

**M. G. Parker Memorial Library
Board of Library Trustees
Meeting Minutes
January 11, 2017**

The meeting was called to order at 4:31 pm by Chairperson Linda Trouville

In Attendance: Chairperson Linda Trouville, James Nolan, John Dyer, Eric Jackson, Monique Verville and Director Nanci Milone Hill.

Community Input- There was no community input

Review of the minutes from December 14, 2016 a motion to accept the minutes was made by Eric Jackson and seconded by James Nolan, unanimously approved.

Review of Bills and Payroll - Bills from the weeks of 12/15/2016 to 1/5/2017, and Payroll from the weeks of 12/12/2016 to 1/2/2017, a motion to accept was made by John Dyer and seconded by Monique Verville, unanimously approved

Budget and Financial Report – Addendum Attached-

Performance Overview - Addendum Attached-

Directors Report- Addendum Attached-

Discussion regarding the proposed wireless upgrade for the library, Catherine Bence has been working diligently on researching and selecting the hardware and has met with Mercier Electric and Communications for installation, the library is awaiting their quote.

Discussion regarding a grace period for overdue fines, extending it by one day to avoid those patrons who put items in the book drop after hours on the due date. Trustees did not want to advertise this to patron. (I don't have a record of anyone making a motion).

Signage in the stacks – Lydia Gravell and Catherine Bence worked together to make signage to direct patrons to areas of interest. These new signs can be easily changed whenever shifting is necessary. The frames for the signs allow signage to be reprinted and placed into the frames and with the help of a template designed by Catherine and Lydia the ranges can be easily updated for any shifting necessary in the future.

Linda Trouville asked what the cost to attend the three day MLA Conference. The Director guessed it was approximately \$350.00 for the three day conference.

Discussion regarding the Meetings, Workshops and Vacation Schedule for the next month from the Director's Report, the Director clarified and explained the meetings.

Discussion regarding posting the Trustees Contact information in the monthly newsletter from the Director, the Trustees agreed that the director let the trustees know if someone wants to contact one of the trustees

Unfinished Business - none

Continuing Business - none

New Business - Review of The Annual Town Report John Dyer moved to accept the report as presented with recommended changes, James Nolan seconded, unanimously approved


Review of the Director – Linda Trouville asked this be added to the February meeting.

Next Meeting – Executive Session for the February Trustee Meeting

Suggestions for Next Meeting - none

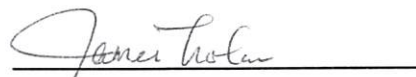
Hearing no objections The Chairperson adjourned the meeting at 5:27 pm.

Minutes Approved by:


Linda Trouville, Chairperson


Monique Verville, Trustee


John Dyer, Trustee


James Nolan, Trustee


Eric Jackson, Trustee

BOARD OF LIBRARY TRUSTEES

Dracut M. G. Parker Memorial Library

28 Arlington St
Dracut, MA 01826
(978) 454-5474

Agenda for January 11, 2017
Board of Library Trustees
4:30 PM. Director's Office, 2ND Floor

CALL TO ORDER

ATTENDANCE

COMMUNITY INPUT

REVIEW OF MINUTES FOR PREVIOUS REGULAR MEETING

REVIEW AND APPROVAL OF BILLS

REVIEW AND APPROVAL OF PAYROLL

BUDGET AND FINANCIAL REPORT

DIRECTOR'S REPORT

UNFINISHED OR CONTINUING BUSINESS

HOTSPOT POLICY UPDATE

NEW BUSINESS

ANNUAL REPORT

PERSONNEL UPDATE

2017 MBLC LEGISLATIVE AGENDA

SOLICITING FOR SIGNATURES IN THE LIBRARY

Any person who has a qualifying disability as defined by the Americans With Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format must contact: Parker Memorial Library; 28 Arlington Street; Dracut, MA 01462; (978) 454-5474 so that any necessary arrangements can be made to accommodate each request. It is possible that members of and possibly a quorum of members of the governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.

