

**M. G. Parker Memorial Library
Board of Library Trustees
Meeting Minutes
February 10, 2016**

The meeting was called to order at 4:27 pm by Chairperson Linda Trouville

In Attendance: Chairperson Linda Trouville, James Nolan, Eric Jackson, Clee Ace and Director Nanci Milone Hill, and community member Peter Clark. John Dyer was absent.

Community Input- There was no community input

Review of the minutes from a motion to accept the minutes of the January 13, 2016 meeting was made by Clee Ace and seconded by James Nolan - unanimously approved.

Review of Bills and Payroll- Bills from the weeks of 1/14/16 to 2/5/16 and Payroll from the weeks of 1/4/16 to 2/1/16 were reviewed. A motion to accept was made by Clee Ace and seconded by James Nolan - unanimously approved

Budget and Financial Report – Addendum Attached

Performance Overview- Addendum Attached

Directors Report- Addendum Attached

Unfinished Business-

Capital Budget – The Director reported that she attended a meeting of the Capital Planning Committee on 2/1/16 to review her request for the first year funds called for in our five-year technology plan. The committee did not have many questions and generally seemed to agree to the need for updated technology at the library.

Trustee Vacancy – Clee Ace will be vacating her position on the Board after the March meeting. The Director introduced Peter Clark, who has expressed some interest in running for trustee. Mr. Clark asked about the amount of time required and the role of the Board.

New Business-

The Director reminded the Board that the Legislative Breakfast for this region will be held at the Chelmsford Public Library on February 26th at 8:00 am. She asked that they let her know if they would like to attend, so that she could include them in her RSVP. She indicated that John Hassan and Christine Hassan would be attending on behalf of the Friends, and that John Dyer had also expressed interest.

The Director informed the Board that the Groveland Town Library has not been certified by the Massachusetts Board of Library Commissioners. Though the Town funded the Library at an appropriate level, they did not make the Materials Requirement. Our policy of not serving patrons of decertified libraries is now in effect. Dracut residents will not be allowed to borrow materials from Groveland during the time of their decertification.

The Director gave an update on MVLC's search and evaluation of a new ILS system. It is fairly certain that they will be moving away from Evergreen. The two current contenders to replace Evergreen are SirsiDynix and Innovative Interfaces. There are several subcommittees that have been formed to evaluate all aspects of these ILS systems, including the patron OPAC, the Circulation module, cataloging and acquisitions. The Director is on the patron OPAC committee, as well as the overall search committee that will make the final decision.

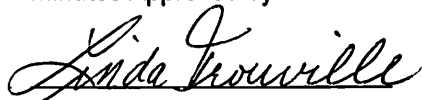
Next Meeting- the next meeting will be held on the third Wednesday of the month instead of the second Wednesday of the month, due to the Director's schedule. The meeting will be held on Wednesday, March 16, 2016 at 4:30 pm in the Director's office.


Suggestions for Next Meeting-

Eric Jackson informed the Board that he will be unable to attend the next meeting.

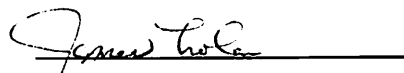
Hearing and seeing no objections, the Chair closed the meeting at 5:14 pm.

Minutes Approved by:


Linda Trouville, Chairperson


Cleo Ace, Trustee

ABSENT
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 February 10, 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
CAPITAL BUDGET REQUEST UPDATE
TRUSTEE VACANCY

NEW BUSINESS
LEGISLATIVE BREAKFAST
GROVELAND DECERTIFICATION
MVLC – EVERGREEN UPDATE

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.

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

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	
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	17,323

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	
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	9,108

**M.G. Parker Memorial Library
FY2016 Performance Overview**

FY 2016 PERFORMANCE OVERVIEW

	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	TOP 10
First Time Checkout	14,346	17,451	13,679	13,390	11,724	11,700	13,012		
Desk Renewal	761	1,077	774	827	780	750	814		Adult DVDs 3,335
OPAC Renewal	1,565	2,185	1,976	1,941	1,980	1,809	1,982		Adult Fiction 2,120
Overdrive / Audio	173	154	63	100	154	150	162		JE or JJ Books 1,527
Overdrive / e-Books	394	406	177	198	360	324	374		Easy Readers 1,112
Overdrive Streaming Video	2	4	3	0	3	1	4		J DVDs 901
Overdrive / TOTAL	569	564	243	298	517	475	540		J Fiction 821
Freegal Downloadable Music	238	256	265	297	420	266	320		Music Downloads 655
Freegal Streaming Music	778	895	906	957	918	565	655		Music CDs 627
Freegal / TOTAL	1,016	1,151	1,171	1,254	1,338	831	975		Books on CD 605
Total Checkouts	18,257	22,428	17,843	17,710	16,339	15,565	17,323		Streaming Music 640
Total Checkins	15,749	19,563	16,543	16,154	15,418	14,678	14,878		
Requests Placed at mdr	2,510	2,773	2,269	2,505	2,238	2,119	2,905		
Requests Cancelled	368	441	403	373	338	342	391		
Holds Fulfilled	2,165	2,310	2,076	2,147	1,777	2,066	2,303		
Users Added	83	116	57	67	58	29	45		
Copies Added	593	693	503	763	527	676	321		
Bib Records Added	166	120	719	145	102	127	56		
<i>Children's Programs</i>	31	16	19	28	19	21	17		
Children's Attendance	923	570	225	406	336	360	283		
<i>Young Adult Programs</i>	2	3	3	6	4	3	3		
Young Adult Attendance	14	91	28	61	23	17	22		
<i>Adult Programs</i>	12	12	15	19	10	8	9		
Adult Attendance	91	71	171	274	121	43	83		
<i>Community Meetings</i>	2	1	4	3	6	4	4		
Community Meeting Attendance	43	9	94	38	109	51	39		
<i>Quiet Study Use</i>	75	74	70	76	71	73	75		
Quiet Study Room Attendance	136	145	121	142	123	110	133		
TOTAL Adult Volunteers	8	4	5	3	5	3	4		
TOTAL Adult Vol. Hours	96	75	45	24	28	20	36		

