

Langley Adams Library

Board of Trustees

Meeting Minutes 2/8/17

- **Attendance:** Beth Burton, Jay Collins, Charles Herman, Kathleen Prunier, Laurel Puchalski, Christopher Shramko, and Director Jan Voogd (Lee Thomas, Ann McAnn and Barbara Gauvin arrived late)
Meeting was not recorded. No members of public present.
- **Call to order** at 6:10 p.m. by motion made by K. Prunier, seconded by C. Herman.
- **Minutes**
 - Minutes from 1/11/17 were approved as amended and unanimously accepted on a motion made by C. Herman and seconded by K. Prunier.
- **Director's Report** (see attached)
 - K. Prunier made the motion, seconded by L. Puchalski to fund the coyote program from the Donation account, to be held in early spring. Voted unanimously.
(L. Thomas arrived, 6:25. A. McCann arrived, 6:30)
 - Discussion was held regarding any projects to present to Capital Improvement Committee, as requested by Chair B. Burton. It is too late to submit any proposals for this year. Ideas included new entry door, repurposing and renovating the back door as a secondary entrance, changing Children's Room to another location and relocating Adult Fiction, creating reading area.
 - J. Voogd was encouraged to hire ServPro to clean the basement, to be paid from the grant funds, and to have the area painted to add brightness to the space to be used for most of the archival materials.
(B. Gauvin arrived, 7:05)
- **Programming**
 - J. Voogd was asked to invite the Youth Services and Adult Services Coordinators (Darcy Lepore and Susan Nakanishi) to attend next month's meeting to discuss programming events and future plans for programming.
- **Friends and/or Foundation**
 - Discussion and clarification of differences between the structure and roles of Friends groups and Foundations was held.
 - K. Prunier, L. Thomas and A. McAnn will meet in March to work on formation of and filing official papers for the creation of a foundation.
- **Treasurer's Report** was given by B. Gauvin. She will investigate CD rates and report to Board next month.
- **Correspondence**
 - The photographic reproduction of the Benjamin Parker portrait is permitted as there are no restrictions. L. Puchalski will find out if the painting, and/or any other Library artifacts are insured by the Town.
 - Reminder to complete the Ethics and Conflict of Interest training due July.

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- **Book Sale**
 - Proceeds to date are \$120.50.
 - Discussion followed about overcrowded shed, weeding books, plans for having a large book sale in spring and procuring volunteers.
 - A "Free" bucket of books will be made available to children from weeded materials during story hour and other youth events.
 - Unsold books from the monthly book sales will be donated to Big Hearted Books, as well as other books felt to be not book-sale-worthy.
- **Bylaws update**
 - discussion of necessity to create a bylaw that states that a be prepared for the Town's Annual Report.
 - L. Puchalski reported findings of Bylaws regarding the Library's Annual Report to the Town. No change is necessary to our bylaws as they already comprise of including a Director's Report, a letter from the Chairperson, and a financial report of trust funds.
 - Library's report to be submitted to Town Clerk before June 1 each year.
- **Next meeting** will be held March 8, 2017 at 6:00 p.m. at the Library Meeting Room.
- **Meeting was adjourned** at 8:00 p.m. on a motion made by L. Thomas, seconded by C. Shramko, and unanimously approved.
- Respectfully submitted,
- Laurel Puchalski, Secretary

FY 18 Budget Request

Director and Trustees met with Finance Board 1 February 2017. There has as yet been no word from the Finance Director regarding salary increases.

Warrant Reporting

17-29 \$352.74, \$496.00, \$703.92, \$542.89, \$641.37 = \$2736.92

17-31 \$338.51, \$2495.66 = \$2834.17

17-33 \$1200.00, \$1976.70, \$185.74, \$552.18, \$1303.30, \$878.17 = \$6096.09

Budget status, spending/funding needs

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

Programming

In addition to all the regularly scheduled programs, for February break week Darcy will be running a LEGO Competition Construction Week, comprising a different theme for each day, including Space Exploration, Robot Revolt, and LEGO Movie.

Sue followed up on the coyote program. Conservation biologist Christine Schadler is the New Hampshire and Vermont representative for Project Coyote, which is, according to the website, "a national non-profit organization, . . . a North American coalition of scientists, educators, ranchers and citizen leaders promoting compassionate conservation and coexistence between people and wildlife through education, science and advocacy." Her non-negotiable fee, discounted for libraries, is \$200.

Capital Improvement Needs

As the Trustee Chair has asked for my comments on capital improvement needs, I offer the following: capital improvement projects can be funded by MBLC administered grants, such as the Federal LSTA, and especially the Massachusetts Public Library Construction Program (MPLCP). To apply for these, regardless of the size of the project, the long-range plan must be up to date and a library building program written. An architect must be retained, and the town must approve of all aspects of the program. The grants provide only on average 50% of the cost, and the remainder must be paid by the town, typically via fundraising and municipal debt exclusion. Given the deficit financial situation of the town, and the lack of a Friends group or Foundation to work on fundraising, this may not be an opportune moment to embark on a capital improvement project.

Long Range/Strategic Plan

Surveys have been gathered and will be analyzed in more detail, but an initial review indicates overall satisfaction, with few suggestions for changes or additions. A few surveys mention a wish for more convenient hours, but only one gives an indication of what would make the hours more convenient, suggesting that the hours be the same every day.

Foundation Formation

Paperwork in draft form, including a draft of Langley Adams Library Foundation by-laws, has been assembled to help demystify the process for the Trustees, as they consider how, or whether, to form a Langley Adams Library Foundation. These documents are available in the Director's office for perusal at your convenience.

Benjamin Parker Painting

Elizabeth Stebbins Parker, aka Mrs. W. Thornton Parker, of Springfield, donated the painting to the library in 1928. She died in 1929. If the artist had transferred the copyright to her, or if she was, in fact, the painter of the image, then the copyright on the painting expired in 1999 ("life + 70").

Langley Adams Library needs to spend \$45,680 on materials in FY17

Trustee Funds	\$45,680	Spent by 30 June 2017
		May
		Apr
Town Funds	\$42,461	Spent as of Mar 8
		Spent as of Feb 21
		Spent as of 22 January 2017
		<i>should be no less than \$22,840</i>
		Spent as of 1 Dec
		Spent as of 7 Nov
		Spent as of 7 Oct
		Spent as of 20 Sep 2016
		Spent as of 23 Aug 2016



Langley-Adams Library

www.langleyadamslib.org

978-372-1732 185 Main St. Groveland, MA

UPCOMING Adult EVENTS @ the library:

MARCH 2017

March 3 MOVIE FRIDAY 1:30-4 p.m.

Manchester By the Sea Rated R; BYO snacks

Mon. March 6 6:30-7:45 pm "Yours Faithfully, Florence Burke"

☘ Author Ellen Alden will share her historical novel about her Irish immigrant great, great grandfather.

Tues. March 7th 1:30-2:30 p.m. Crime Fiction Author Stewart

Lytle will discuss his book "Iron City Conspiracy"



Wed. March 29th 6:30-7:45 p.m.

Stained Glass with artist Paul Prue

APRIL 2017



Mon. **April 3** 6-7:30p.m.

PYSANKA workshop with library assistant, Kati Bourque! REGISTRATION required because space is limited.



Monday, **April 24** 6:30-7:45 p.m.

Groveland's Garden Club will demonstrate & share floral arranging tips. Please register. Thanks!

All of our programs are open to the public & are FREE!