

Langley Adams Library

2017 FEB 15 AM 11:04

Board of Trustees

Meeting Minutes 1/11/17

TOWN CLERK  
RECEIVED/POSTED

- **Attendance:** Jay Collins, Barbara Gauvin, Charles Herman, Ann McCann, Kathleen Prunier, Laurel Puchalski, Leonard Lee Thomas, Director Jan Voogd (Beth Burton and Christopher Shramko arrived late) Two members of public attended to present a project.
- **Call to order** at 6:00 p.m. by motion from, K. Prunier seconded by C. Herman and unanimously voted. Meeting was recorded. Vice Chair L.Thomas conducted meeting.
- **Guest** Jeremy Frederick, Eagle Scout candidate presented his plans for a reading garden to be built by Scout Troop 87, pending approval from BOS, for his Eagle Scout project.
- **Minutes**
  - Minutes from 12/7/16 were approved as amended and unanimously accepted on a motion made by K. Prunier, seconded by L. Thomas.
  - Minutes from 12/28/16 were approved and unanimously accepted on a motion made by K. Prunier, seconded by L. Thomas. Charles Herman and Ann McCann abstained, as they were absent from meeting.
- **Director's Reports** (see attached)
  - (B.Burton arrived, 6:30)
  - J. Voogd reported that the back room in the basement has been found to be a better environment for storing archival materials based on findings from MBLC's Data Logger Environmental Report. The original plan to use the back hallway for said storage will need to be revised.
  - Draft of the long-range plan survey was reviewed. Survey will go out soon, via website and email, and will be made available on Survey Monkey as well as in paper form.
  - Maintenance issues regarding lack of lighting at walkway and snow and ice removal have been remedied. Lights have been repaired/replaced and sand has been delivered to both doorways.
  - Book Sale scheduled for 1/7 was cancelled due to inclement weather.
- **Treasurer's Report** was given by B. Gauvin.
- **Correspondence**
  - (C. Shramko arrived, 7:05)
  - Reminder to complete the Ethics and Conflict of Interest training due July.
  - copy of email from BOS Chair Dunn of 12/8 (see attached) was distributed
  - email from J. Voogd RE: photographic reproduction of the Benjamin Parker portrait was discussed. Jan will research the age of the painting to determine copyright issues and ask patron how he plans to copy the portrait. Decision will be made once this information is collected.

- preliminary information pertaining to meeting held between Chair B. Burton and Treasurer B. Gauvin with Attorney Thomas Mullen was distributed. K. Prunier made the motion, seconded by L. Thomas to table discussion until next meeting. Approved by majority vote, C. Shramko abstaining.
- **Bylaws update**
  - discussion of necessity to create a bylaw that states that a Director's Report, a letter from the Chairperson, and a financial report of trust funds be prepared for the Town's Annual Report.
  - L. Puchalski will create a draft and present at the next meeting
- **Other**
  - Reminder to A. McCann, L. Puchalski and C. Herman that terms are up and to either take out papers for re-election to Trustee Board or to provide suggestions for substitute candidates.
  - K. Prunier commended the dedication of the staff when preparing for special programs - many times going over and beyond, using personal, unpaid time to prepare for programs.
  - FY18 Budget has been submitted. No word as to meeting with Fin Com as yet.
  - **Next meeting** will be held February 8, 2017 at 6:00 p.m. at the Library Meeting Room.
  - **Meeting was adjourned** at 7:20 p.m. on a motion made by B. Gauvin, seconded by K. Prunier, and unanimously approved.
- Respectfully submitted,
- Laurel Puchalski, Secretary

**FY 18 Budget Request**

Submitted and receipt acknowledged 29 December 2016.

**Warrant Reporting**

17-23 \$736.09, 228.23 = 964.32

17-25 \$1008.45, \$559.59, \$589.95 = \$2157.99

17-27 \$1244.78, \$602.16, \$263.31, \$393.35 = \$2503.60

**Budget status, spending/funding needs**

Spending on materials is on course. (see attached expenditure report and materials expenditure chart)

**Update on Local History/Archives Project**

First phase (stabilizing collection in back hall) is accomplished. Progress on this project is in weather-related hiatus at this point, as the next stage requires work in the basement back room. The MBLC Environmental Monitoring Program Report indicates that on 1 May 2017 we owe them a report delineating what we have accomplished, and plan to accomplish, based on their report. A close review of their report has one key finding that may merit an adjustment in the execution of the archives project. They analyzed a matrix of environmental conditions in three areas of the library, and found that the basement back room has the safest conditions of the three areas. (The other two areas are the main stacks and the back room upstairs.) These findings suggest that the bulk of the archival material could be better housed in the basement back room, if the material is properly stored and proper conditions maintained. Currently the room has not been kept clean, and the archival material currently in that room is not properly stored.