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Comparative Circulation Attendance 2006-2016
M.G. Parker Memorial Library

CIRCULATION

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
January	8,102	16,424	17,818	21,186	20,677	20,724	20,196	15,948	10,095	17,363	17,323
February	7,917	15,700	18,760	21,967	21,459	19,668	21,812	20,938	19,392	16,767	17,189
March	10,320	17,832	19,914	23,674	22,823	23,655	22,865	20,555	20,874	19,447	18,221
April	762	15,922	18,689	22,166	19,967	20,477	21,206	21,352	18,769	17,450	17,338
May	14,145	15,606	17,778	20,116	18,720	19,380	21,591	18,292	17,828	14,475	16,264
June	19,006	18,555	18,436	26,120	23,094	22,471	22,115	19,635	19,241	15,749	17,045
July	20,571	22,683	28,688	28,526	25,595	24,600	25,077	16,832	21,348	18,257	17,765
August	21,518	21,254	22,381	24,728	24,948	26,785	24,502	24,245	20,262	22,428	19,345
September	15,278	15,410	19,691	20,258	20,451	20,246	18,531	19,893	11,510	17,843	15,265
October	16,460	18,294	20,920	21,789	21,412	20,717	21,054	20,118	19,806	17,710	15,500
November	15,010	15,481	18,505	19,889	20,308	21,280	17,517	17,146	15,042	16,339	14,193
December	12,294	12,604	16,327	19,606	17,846	17,772	15,949	17,566	16,740	15,565	13,068
TOTALS	161,383	205,765	237,907	270,025	257,300	257,775	252,415	232,520	210,907	209,393	198,516

PATRON ATTENDANCE

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
January		12,011	12,492	12,750	12,352	10,869	12,191	12,089	10,684	9,102	9,108
February		10,354	13,144	13,183	12,100	11,140	13,141	11,826	12,525	9,770	10,511
March		12,687	14,532	14,634	14,649	13,842	13,703	12,568	12,404	10,993	10,819
April		11,682	13,726	14,478	12,367	12,767	12,756	13,252	11,331	10,839	10,377
May	9,336	10,780	12,172	11,898	11,582	11,969	12,138	11,271	10,664	10,664	10,006
June	10,502	10,604	13,903	15,650	13,046	13,063	12,114	10,779	10,849	9,780	10,863
July	13,879	14,763	17,528	17,236	14,440	14,343	14,768	14,321	16,025	10,597	11,423
August	16,460	15,857	15,684	15,151	14,854	15,663	15,200	14,321	12,361	12,268	12,992
September	12,784	10,944	12,812	12,234	12,151	12,425	11,874	11,819	10,312	10,995	11,006
October	13,231	12,553	13,158	12,883	12,529	12,960	11,979	11,012	11,832	11,992	10,554
November	12,743	10,657	11,665	11,535	11,961	12,414	9,583	9,871	8,812	8,500	9,554
December	9,809	9,036	10,415	11,145	10,065	10,879	10,455	9,699	9,111	10,729	8,475
TOTALS	98,744	141,928	161,231	162,777	152,096	152,334	149,902	142,828	127,799	126,229	125,688

