

**M. G. Parker Memorial Library
Board of Library Trustees
Meeting Minutes
January 13, 2016**

The meeting was called to order at 4:37pm by Cleo Ace (Chairman Linda Trouville was absent)

In Attendance: James Nolan, John Dyer, Eric Jackson, Cleo Ace and Director Nanci Milone Hill.

Community Input- There was no community input

Review of the minutes - A motion to accept the minutes from 12/9/15 was made by John Dyer and seconded by Eric Jackson, unanimously approved.

Review of Bills and Payroll- Bills from the weeks of 12/11/15 to 1/7/16 and Payroll from the weeks of 12/7/15 thru 1/10/16 were reviewed. A motion to accept was made by Eric Jackson and seconded by James Nolan, unanimously approved

Budget and Financial Report – Addendum Attached

Performance Overview- Addendum Attached

Directors Report- Addendum Attached

Discussion regarding the Friends Budget for 2016

Discussion regarding Trustees participating in Webinars that Booklist offered to Staff. The trustees may participate in these webinars. The Director will send out the link.

Discussion regarding training library personnel to process passports, Cathy Bence volunteered to be trained and the Director suggested that Office Manager Carole Hamilton be trained.

Unfinished Business –

Discussion regarding staff scheduling

Discussion if the director could email the trustees when the library closes for snow

On December 10, 2015 we received the Parker Library's certification letter from the Massachusetts Board of Library Commissioners. We were notified by town Accountant Linda Wright that we received our first state aid installment in the amount of \$21,768.45 by automatic transfer on December 14, 2015.

Continuing Business - None

New Business – The Director is applying for a grant called: Common Good Read Grants for \$1,000.00 This grant is offered to encourage discussion around a common theme. The library would use the money to hire a scholar to lead these discussions. The director has contacted a PHD instructor at Mass Bay Community who will lead the discussion. They have been in communication as to the specifics of the grant, which is being offered through the Massachusetts Humanities.

The director is working on a Staff Handbook. It is in the draft stage. The director went over the draft briefly with the trustees and when the draft is finished and review she will present it to the trustees.

The director began a 2016 Reading challenge. By joining, patrons will commit to reading 16 books during 2016. Library Patrons participate by signing up from a link on the library's homepage. At the end of 2016 everyone who has completed 16 books will be entered into a drawing to win a \$50.00 gift card to Barnes & Noble.

The director presented three banners to the trustees which will be hung on the exterior of the building. The banners are part of the American Library Association's Libraries Transform initiative.

Eric Jackson was approached by a few of his former students to have the library to be opened all weekday nights. Hours are driven by the budget.

Next Meeting – February 10, 2016

Suggestions for Next Meeting- John Dyer asked for a copy of the minutes from the previous meeting to be emailed when the director emails the trustees asking for items for the upcoming agenda. The director said she will send them.

Hearing no objections Cleo Ace called the meeting adjourned at 5:35pm

Minutes Approved by:

ABSENT

Linda Trouville, Chairperson

John Dyer, Trustee

Eric Jackson, Trustee

Cleo Ace, Trustee

James Nolan, Trustee

BOARD OF LIBRARY TRUSTEES

Dracut M. G. Parker Memorial Library

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

Agenda for January 13, 2016 Trustees Meeting
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
STAFFING DISCUSSION

NEW BUSINESS

FRIENDS BUDGET UPDATE

COMMON GOOD READS GRANT

STAFF PROFESSIONAL DEVELOPMENT CERTIFICATES

STAFF HANDBOOK

16 IN 16 BOOK CHALLENGE

LIBRARIES TRANSFORM LIVES PUBLIC AWARENESS CAMPAIGN

ITEMS TO BE ADDED TO NEXT MEETING

AGENDA

COMMENTS

ADJOURN

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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M.G. Parker Memorial Library
FY2016 Budget Report

