

**M. G. Parker Memorial Library  
Board of Library Trustees  
Meeting Minutes  
June 11, 2014**

The meeting was called to order at 4:30pm by Chairwoman Clea Ace

**In Attendance:** Chairwoman Clea Ace, James Nolan, John Dyer, Eric Jackson, Linda Trouville, Diane Annunziato, Penny Berube, Director Nanci Milone Hill, and Town Manager James Duggan. Clea Ace welcomed the new town manager James Duggan and thanked him for coming.

**Community Input-** There was no community input

**Review of the minutes** - from May 14, 2014 - a motion to accept the minutes was made by John Dyer and seconded by Eric Jackson, unanimously approved.

**Review of Bills** - from the weeks of May 15, 2014 to June 6, 2014, and Review of Payroll from the weeks of May 11, 2014 to June 7, 2014 a motion to accept the bills and payroll was made by John Dyer and seconded by James Nolan, unanimously approved.

**Budget and Financial Report** – Addendum Attached- Director Hill discussed how there is a surplus in our material budget. Eric Jackson asked if the director talked to the schools about the summer reading the director indicated we have purchased multiple copies of the suggested reading lists which the Director of Curriculum asked the library to supply.

Director talked about reevaluating the budget and for example the mileage line item was discussed regarding the overspending because staff was not going to meeting over the past several years and have recently started to. John Dyer asked about coverage when the staff is out of the building. Director indicated that we make sure everything is covered.

Foundations Statement - Clea Ace asked if there has been an audit of the Friends of the Library Foundation and discussed whether or not there they have been audited.

**Performance Overview-** Addendum Attached-

**Directors Report-** Addendum Attached- James Duggan said that the mowed grass clipping on the lawn is unsightly. He indicated that would discuss it with Mike Buxton.

The director told us that the ice cream social is canceled due to lack of donations and interest by the Friends to solicit.

Clea mentioned that she delivered the author brochures to the Boot Mills and when she returned they had all been taken.

Nanci Hill discussed the 'secret shopper' survey. There is a circulation meeting to go over the result this Friday, June 20, 2014.

A letter to the Long Family was discussed. This is a patron family who has over \$200 in fines. They are not allowed to check out any more materials until the fines have been paid. The Director has sent a certified letter to the family. If they do not respond to the letter, the director will contact the police to hand deliver the letter. John Dyer asked if any other patron is in arrears for this amount of money is reduced or paid. James Duggan asked if we can flag other town services. The Director and Town Manager will look into this further.

**Unfinished Business-**t Director provided a staffing update. She discussed her concern that there are times when the Children’s Room is not covered. Staff is pitching in wherever they can to cover the shortage.

**Continuing Business-** a discussion ensued regarding Town Hall’s proposed parking plan. There was also a discussion regarding the impending voting and traffic pattern. Clee Ace discussed sending a letter to the permanent building committee. Jim Duggan said that he would find out what he could when he next meets with the PBC.

**New Business-** Diane Annunziato and Penelope Berube told us about their visit to Boston College Seismology Program and our plan to have a seismology machine here at the library. This project is is going to be budget neutral because and Eric Jackson, Penny and Diane are going to spearhead fundraising for this program. A weather station could also be added. Clee asked how we could get the information out to get the public. Schools would be involved. We are aiming for a September 1<sup>st</sup> installation. Eric Jackson made a motion to begin fundraising for the program seconded by Linda Trouville, passed unanimously.

**Next Meeting-** July 9, 2014

**Suggestions for Next Meeting-** None at this time.

Hearing no objection Clee Ace adjourned the meeting at 5:28pm

Minutes Approved by:

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Clee Ace, Trustee

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Linda Trouville, Trustee

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John Dyer, Trustee

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James Nolan, Trustee

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Eric Jackson, Trustee