FY2017 Budget Report
M.G. Parker Memorial Library

		FY2017 APPROPRIATION	FY2017 SPENT	FY2017 UNSPENT	FY2017 % UNSPENT
5110	Department Payroll	406,446.00	198,721.15		51.1%
5120	Temp. / PT Payroll	120,000.00	55,704.63		53.6%
5140	Longevity	3,100.00	1,175.00		62.1%
5210	Electricity	30,000.00	9,615.71		67.9%
5212	Gas	15,000.00	3,322.72		77.8%
5230	Water Charges	1,900.00	975.43		48.7%
5231	Sewer Charges	650.00	260.00		60.0%
5241	Service Contracts	31,000.00	15,556.87		49.8%
5291	Custodial & Housekeeping	4,000.00	1,961.60		51.0%
5340	Telephone	1,500.00	886.58		40.9%
5341	Postage	1,000.00	67.79		93.2%
5420	Office Supplies	1,700.00	647.63		61.9%
5421	Computer Supplies	2,000.00	11.88		99.4%
5423	Duplicating Supplies	300.00	-		100.0%
5430	Building Main. Expense	5,800.00	7,365.10		-27.0%
5432	Security Equipment	300.00	-		100.0%
5433	Equipment Maint. Expense	800.00	-		100.0%
5581	Library Supplies	5,000.00	3,998.08		20.0%
5586	Library Programming	1,000.00	475.00		52.5%
5712	Mileage Reimbursement	2,000.00	1,023.21		48.8%
5730	Dues & Publications	130,000.00	82,621.83		36.4%
5884	Machinery & Equipment	1,000.00	-		100.0%
TOTAL APPROPRIATION		764,496.00	384,390.21	380,105.79	49.7%
RESERVE/REVOLVING FUNDS			SPENT		
22-3571-0000-5200			4,684.19		
22-3571-0000-5400			188.80		
TOTAL RESERVE/REVOLVING FUNDS			4,872.99		
TOTAL LIBRARY OPERATING		764,496.00	389,263.20	380,105.79	49.7%

FY 2017 Performance Overview
M.G. Parker Memorial Library

	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16
First Time Checkout	13,338	14,299	11,086	11,034	10,155	9,321
Desk Renewal	861	932	678	859	748	710
OPAC Renewal	1,853	2,449	1,888	1,948	1,803	1,698
Overdrive / Audio	189	192	177	218	228	201
Overdrive / e-Books	393	354	310	460	490	478
Overdrive Streaming Video	4	3	1	0	5	1
Overdrive / TOTAL	586	549	488	678	723	680
Freegal Downloadable Music	253	319	328	304	274	206
Freegal Streaming Music	874	797	797	677	490	453
Freegal / TOTAL	1,127	1,116	1,125	981	764	659
Total Checkouts	17,765	19,345	15,265	15,500	14,193	13,068
Total Checkins	15,894	18,624	14,082	14,345	13,888	12,146
Requests Placed at mdr	2,387	2,425	2,251	2,323	2,033	1,862
Requests Cancelled	357	331	348	322	272	271
Holds Fulfilled	1,802	2,236	1,904	2,006	1,801	1,677
Users Added	70	63	60	54	59	36
Copies Added	387	409	550	601	430	362
Bib Records Added	45	67	75	115	40	43
Children's Programs	25	19	15	25	21	21
Children's Attendance	634	372	314	546	357	346
Young Adult Programs	7	1	2	4	4	4
Young Adult Attendance	68	17	11	32	50	27
Adult Programs	9	9	14	12	11	9
Adult Attendance	58	58	124	123	113	65
Community Meetings	1	0	3	6	7	4
Community Meeting Attendance	12	0	193*	87	4212**	179
Quiet Study Use	90	74	65	76	106	94
Quiet Study Room Attendance	162	135	119	106	111	62
TOTAL Adult Volunteers	4	4	4	4	3	3
TOTAL Adult Vol. Hours	24	34	52	49	19	11

TOP 10 - OCT

Adult DVDs	2,347
Adult Fiction	1,692
JE or JJ Books	1,277
J Fiction	745
Easy Readers	708
J DVDs	681
Overdrive	680
Freegal	659
Adult BOCD	465
Large Print	419

TOP 10 - NOV

Adult DVDs	2,373
Adult Fiction	2,142
JE or JJ Books	1,505
Easy Readers	870
J Fiction	861
J DVDs	773
Freegal Music	764
Overdrive	723
Adult BOCD	518
LP Fiction	462

Parker Memorial Library
DIRECTOR'S REPORT– DECEMBER 2016

BUILDING

On December 16th, Cathy Bence noticed unauthorized flyers posted in all of our bathrooms. The flyer was in regard to an eighty-eight page lawsuit filed in Middlesex Superior Court claiming that Dracut police officers had been involved with sex and drug parties. The flyer aimed to claim that informant and police officer Joe Jakkutis is a hero. The flyer had not been approved for posting. Cathy immediately took them down and informed the staff to be on the lookout for more. There have been no more incidents.