**Long Range/Strategic Plan**

A draft survey has been prepared (see attached), and is to be made available, in print and online, this month.

*Attachments: survey draft, expenditure report, materials expenditure chart*

**Re: Two pending library ite**

4 messages

William Dunn &lt;williamfrawleydunn@gmail.com&gt;

Thu, Dec 8, 2016 at 4:56 PM

To: Elizabeth Burton &lt;ehb721@gmail.com&gt;

Cc: Selectmen &lt;Selectmen@grovelandma.com&gt;, Cassandra Murphy &lt;cmurphy@grovelandma.com&gt;, Barbara Gauvin &lt;bagauvin@comcast.net&gt;, Laurel Puchalski &lt;laureipuchalski@gmail.com&gt;

Dear mrs Burton town council has all ready waged in on this matter if you plan on hiring your own council please do not use tax payers money at this time I am asking as the bos chair to please turn over moneys as asked I will assure that there are two signers on account fin dirt and library trustee all moneys will be airmarked and in a account that is only for library use This had gone on to long and is not productive for our town town councils and auditors have all said we are not in compliance with the law. Chair. Dunn  
Sent from my iPhone

On Dec 8, 2016, at 3:19 PM, Elizabeth Burton <ehb721@gmail.com> wrote:

Dear Selectman,

As stated previously, we are thoroughly actively investigating the issue at hand. At our open meeting last night the Board of Library Trustees voted unanimously to engage legal council for guidance on this matter.

At this time we have no further substantive response. Our next regularly scheduled meeting is Wednesday January 11, 2017.

Best regards,  
Beth Burton (chair Library BOT)

On Wed, Nov 30, 2016 at 10:52 AM, Cassandra Murphy <cmurphy@grovelandma.com> wrote:

Hello Beth,

The Board of Selectmen voted at their meeting on November 28<sup>th</sup>, 2016 that the Library Trustees are to transfer the trust funds in accordance with the 1989 town counsel letter to the custody of the town treasurer by December 8<sup>th</sup>, 2016 unless you have and provide a legal rebuttal not to.

This will give you the opportunity to have a discussion at your next scheduled meeting on December 7<sup>th</sup>.

The Board plans to get the State involved for further action if this does not occur by December 8<sup>th</sup>, 2016.

Thank you, Cassandra

Cassandra Murphy

move forward with any decisions as a Board. Our next meeting is scheduled for December 7th, 2016.

Sincerely,

Beth Burton (chair Library BOT)

On Tue, Nov 22, 2016 at 11:08 AM, Cassandra Murphy <cmurphy@grovelandma.com> wrote:

Hello Beth,

I am following up to find out the status of the trust funds still in the possession of the Library Board. The Board of Selectmen would like to know why the trusts that were clearly identified in the 1989 letter from town counsel that must legally be under the control of the town treasurer have not been turned over. In addition, they would like to know the status of the other trusts.

The Board would like their answer by their next regularly scheduled meeting on next Monday, November 28<sup>th</sup>.

Thank you, Cassandra

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**From:** Elizabeth Burton [mailto:ehb721@gmail.com]

**Sent:** Monday, October 31, 2016 5:21 PM

**To:** Cassandra Murphy; Selectmen

**Cc:** Barbara Gauvin; Lee Thomas

**Subject:** Re: Two pending library items

Hello Selectman,

Update on the Bond for our Treasurer, Barbara Gauvin, has been finalized and a copy is in the Director of Finance's inbox as of today.

We meet next on Wednesday November 9th, 2016 and will have a further update for the Selectman at that time.

Sincerely,

Beth Burton (chair Board of Trustees, Langley Adams Library)

On Wed, Oct 26, 2016 at 3:38 PM, Elizabeth Burton <ehb721@gmail.com> wrote:

Hi Cassandra,

Per our last meeting on October 12, 2016

1. We are in the final stages of the bonding process and it should be completed by the end of the week.

2. We have found additional information on the accounts and have leads on the last few.

We meet next on Wednesday November 9th, 2016 and will have a further update for the Selectman at that time.