraps up. *(Previously submitted: 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:

ARIS. Monitoring statistics that will be necessary for the ARIS (such as those presented above) and attending any available ARIS workshops.

Staff building/measurables/reviews: informal reviews of each staff member in June.

IV. Warrant Reporting

- 16-47 \$2819.29 expenses
- 16-49 SA \$1048.56 expenses

V. Disposing of Surplus Equipment

Some of the surplus equipment has been given to the Town Clerk for use in the office; the Groveland Historical Society has identified a display case and white board, to be picked up by them within a week or two; and several broken and/or useless pieces have been disposed of. Much of the classified surplus equipment remains and will be re-purposed as possible or donated.

VI. Staffing Update

1. Darcy has returned to full time and is prepared for the upcoming Visit of the Kindergarteners and the Summer Reading Program. She reports that the Summer Reading Program is different this year, in that the students are each choosing their own books, rather than everyone reading the same ones.

2. As long as the Children's/Youth Librarian position remains constant, there is only one part time assistant position that remains open. Given the situation described above with the programming numbers, it would perhaps behoove the Library to have on staff a person dedicated to Communications, adept in all aspects of social technology, so that not only are programs announced, but they are thoroughly promoted over time in such a way as to maximize interest and attendance. The current website would benefit from dedicated attention and reworking, and the Facebook page and Twitter feed lack substance.
3. An alternate approach would be to outsource social media/publicity to a vendor/freelancer, and leave the open position unfilled (which has certain advantages), or fill the open staff position with a traditional library assistant or some variation thereof (which has other advantages).

Attachments: budget rpt