

**M. G. Parker Memorial Library
Board of Library Trustees
Meeting Minutes
May 13, 2015**

The meeting was called to order at 4:33pm by Chairwoman Clee Ace

In Attendance: Chairwoman Clee Ace, James Nolan, John Dyer, Eric Jackson, Linda Trouville, and Director Nanci Milone Hill.

First order of business – Selection of Officers- John Dyer made a motion to nominate Linda Trouville as chairperson, Eric Jackson seconded the motion –unanimously approved. John Dyer made a motion to nominate Eric Jackson as the Clerk. Jim Nolan seconded the motion – unanimously approved.

Community Input- Director Nanci Hill received a phone call from the president of the Dracut Garden Club with a request to have their flower sale on the library's front lawn. The director contacted the Dracut Town Clerk and she was advised that the town usually did not grant organizations the right to use this type of public space. Town Council will be notified with a request for a determination.

John Dyer asked if we should have the Trustees Meetings listed in the Lowell Sun. The Director said that she would notify them of future meeting dates and times.

Discussion- Regarding TNT Cleaning Company.

Review of the minutes from April 8, 2015. A motion to accept the minutes was made by Clee Ace and seconded by John Dyer - unanimously approved.

Review of Bills and Payroll- Bills from the weeks of 4/10/15 to 5/7/15, and Payroll from the weeks of 4/12/15 to 5/9/15 were reviewed. A motion to accept was made by Clee Ace and seconded John Dyer - unanimously approved

Budget and Financial Report – Addendum Attached.

Performance Overview- Addendum Attached. Discussion regarding popular titles. The director is receiving a report from MVLC which shows when a title has a lot of holds on it. She will order additional copies when there is a 5 to 1 ratio of holds. . There was a discussion regarding *Overdrive* e-books and e-audiobooks. MVLC (Merrimack Valley Library Consortium) has received a \$15,000.00 donation from the Boxford Town Library. They will use it to order additional e-titles for the consortium.

Discussion - Regarding the recent discovery of bed bugs in some returned books. The staff has worked to clean out the books and they are watching for any additional signs of bugs. TNT Cleaning Company has been instructed to be diligent when vacuuming the floor and furniture.

Directors Report- Addendum Attached.

Unfinished Business – none

Continuing Business – none

New Business - Building Inspection – The town Inspector has given us a list of items which need to be addressed before he returns to do the final inspection. We are working to get these items repaired. We will reschedule an inspection upon the completion of these items.

The library will be looking for participants of a Strategic Planning Committee in September. The director will start a *Doodle Poll* once we know who the group of participants is. This plan must be to the MBLC (Mass. Board of Library Commissioners) by October. Chairperson Linda Trouville suggested the trustees bring their lists of recommendation to the June Meeting.

Review of Collection Development Policy

Discussion regarding social media and how the library uses it to reach out to the patrons and the community

The Trustees were scheduled to go into Executive session. Chairperson Linda Trouville announced the trustee would not go into executive session.

Next Meeting - June 10, 2015

Suggestions for Next Meeting –

- Revisit the Director’s Evaluation
- Begin Review of Library Policies
- Trustees By-Law Update

Motion to Adjourn – was made by John Dyer seconded by Eric Jackson – unanimously approved

Minutes Approved by:

Clee Ace, Chairwoman

Linda Trouville, Trustee

John Dyer, Trustee

James Nolan, Trustee

Eric Jackson, Trustee