		FY2016 APPROPRIATION	FY2016 SPENT	FY2016 UNSPENT	FY2016 % UNSPENT
5110	Department Payroll	401,768.00	207,331.45		48.4%
5120	Temp. / PT Payroll	102,820.00	45,760.18		55.5%
5140	Longevity	4,025.00	1,075.00		73.3%
5210	Electricity	40,000.00	8,972.53		77.6%
5212	Gas	21,000.00	1,457.74		93.1%
5230	Water Charges	1,900.00	1,029.11		45.8%
5231	Sewer Charges	650.00	260.00		60.0%
5241	Service Contracts	65,000.00	56,601.99		12.9%
5291	Custodial & Housekeeping	4,000.00	2,877.18		28.1%
5340	Telephone	1,500.00	935.98		37.6%
5341	Postage	1,200.00	22.70		98.1%
5420	Office Supplies	1,700.00	1,066.49		37.3%
5421	Computer Supplies	2,000.00	114.99		94.3%
5423	Duplicating Supplies	300.00	119.56		60.1%
5430	Building Main. Expense	5,800.00	2,484.91		57.2%
5432	Security Equipment	300.00	-		100.0%
5433	Equipment Maint. Expense	800.00	-		100.0%
5581	Library Supplies	5,000.00	1,954.92		60.9%
5586	Library Programming	1,000.00	590.33		41.0%
5712	Mileage Reimbursement	2,000.00	1,371.85		31.4%
5730	Dues & Publications	100,000.00	53,535.31		46.5%
5884	Machinery & Equipment	1,000.00	-		100.0%
TOTAL APPROPRIATION		763,763.00	387,562.22	376,200.78	49.3%
RESERVE/REVOLVING FUNDS			SPENT		
	22-3571-0000-5200	20,000.00	9,191.13		
	22-3571-0000-5400	10,000.00	3,895.57		
TOTAL RESERVE/REVOLVING FUNDS		30,000.00	13,086.70		
TOTAL LIBRARY OPERATING		793,763.00	400,648.92	376,200.78	49.3%

M.G. Parker Memorial Library
FY2016 Performance Overview

	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15
First Time Checkout	14,346	17,451	13,679	13,390	11,724	11,700
Desk Renewal	761	1,077	774	827	780	750
OPAC Renewal	1,565	2,185	1,976	1,941	1,980	1,809
Overdrive / Audio	173	154	63	100	154	150
Overdrive / e-Books	394	406	177	198	360	324
Overdrive Streaming Video	2	4	3	0	3	1
Overdrive / TOTAL	569	564	243	298	517	475
Freegal Downloadable Music	238	256	265	297	420	266
Freegal Streaming Music	778	895	906	957	918	565
Freegal / TOTAL	1,016	1,151	1,171	1,254	1,338	831
Total Checkouts	18,257	22,428	17,843	17,710	16,339	15,565
Total Checkins	15,749	19,563	16,543	16,154	15,418	14,678
Requests Placed at mdr	2,510	2,773	2,269	2,505	2,238	2,119
Requests Cancelled	368	441	403	373	338	342
Holds Fulfilled	2,165	2,310	2,076	2,147	1,777	2,066
Users Added	83	116	57	67	58	29
Copies Added	593	693	503	763	527	676
Bib Records Added	166	120	719	145	102	127
<i>Children's Programs</i>	31	16	19	28	19	21
Children's Attendance	923	570	225	406	336	360
<i>Young Adult Programs</i>	2	3	3	6	4	3
Young Adult Attendance	14	91	28	61	23	17
<i>Adult Programs</i>	12	12	15	19	10	8
Adult Attendance	91	71	171	274	121	43
<i>Community Meetings</i>	2	1	4	3	6	4
Community Meeting Attendance	43	9	94	38	109	51
<i>Quiet Study Use</i>	75	74	70	76	71	73
Quiet Study Room Attendance	136	145	121	142	123	110
TOTAL Adult Volunteers	8	4	5	3	5	3
TOTAL Adult Vol. Hours	96	75	45	24	28	20

TOP 10

Adult DVDs	2,626
Adult Fiction	2,330
JE or JJ Books	1,644
J DVDs	1,027
Easy Readers	965
Freegal Music	831
J Fiction	690
Adult BOCD	650
Music CDs	601
Overdrive Downloads	475

**M.G. Parker Memorial Library
Circulation Patron Attendance History**

CIRCULATION

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

PATRON ATTENDANCE

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