

Langley Adams Library

Board of Trustees

Meeting Minutes 4/12/17

- **Attendance:** Beth Burton, Jay Collins, Barbara Gauvin, Charles Herman, Kathleen Prunier, Laurel Puchalski, Christopher Shramko, and Director Jan Voogd
Absent: Ann McAnn, Lee Thomas (arrived at 6:20)
Meeting was not recorded.
- **Call to order** at 6:06 p.m. by motion made by L.Puchalski, seconded by C. Herman.
- **Programming**
 - Youth Services Coordinator Darcy Lepore distributed handout of upcoming events (see attached)
 - K. Prunier made the motion, seconded by L.Puchalski to approve up to \$900 from the State Aid account to be used for youth programming and events. Unanimously approved.
- **Minutes**
 - Minutes from 3/8/17 were approved and unanimously accepted as amended on a motion made by K. Prunier and seconded by C. Herman.
- **Director's Report** (see attached)
 - C. Herman distributed facilities checklist created with Director. Discussion followed.
- **Treasurer's Report**
 - B. Gauvin and C. Herman completed a webinar conducted by Citizens Bank on their new electronic system
 - Discussion of possession of keys to Trustees file cabinet was held. Treasurer will have one of the keys, other key to be in the care and custody of the Director.
- **Other**
 - No response from BOS or Financial Secretary regarding insurance on Parker painting and other Library holdings.
 - Director will continue to monitor timeliness of obtaining signatures for warrants.
 - Establishing Long Range Plan focus groups was discussed. Director J. Voogd will contact MBLC to inquire about setting up times for them to direct the sessions.
 - **Next meeting** will be held May 10, 2017 at 6:00 p.m. at the Library Meeting Room.
 - **Meeting was adjourned** at 7:40 p.m. on a motion made by C. Herman, seconded by L.Thomas, and unanimously approved.
- Respectfully submitted,
- Laurel Puchalski, Secretary

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Programming

Childrens/Youth Services Librarian will be in attendance to report on the programming under her purview.

Training/Technology

As reported previously, throughout the MVLC libraries, the open source Evergreen ILS will be taken offline in May, to be replaced by the SirsiDynix product Symphony. It is in this month of April that most staff will be attending hours of training in order to make best use of the new technology immediately from the "go-live" date (18 May). For three days in May, 15th - 17th, the MVLC libraries will be "offline," meaning that patrons will still be able to check out material, but will not be able to manage their accounts (place hold requests, renewals, etc.) Staff will not be able to register new patrons, check-in materials, place holds, or take payments. During the off-line period, items will not come due and fines will not accrue.

Statistics

Another twelve new patrons were added in March, for a current total of 4599.

The number of items checked out in March was 4504, up significantly from February's 3377.

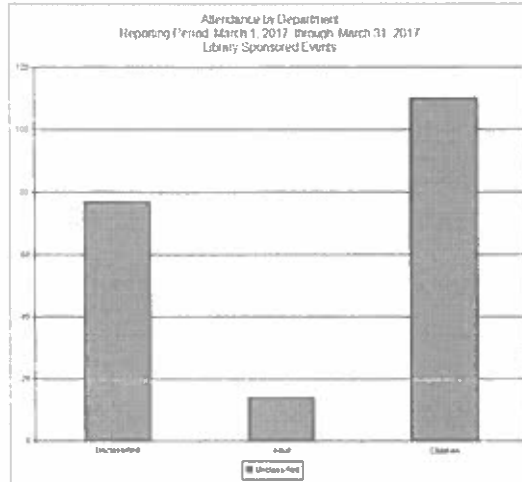
Event Attendance Summary

Reporting Period: March 1, 2017 through March 31, 2017

Library Sponsored Events

Events with or without Recorded Attendance

Department	Events	Hours	Children	Teen	Adult	Total
Unclassified	7	13.00	0	1	76	77
Adult	5	9.25	0	0	14	14
Children	23	22.75	61	0	49	110
Totals for Library Sponsored Events for Period	35	45.00	61	1	139	201



FY 18 Budget Request

The Finance Committee and the Board of Selectmen each approved the FY18 budget as requested. They also approved raising the rate of pay for pages to the state minimum wage, which as of this year is \$11 an hour. The library assistants' rate of pay will be raised to \$12 an hour, if the budget is approved at the Town Meeting.