Meadow Construction Company made the repairs to our roof on Wednesday, December 28th. The section of roof in our nonfiction area that was leaking should now be fixed.

Cathy Bence has been working on upgrading our public wireless network and has been looking for someone to swap out the old wireless network with new hardware that we will be purchasing. Dennis Kerrigan came out on Tuesday, January 10th, to meet with Cathy. He will be providing us with a quote.

COMMUNITY

January is the month that Hannaford in Dracut has designated the Library as the recipient of its Hannaford Helps program. For every Hannaford Helps reusable bag purchased this month, the Friends of the Library will receive \$1.00. I received a report from Hannaford on 1/9/17. As of that date, they had sold 42 bags. Following that announcement, I put together a Constant Contact notification about the program, which went out to over 2,000 of our patrons. The notice was also posted to the Library's Facebook page and the Friends of the Library Facebook page. I have passed it on to Cathy to post to our website as well.

CONFLICT OF INTEREST

It's that time again. The State Ethics Commission requires all municipal employees, elected or appointed officials (paid or unpaid), and municipal volunteers, must acknowledge receipt of the summary of the law (provided in your packet this month). Sign and date the acknowledgement of receipt and return it to the Human Resources Department, or scan and email it to Mary Hamilton at mhamilton@dracutma.gov. Once you have done that, complete the online training program (<http://www.muniprogram.state.ma.us/>). Certificates of completion can be emailed to Jayne Boissonneault at jboissonneault@dracutma.gov. The deadline to complete the program is April 7, 2017.

Before you begin the program, please note:

Do not use the Google Chrome web browser; use Internet Explorer, Firefox, or Safari. Do not use a mobile device, such as a smart phone or tablet to complete the training program.

Turn off the pop-up blocker in your web browser. You will not be able to print a completion certificate at the end of the program if you do not first disable the pop-up blocker. If you are able to proceed through the entire program but your completion certificate does not include your name, position and municipality, you can temporarily disable the pop-up blocker by holding down the "Ctrl" key on your keyboard, and then click the "View Certificate" button on the program.

Make sure your computer is connected to a printer.

You can save the certificate electronically by converting it to a PDF file.

Do not click the course completed button.

CIRCULATION

Two issues have come up in Circulation over the last month. The first is in regard to our Circulating Hotspots. With the upcoming update to our Wi-Fi, we no longer need to hold on to two of our hotspots. We will hold on to one so that we can use it out in the community as needed (during school visits, Old Home Day, etc.). That leaves us 9 circulating hotspots. We have changed the cataloging parameters on them so that 4 will be available to Dracut residents only and 5 will be available to anyone with a valid MVLC library card. Those, of course, will also be available to Dracut residents.

The second issue has to do with grace periods for overdue fines. Cheryl Salem, our Assistant Circulation Librarian, has noted that several other libraries offer a one-day grace period for overdue fines. Since we often get complaints from patrons that have returned something on the day it was due, but *after we have closed*, Cheryl would like to institute a one-day grace period. This will likely result in less fines but will go a long way to make our customers happy. You would need to vote on whether or not to approve this change to our Circulation Policy.

I would like to offer a special thanks to Cathy Bence and Lydia Gravel. Cathy and Lydia spent last week creating signage for our stacks. The sign holders were purchased by the previous Director and have been sitting in my office for four years. Cathy created templates so that the signs can be changed if our collections need to shift. Lydia provided the graphics for the signs. Patrons have commented on how helpful the signage is – and the staff love them.

