

Langley Adams Library
Board of Trustees
Meeting Minutes 8/10/16

- **Attendance:** Beth Burton, Jay Collins, Barbara Gauvin, Charles Herman, Ann McCann, Kathleen Prunier, Laurel Puchalski, Christopher Shramko, Leonard Lee Thomas, Director Jan Voogd
- **Call to order** at 7:05 p.m. by motion from L. Thomas, seconded by C. Herman and unanimously voted. No members of public present. Meeting was recorded.
- **Update on Air Conditioning**
 - Two of the four AC units were inoperable due to mold.
 - Repairs and cleaning will be made on 8/12/16. Director will be in contact directly with service people.
- **Minutes**
 - Minutes of 7/13/16 were approved on a motion made by K. Prunier, seconded by L.Thomas. C. Shramko abstained.
 - Minutes of 7/25/16 were approved on a motion made by C. Shramko, seconded by C. Herman. B. Gauvin abstained.
- **Reports**
 - **Treasurer's Report**
 - Vanguard account- emerging market fund continue to do well. Trends will be monitored by B. Gauvin and reported to Trustees.
 - B. Gauvin contacted Essex County Community Foundation for guidance. There will be a workshop held March 25, 2017 for non-profit organizations providing information and guidance on managing non-profit finances.
 - **Director's Report** (see attached)
- **Old Business**
 - Press release was posted on town and library websites, given to newspapers.
 - Welcome reception for J. Voogd on August 1 was well-attended.
 - K. Prunier spoke to Selectman Ed Watson . He continues to research cost of benches and picnic table for outdoor use at Library.
 - Letter regarding new signage was mention at BOS meeting. No action was taken.
 - Search Committee needs to disassemble. Meeting will be set and posted to do so.
 - **Next meeting** will be held September 14, 2016 at 7:00 p.m. at Library Meeting Room
 - **Meeting was adjourned** at 7:40 p.m. on a motion made by C.Shramko, seconded by C.Herman, and unanimously voted.
- Respectfully submitted,
- Laurel Puchalski, Secretary

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TOWN OF GROVELAND

I. Status of Immediate Priorities as described in last month's report:

The **ARIS Report** was submitted on Friday, 22 July 2016. Receipt acknowledged by MBLC via email on 27 July 2016.

The **Retrospective Conversion of Collection to Dewey** was complete on Monday, 8 August 2016.

II. Warrant Reporting

17-03 \$2168.74 17-03 \$19237.41 17-03 \$201.79

III. Budget status, spending/funding needs

See attached expenditure report for budget status.

The worn-out chairs at the patron computer workstations need to be replaced.

IV. Programming

Darcy, Youth Services Librarian, reports:

"The summer reading program is ending, and list of winners for the Topsfield Fair Prize Pack is due on August 12th. Just about every child who registered for the summer reading program will be receiving a prize pack. Regular story times and National Parks story times will continue throughout most of August. For children who signed up for the summer reading program, summer story times have counted toward their total summer reading minutes."

Sue, Adult Services and Outreach Coordinator, reports:

". . . Ranger Alan Banks entertained a group of 15 adults and 1 student on July 11. . . Everyone in attendance indicated an interest in going to visit [the National Park site of the Frederick Law Olmsted house and office]. As a result of this interest, Groveland's COA has scheduled a field trip to this site in September. . ." Banks presented this program for free, and also donated to the library a copy of the beautiful book *Master List of Design Projects of the Olmsted Firm*. Other programs included "Diane Dustin Itasaka, descendant of Hannah Duston, who spoke to an enthusiastic crowd of 20 adults," and Terry Palardy spoke on the history of sewing machines. (Sue's full program report is available on request.)

V. Staffing Update

1. Informal reviews of each staff member have been completed. Formal reviews are to be conducted in December.
2. Support staffing is being redesigned, with the goal of all positions being filled by the end of next month.

VI. Short-range Priorities (Aug – Oct)

1. Local history CPA grant: initial work has begun, including the establishment of an operational plan and a survey of material to be impacted
2. Long-Range Plan: a review of documents and requirements has begun
3. Steering committee for a new "Friends"-type group: the MBLC advises having a small steering committee representing trustees, director, staff, and patrons, which can lay the groundwork for an active Friends-type organization. Prior to the first meeting of the full group, this steering committee does the incorporating for tax-exempt status; writing of the constitution, bylaws, goals, objectives, purpose; establishing of dues, schedule, and membership.

VII. Ongoing

- Staffing
- Services
- Operations (bldg issues, furniture, etc.): Last week, two of the four wall-mounted air conditioning units were discovered to have been invaded by mold. The Finance Director, the only person empowered to authorize mold remediation, was out of the office, but returned this week and the situation is in the process of being resolved.
- Collection Management

VIII. Long-range Priorities . . .

to be established by the Long-Range Plan

Attachments: first FY17 budget rpt

Wednesday Aug 10, 2016 7pm

Library Meeting room

AGENDA ITEMS: for any item - VOTES MAY BE TAKEN

1. Call to order
2. Minutes approval
3. Reports:
 - Treasure report -
 - Director report -
 - a. reporting of warrants
 - b. Budget status, spending/funding needs
 - c. Staffing update
4. Old Business
5. New Business
6. Correspondence
7. Next meeting date / location - September 14, 2016 7 pm Library Meeting room
8. Other
9. Adjourn