Warrant Reporting

17-37 $346.56 + 254.09 + 179.13 + 1669.67 + 232.09 + 185.00 + 141.68 = \3008.22

17-39 $2976.42 + 510.60 + 307.17 + 261.53 = \4055.72

Budget status, spending/funding needs

Spending on materials has now exceeded the MBLC required amount, having been funded by State Aid. There will be back-ordered material that continues to be delivered, so State Aid spending will need to continue, but no new orders have been or will be placed. Next month we will request a “Stop Shipments,” until after the new fiscal year. We are working with our vendors to better tailor the standing order parameters to more closely match what patrons want.

Attachments: budget reports; materials expenditure chart

**Langley-Adams Library
Youth Services Funding
Spring/Summer 2017**

Funds Not Requested:

Author Julia Walsh

April 20th at 10:30am

Local author Julia Walsh will come read her picture book *Wings in the Wind* on April 20th and do an activity with the children.

Cost: \$50 Honorarium (Will pay with events fund)

Flower Crown Tea Party

May 16th at 3:30pm

We will host a tea party where children can make flower crowns (fake flowers will be used so that they can save the crowns) and we will use the teacups Langley-Adams Library owns.

Cost: \$40 (Floral wire, various tea flavors, fake flowers) – (Will pay with events fund)

Summer Reading Kick-Off: Rainforest Reptiles

June 26th at 3pm

Rainforest Reptiles will bring their rescued animals to the library for an exciting show!

Cost: \$0 (Gift Certificate)

****Please note that this program may switch to be our end of summer reading party program.**

Future programs that will require funding tentatively:

Yoga Program for Preteens/Teens

To take place as a 4 or 6 part series throughout the summer. I am in talks with a local yoga instructor, who is also a patron at Langley-Adams Library, about planning this program.

Estimated Cost: \$300 (Not official - not yet actively discussed with the instructor)

Museum of Science Traveling Program: Science Magic or Super Cold Science

Not yet booked. This program would be either our summer reading kick-off or take place at the end of our summer reading session.

Estimated Cost: \$315 – (\$300+\$15 for travel fees)

Summer Reading Incentives - Kids

We will be giving out prizes in addition to Topsfield Fair Prize Packs we will be giving out prizes in the forms of small trinkets and prize books. The summer reading theme is Build a Better World for all age groups, so prizes will focus on positivity, kindness, and community.

I would like to order trinkets from Oriental Trading, such as small beanbags, pencils, charms, and community hero coloring books.

Estimated Cost: \$150

Summer Reading Incentives – Teens

Teen prizes will include a variety of items. I am currently gathering information about local businesses that are willing to donate gift certificates, and have acquired some gift certificates already. I would also like to offer the teens prize books and items that can be ordered from oriental trading and Upstart, such as lanyards, tote or sport bags, and fun themed things word magnets, etc.. Perpetualkid.com and Five Below have assortments of cheap items that teens would enjoy.

Estimated Cost: \$200

Variety other programs taking place throughout the spring/summer:

Teen Book Club (co-run with G.A.R. Memorial Library): Meetings will take place at Langley-Adams Library and G.A.R. Memorial Library. Funding will be needed for refreshments.

Kindness Club: Will be for all ages, likely mostly younger children will join. Not yet sure what funding will be required, but I will purchase supplies as needed and use the events fund for FY 2017 or 2018.

Kids' Book Clubs: Grades K-2 STEAM Book Club starting up this April, and there will be a chapter book club (likely grades 2-4) taking place throughout the summer. I will provide refreshments and craft supplies.

Money Requested: \$100 through summer

Total Currently Requested: \$450

(Not including the first two items on this list because they are not official. The total for everything would be \$1,065)