

**M. G. Parker Memorial Library  
Board of Library Trustees  
Meeting Minutes  
January 9, 2019**

The meeting was called to order at 4:35pm

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

**Community Input** – None

**Review of the minutes** – Review of the minutes of the December 12, 2018 meeting of the Board of Library Trustees. A motion was made by James Nolan to accept the minutes as presented, seconded by Gretchen Mayall, unanimously approved.

**Review of Bills and Payroll** - Review of the bills from December 13, 2018 to January 3, 2019, and payroll from December 9, 2018 to January 5, 2019. A motion was made by Monique Verville to accept them as presented, seconded by Gretchen Mayall, unanimously approved.

**Budget and Financial Report** - Addendum Attached

**Performance Overview** - Addendum Attached

**Directors Report** - Addendum Attached

- Bedford Mechanical came out and greased the heat pumps, and now it's a waiting game to see if this works.
- Senator Finegold will have office hours in the library from 7-8pm the last Monday of the month.
- Suggestion about buying purchasing CD/DVD drives to attach to the new public computers and making them available for patrons to check out.
- Gretchen Mayall announced the Friends of the Library Annual Election Meeting is January 23, 2019, all are welcome.
- Platform fees for Overdrive will be paid by MLS for at least the first year.
- The director will check with town hall to see if the trustees need to sign the Town's Harassment Policy

**Unfinished or Continuing Business** - None

**New Business** –

- Spring Elections –Monique Verville's term is up. She plans to pull papers with the Town Clerk's Office.
- Website Project Update Reveal with Administrative Staff will be a virtual meeting – tomorrow.
- Computer Replacement Update - All public computers were installed and completed Wednesday, January 9<sup>th</sup>, 2019. Staff computers will be installed next Thursday, January 17, 2018.
- Display Policy Draft- Review of policy. A motion was made to accept the policy by Linda Trouville, seconded by Gretchen Mayall, unanimously approved.
- Penelope Berube's Retirement- Retirement is scheduled in July 2019. Discussion regarding what the library and trustees can do to plan a celebration.

- Director informed the trustees that the *Weekender Bags* will begin circulating.
- Staff evaluation are all done and at town hall. Once the Town Manager signs and returns them, the Director will meet with each staff member individually.
- Director's Annual Review – Discussion with trustees and Director. The Director asked what goals the Trustees would like her to work on for the coming year. They asked her what she would like to work on. The Director expressed that she could work more efficient and collaboratively with other town departments. She also stated that she would like to find ways to get the library and the Director, out into the public. This will result in increased visibility for the library.

Linda Trouville moved we closed the meeting at 5:21pm, unanimously approved.

**Next Meeting** – February 13, 2019

**Suggestions for Next Meeting** –

Minutes Approved by:

\_\_\_\_\_  
Eric Jackson,

\_\_\_\_\_  
Monique Verville,

\_\_\_\_\_  
Linda Trouville,

\_\_\_\_\_  
James Nolan,

\_\_\_\_\_  
Gretchen Mayall,