FRIENDS

I met with the Friends at their regular monthly meeting on December 21st. At that meeting, I presented them with our budget request for 2017. My request this year represents an increase of \$5,585.00. The budget request, which will be approved at their Annual meeting on January 25, 2017 at 6:30 pm, is for a total of \$21,230.00. This is roughly \$4,000.00 less than the Friends currently have in their coffers. The request includes an increase of \$365.00 in the Museum Pass line item, to cover anticipated increases in cost this year, and a \$2,500.00 increase in Programming (an additional \$1,000.00 in Children's and Adult programming and an additional \$500.00 in Teen programming). It also includes a \$400.00 increase for staff Professional Development days, and a new line item of \$2,500.00 for staff (and/or Friends) to attend conferences.

MBLC NEWS

Massachusetts libraries do amazing things every day. Those of us who are in the library community know that. Each year, in our Legislative Agenda, we make an effort to explain that to legislators so that they can understand why libraries need more funding.

For FY2018, the Board of Library Commissioners has created a series of 12 Legislative Agendas (these can be viewed at <http://mbcllegislativeagenda.com/>) that highlight the important work we do: everything from early literacy, to services for New Americans, to statewide databases that are so important to our students. Each month throughout the legislative season, legislators will receive two new agendas. In this way, we can help them learn more about our many services and keep our needs in front of them.

MBLC has also created customizable legislative agendas (<http://mbcllegislativeagenda.com/customizable-pdfs.htm>) that they hope we will use to tell our story. Whether it's about how you use State Aid, or how important your network is to us, or how our residents rely on resource sharing, or a story about a successful teen program, they we'll share how funding impacts our work and our community. Our patrons can also use them. There are examples (<http://mbcllegislativeagenda.com/files/pdfs/customization-ideas.pdf>) of how the agendas can be customized.

All of the Legislative Agendas have been turned into digital posts that can easily be used for social media.

State funding impacts all of us and all our residents. In the "Top 5 Reasons Why" (<http://mbcllegislativeagenda.com/files/pdfs/why-this-matters.pdf>) they highlight some of the ways. State funding to support Massachusetts Libraries is at 1998 levels.

In other MBLC news, Diane Carty has announced her retirement as MBLC's Director.

MVLC NEWS

There will be a new Overdrive Interface going fully live on February 1st, 2017. This is a much improved version. It is available now in a preview version via a click on the orange banner at the bottom of the OverDrive screen. NOTE: There are a few "tweaks" still to be made to the preview version before it completely replaces the current version, BUT...if you go into the preview version and perform requests, checkouts ...etc., it is linked to the current interface and whatever you do in the preview version will be reflected in (make changes in) the current version.

We are scheduled to go live with our new ILS System (SirsiDynix Symphony) in March. Staff will spend February and April learning the new system. The new system will have the ability to let us accept credit/debit card payments for fines. I am quite sure that this will be a big hit with our patrons. More to come on the specifics.

PROGRAMS

- Preschool Story Time, Session I – meets Thursdays from 9:30 am to 10:15 am on 1/12, 2/2 & 2/9
- Preschool Story Time, Session II – meets Thursdays from 10:30 am to 11:15 am on 1/12, 2/2 & 2/9

- Bambinos – meets Tuesdays from 10:30 am to 11:00 am on 1/17, 1/31 & 2/7
- Junior Friends of the Library – meets Tuesdays from 4:00 pm to 5:00 pm on 1/17, 1/31 & 2/7
- Cupcakes and Stories – Tuesdays, 1/17 & 2/7, from 6:15 pm to 7:00 pm.
- Story Time for 2-Year Olds – meets Wednesdays from 10:00 am to 10:15 am on 1/18, 1/25, 2/1 & 2/8
- Smash Tournaments for Teens – meets Wednesdays from 4:30 pm to 7:30 pm on 1/18
- The Knitting Connection – meets Wednesdays from 6:30 pm to 8:15 pm on 1/18, 1/25 & 2/1
- Tea Party – for boys and girls ages 2 to 5. Meets Friday, 1/20 from 10:30 am to 11:00 am.
- Dracut YA Gaming Club – meets Mondays from 3:00 pm to 5:00 pm, on 1/23, 1/30 & 2/6
- Teen Movie Night: *Miss Peregrine's Home for Peculiar Children*. Monday, 1/23 from 6:00 pm to 8:10 pm.
- Yoga Evenings with Checka Antifonario – Tuesdays from 7:00 pm to 8:00 pm on 1/24 & 1/31
- Kindergarten Book Club, Session I – meets Monday, 1/30 from 4:30 pm to 5:30 pm
- Kindergarten Book Club, Session II – meets Monday, 1/30 from 5:30 pm to 6:30 pm
- Family Yoga Night – Tuesday, 1/31 from 6:00 pm to 6:45 pm
- Anti-Valentine Party for Teens – Monday, 2/6 from 6:30 pm to 7:30 pm
- Adult Writers Group – Wednesday, 2/8 from 6:30 pm to 8:30 pm

