

Langley Adams Library
Board of Trustees
Meeting Minutes 9/14/16

- **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 7:02 p.m. by motion from L. Puchalski, seconded by L. Thomas and unanimously voted. One member of public present. Meeting was not recorded.
- **Director's Report** (see Attached)
- **Treasurer's Report**
 - Correspondence from Financial Director and copy of attorney's letter from 1998 (see Attached) and follow up on BOS meeting of 9/6 was discussed.
 - List of trust funds as we know them was reviewed.
 - Action plan was made for next meeting as follows:
 - K. Prunier & C. Herman will seek names of former Trustees/ BOS members and contact them
 - K. Prunier will contact Bob Guptill and Bette McIsaac for copies of wills.
 - C. Shramko & L. Puchalski will research Essex County Probate Court records for wills.
 - B. Burton will contact MBLC and Attorney General's office and write a responsive email to the Finance Director stating the Board would like to invite her to discuss and answer questions about handling of the trusts' monies.
 - A list of questions for a meeting with the Finance Director was created.
 - Motion was made by K. Prunier, seconded by L. Puchalski to spend up to \$400 from Dues account to bond Treasurer B. Gauvin. Unanimously voted in favor.
- **Vice Chair** A. McCann resigned as Vice Chair. L. Thomas was nominated as Vice Chair by B. Burton, seconded by A. McCann and was unanimously approved.
- **Other**
 - Ed Watson and an anonymous donor donated a new outdoor bench for the Library.
 - Whittier Vocational High School has been contacted to build outdoor picnic benches for next spring. Vote was taken to have two six foot tables be built on a motion made by K. Prunier, seconded by L. Puchalski and unanimously approved.
 - **Next meeting** will be held October 12, 2016 at 7:00 p.m. at the Library Meeting Room.
 - **Meeting was adjourned** at 9:02 p.m. on a motion made by L. Puchalski, seconded by B. Gauvin, and unanimously approved.
- Respectfully submitted,
- Laurel Puchalski, Secretary

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I. Status of state reports:

The **ARIS Financial Report**, along with the **State Aid Application and Compliance Form**, was submitted on 1 September 2016. For FY16, according to the library's records and the requirements as described in the MBLC documents, the Langley Adams Library is in full compliance with all seven specific requirements (open to all residents; no charge for borrowing books; open a minimum number of hours per week; employ trained library personnel; expend reasonable portion of library's budget on materials; lend books to other libraries; report nonresident circulation figures).

On 3 November 2016, the first group of municipalities meeting requirements are presented to the Board for certification, and state aid awards are made. As we have submitted all necessary paperwork well ahead of the deadlines, it is reasonable to expect Groveland will be among those municipalities that are certified on 3 November. Should there be any delay, the second group of municipalities meeting the requirements are certified on 1 December.

II. Warrant Reporting

17-05 \$2349.26	17-07 \$1008.48
17-05 \$1645.06	17-07 \$206.70
17-05 \$401.71	17-09 \$471.26
17-05 \$320.85	17-09 \$607.02

III. Budget status, spending/funding needs

Budget status: see attached expenditure report

Needs: chairs for the public computer workstations

IV. Staffing Update

Both job descriptions for the open positions, Library Assistant and Page, have been submitted to the town's HR department for final clearance, and hiring policy procedural specifics have been requested. Clearance and procedural specifics are expected this week.

 September 2016 BoLT meeting agenda

1. Call to order
2. Director report
 - a. State reports status
 - b. reporting of warrants
 - c. Budget status, spending/funding needs
 - d. Staffing update
3. Treasurer report and Bonding discussion
4. Correspondence
5. Trust Fund discussion

6. New Vice Chair
7. Next monthly meeting date / location - October 12, 2016 7 pm Library Meeting room
8. Other
9. Adjourn

Attachments: latest FY17 budget rpt, materials expenditure chart, Autumn newsletter – “@Langley Adams Library”