

**M. G. Parker Memorial Library  
Board of Library Trustees  
Meeting Minutes  
April 10, 2019**

The meeting was called to order at 4:30PM by Eric Jackson, Chair

**In Attendance:** Eric Jackson, Chair, James Nolan, Monique Verville, Gretchen Mayall and Director Nanci Milone Hill, Linda Trouville was absent.

**Community Input** - none

**Review of the minutes** – A review was done of the minutes from March 13, 2018 meeting of the Board of Library Trustees. A motion was made by Gretchen Mayall to accept the minutes as presented, seconded by James Nolan and unanimously approved.

**Review of Bills and Payroll**- The trustees reviewed the payroll from March 10, 2019 to April 6, 2019 and reviewed the bills from March 15, 2019 to April 4, 2019. A motion was made by James Nolan to accept both the payroll and bills as presented. A second was made by Gretchen Mayall – unanimously approved.

**Budget and Financial Report** - Addendum Attached – Reviewed

**Performance Overview** - Addendum Attached – Reviewed

**Directors Report** - Addendum Attached – Reviewed

There was a discussion regarding the library's new website which will launch on May 1, 2019. Staff has been working with Stirling Technologies, the company that designed our logo, to replace our website. The town manager has signed the maintenance contract with Stirling Technologies.

Discussion regarding the Friends of the Library of Book Sale in May.

**Unfinished or Continuing Business** –

- FY20 Budget Update - Director Nanci Hill attended the Budget Meeting at the town hall on Monday, April 8<sup>th</sup> and reported to the committee.
- Director's Annual Goals and Objectives Update - two library signs have been posted in town. The Director has appeared on DATV three times so far, to introduce programs that were taped.

**New Business** –

- Group Home Borrowing –

A group home emailed the director and complained that library was discriminating against the members of the group home by not giving them individual cards and having a policy that the Director of the home accept responsibility for all materials checked out by their constituents. Nanci reached out to other library's in the state to ask how they handled library cards to patrons of group homes and others without a permanent address. After review, Nanci and Cheryl sat down and put together a draft of a policy which was presented to the board for approval. A motion was made by James Nolan to accept the policy with correction, and seconded by Gretchen Mayall - unanimously approved.

- Quote for new Telephone System – The quote has not been received as of the time of this meeting.
- MVLC Auto Renewal – Discussion regarding Auto Renewal. The Director asked the MVLC to give us statistics on how much the fines and fees will go down. Dracut gets to keep up to \$30,000.00 of its fines and fees, and this will impact the library finances.
- Change of Meeting Times – Tabled until the next meeting.

**Next Meeting – May 8, 2019**

The director reported the letter for our second state allocation

The Director showed the quote for the hand-dryers there was a discussion of the installation.

Discussion regarding library signage and painting the meeting room.

Eric Jackson asked about the tech position. Nanci reported that the town did not approve the position however the town treasurer said they will revisit the idea halfway through the next fiscal year.

**Suggestions for Next Meeting – Reorganization of the Board of Trustee**

Hearing no objections Eric Jackson moved to closed the meeting at 5:18pm

Minutes Approved by:

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Eric Jackson,

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Monique Verville,

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Linda Trouville,

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James Nolan,

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Gretchen Mayall,