STATEWIDE READ

The Walden Woods Project is looking to partner with libraries throughout Massachusetts on a statewide read for Thoreau's Bicentennial. The event can take place any time in 2017. They have extra books available upon request, as well as experts in the field who can facilitate a discussion group. Since we plan to do a *Dracut Reads* program in 2017, we may not participate in this. If we do, it will most likely be a one-time program.

STAFF NEWS

Joyce Servente, who previously worked here from 2004 – 2011, has rejoined our staff as an Adult Page. Joyce fills the position vacated by Elizabeth Taylor-Wiggins. The staff is thrilled to have her back.

The staff continues to wish Ellie Szafran, who is recuperating at home, a speedy recovery.

On Wednesday, 1/11, Diane, Penny, Carole, Cheryl & and Melissa, participated in a webinar on Service Excellence in Challenging Times.

As of last Friday, I completed thirteen staff evaluations. I did not do evaluations for YoungOak Lim, Joyce Servente, Catherine Cloutier, or Richard Kasilowski. None of them have been on staff for more than 6 months. I feel that it would be inappropriate to evaluate them at this time. I also did not review our three student pages. Our student pages are only responsible for putting returned books back on the shelf. The evaluation form that I was given by the Town Manager does not apply to them. I offered to write up a paragraph on each of them and am awaiting a reply from Mr. Duggan.

All of the thirteen evaluations that I completed were looked over and approved by the Town Manager. The next step will be to meet with the individual staff members to go over them. I will let you know when that is complete.

UPCOMING MEETINGS | WORKSHOPS | VACATIONS

Nanci

- Thursday, 1/12 - PLA webinar on "Outcome Measurement Made Easy." 1:00 PM
- Friday 1/13 – MLA Administrative Board meeting in Worcester. 10:00 AM
- Thursday, 1/19 - MLA YSS Meeting in Norfolk. 11:00 am.
- Tuesday, 1/24 - "Libraries in a Post Truth World" at Phillips Academy in Andover. All day.
- Friday, 1/27 - Legislative Breakfast in the Berkshires.
- Friday, 2/13 - Legislative Breakfast in Sutton

Diane

- Thursday, 1/19 – Fred Pryor seminar on "How to Deal with Unacceptable Employee Behavior" in Natick all day.
- Friday, 1/20 - Overdrive Petting Zoo at MVLC. 10:00 AM
- Tuesday, 1/24 - "Libraries in a Post Truth World" at Phillips Academy in Andover. All day.
- Friday, 1/27 - MLA Conference Committee meeting in Marlborough at 10:00 AM
- Wednesday, 2/1 - Seminar in Woburn "Dealing w/Difficult People" - all day.

Cathy

- Thursday, 1/19 - hosting Reference User Group Meeting in Dracut from 10:00 am to 12:00 pm

Cheryl

- Wednesday, 1/18 - Circ/ILL Meeting in Westford at 10:00 AM

IMPORTANT DATES

- CLOSED for Martin Luther King Day on Monday, January 16, 2017

Respectfully submitted,
Nanci Milone Hill, Library Director