

Langley Adams Library
Board of Trustees
Meeting Minutes 7/13/16

- **Attendance:** Beth Burton, Jay Collins, Barbara Gauvin, Charles Herman, Ann McCann, Kathleen Prunier, Laurel Puchalski, Leonard Lee Thomas, Interim Director Jan Voogd
- **Absent:** Christopher Shramko
- **Call to order** at 7:05 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 6/8/16 were approved unanimously, with amendments, on a motion made by K. Prunier, seconded by C.Herman
 - Minutes of 6/15/16 were approved unanimously on a motion made by K. Prunier, seconded by B. Gauvin
 - Minutes of 6/27/16 were approved, as amended on a motion made by K. Prunier, seconded by C.Herman. L.Puchalski, L. Thomas abstained.
- **Reports**
 - **Treasurer's Report**
 - Vanguard account- emerging market fund has increased 10.5% since January 2016. Total stock up 6.51%. Discussion followed. K. Prunier suggested closing the emerging markets accounts. B. Gauvin will contact Essex County Community Foundation and Vanguard for advice and to ask for an advisor to meet with the Board.
 - B. Gauvin reports that some of the amounts in the Citizens Bank municipal account (trust funds) are incorrectly delegated to some of the trust accounts. She will be adjusting the accounts to coordinate with their proper designations. B. Gauvin will write a letter to the Finance Director and the BOS requesting monthly copies of the Citizen's account for the purpose of checks and balances.
 - **Director's Report** (see attached)
 - Update on ARIS report, warrant reports, budget status
 - J. Voogd is examining the possibilities of the open Staffing position and its ramifications. Probably will be posting and interviewing in August for the fall.
 - Looked into starting a Friends group by establishing a Steering Committee to set up the group and establishing the appropriate organization as required by the state.
 - **Director Contract**
 - Discussion K. Prunier made the motion, seconded L. Puchalski unanimously voted to accept the Director's contract and the job description as amended.
 - Press release
 - Discussion on what to include
 - Will be completed by the Secretary upon obtaining information the Director would like to have included.
 - Celebration to be held on August 1, 5:00-7:00 p.m. Secretary will invite all town employees.
 - **Town Lawn Sign**
 - Sign is deteriorating. L. Puchalski will email members of the BOS requesting a new sign
 - **Correspondence**
 - Georgetown Board of Trustees have made the decision to not retract their lending policy to uncertified libraries
 - **Next meeting** will be held August 10, 2016 at 7:00 p.m. at Town Hall Back Meeting Room
 - **Other** new donations will be acknowledged by Secretary.
- **Meeting was adjourned** at 8:50 p.m. on a motion made by B. Gauvin, seconded by L. Thomas, and unanimously voted.
- Respectfully submitted,
- Laurel Puchalski, Secretary

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2016 AUG 16 AM 10: 58
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I. ARIS report

The MBLC has supplied the paperwork and log-in information to fill out the ARIS report. Currently I am in the initial stages of gathering the statistics needed, as MVLC sends various data and reports. Completing and submitting ARIS as soon as possible is, of course, of the highest priority. Many of the other priorities and activities (see below) must wait until the ARIS has been submitted.

II. Warrant Reporting

The last warrants of FY16:

16-51	\$424.71	16-53	\$229.50
16-51 SA	\$520.98	16-53 SA	\$274.55

No expense warrants have been submitted in this fiscal year to date; the first will be 17-03, due 19 July.

III. Budget status, spending/funding needs

The new fiscal year has begun, so we will now be spending against the amounts the town has allocated. Big ticket items to pay this month include the MVLC membership (\$16,928) and LAL's share of participation in the group purchase of Freegal (\$2125).

IV. Programming

Recent youth programs have included Baseball Movie Fridays; Explore the National Parks; and Summer Reading, with grant-funded Mary Jo Maichack bringing song and dance games from around the world to the very successful kick-off. General programs have included *Rust Belt Boy* author Paul Hernetky; music historian Kevin Comtois' latest installation in his History of American Music Series (WWII); and especially well attended, with standing room only in Town Hall, was "local-girl-makes-good" GERALYN WHITE DREYFOUS, speaking about her work as an Academy Award-winning film producer, promoting social justice.

V. Staffing Update

1. The concept of informal reviews of each staff member has been discussed with staff, and are taking place this week.
2. The part time assistant position remains open, and structural analysis of staffing needs is ongoing. Time spent on this analysis process is important, to avoid repeating past inefficiencies and to ensure that the town's taxpayers get full value for the money spent on staff salaries.

VI. Immediate Priorities (July)

1. ARIS
2. Dewey re-con

VII. Short-range Priorities (Aug – Oct)

1. Local history CPA grant

2. Long-Range Plan
3. New “Friends” steering committee

Collection Management
Operations (bldg issues, furniture, etc.)

VIII. Ongoing Priorities (always)
Staffing
Services

IX. Long-range Priorities . . .
to be established by the Long-Range Plan

Attachments: FY16 last budget rpt