BUDGET REPORT

ACCOUNT #		FY2016 APPROPRIATION	FY2016 SPENT	FY2016 UNSPENT	FY2016 % UNSPENT
5110	Department Payroll	401,768.00	245,402.61	156,365.39	38.9%
5120	Temp. / PT Payroll	102,820.00	56,120.32	46,699.68	45.4%
5140	Longevity	4,025.00	1,075.00	2,950.00	73.3%
5210	Electricity	40,000.00	10,252.71	29,747.29	74.4%
5212	Gas	21,000.00	3,172.55	17,827.45	84.9%
5230	Water Charges	1,900.00	1,193.01	706.99	37.2%
5231	Sewer Charges	650.00	260.00	390.00	60.0%
5241	Service Contracts	65,000.00	66,972.09	(1,972.09)	-3.0%
5291	Custodial & Housekeeping	4,000.00	2,945.38	1,054.62	26.4%
5340	Telephone	1,500.00	1,108.47	391.53	26.1%
5341	Postage	1,200.00	267.70	932.30	77.7%
5420	Office Supplies	1,700.00	1,488.10	211.90	12.5%
5421	Computer Supplies	2,000.00	421.04	1,578.96	78.9%
5423	Duplicating Supplies	300.00	250.96	49.04	16.3%
5430	Building Main. Expense	5,800.00	6,709.63	(909.63)	-15.7%
5432	Security Equipment	300.00	-	300.00	100.0%
5433	Equipment Maint. Expense	800.00	-	800.00	100.0%
5581	Library Supplies	5,000.00	2,159.58	2,840.42	56.8%
5586	Library Programming	1,000.00	590.33	409.67	41.0%
5712	Mileage Reimbursement	2,000.00	1,700.39	299.61	15.0%
5730	Dues & Publications	100,000.00	63,150.98	36,849.02	36.8%
5884	Machinery & Equipment	1,000.00	-	1,000.00	100.0%
TOTAL APPROPRIATION		763,763.00	465,240.85	298,522.15	39.1%

RESERVE/REVOLVING FUNDS			SPENT		
22-3571-0000-5200		20,000.00	9,953.04	10,046.96	50.2%
22-3571-0000-5400		10,000.00	4,095.47	5,904.53	59.0%
				-	
TOTAL RESERVE/REVOLVING FUNDS		30,000.00	14,048.51	15,951.49	53.2%

TOTAL LIBRARY OPERATING		793,763.00	479,289.36	314,473.64	39.6%
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Parker Memorial Library
DIRECTOR'S REPORT- FEBRUARY 2016

BUILDING

When Dave Lamoreaux arrived on the morning of January 19th, the furnace was not on. He said that the lights on the furnace did not show a failure, but it appeared that the morning timer for the furnace had not yet gone on. When Cathy arrived, a little before 8:30 am, the thermometer at the reference desk read sixty degrees. The furnace did click on at around 8:25 am. When I arrived, I called Control Technologies. Control Technologies came out and checked the functionality of the heat units on the roof. They wouldn't fire. They told us to call Bedford Mechanical, which Carole did.

On January 20th, Bedford Mechanical came out and found unit lock-out was on limit. They picked up parts and returned and installed them on both the roof units, on January 21st. The unit that wasn't running had to be reset. They called ASAP Fire & Alarm. ASAP came out and reset the controls. After this, the heat was working. On the January 20th, Bedford Mechanical also did preventative maintenance. ASAP had to come out on January 21st to install the control relay. After that was installed, they got the box back up online and everything was running at 100%.

On Friday, February 5th, the heaters were blowing cold air around noontime. Carole called Control Technologies. They said that the exterior sensor was registering at 80 degree. They said that they would send someone out on Monday to check it. On Monday, February 8th, they came out and replaced the broken sensor. It was working, but the technician had to go back to his office to make some sort of an adjustment. Things seem to be working fine now.

On February 4th, it was reported that the two toilets in the ladies room on the first floor were dripping. Dave tried to tighten them, but said that we needed to get a plumber. On Monday, February 8th, Carole called a plumber. We are waiting for them to come do the work.

FRIENDS

The Friends of the Dracut Library have designated February 15th-March 15th, as their Membership Drive Month for 2016. The fifteen day shift, (membership month is usually Feb.1-March 1), enables the Friends to push memberships during their March, *Mini Golf* fundraiser on March 12th and 13th. Everyone who joins or renews their Friends membership during this month will be automatically entered for a chance to win an *Enjoy a Good Book* Free Raffle Basket. The basket includes books, beverages, snacks, a cozy throw and other items conducive to an "everything-you-need" reading experience.

The Friends plans for the Saturday, March 12th evening *Mini Golf Gala* and the Sunday, March 13th *Mini Golf* fundraiser are moving forward. To date, eleven donors have been secured, (8 at \$250; 3 at \$100), with more expected. Flyers for the Sunday event have been printed and will be posted locally and sent home by the Dracut schools in student backpacks. The invitations for the Saturday night *Gala* have been printed and will be sent shortly. Arrangements have been made with a local liquor store to supply beer and wine for the *Gala*. Insurance for the event, a bartender, and liquor license have been arranged. The

Saturday night *Gala* will be an invitation only event for donors, sponsors, staff, local town officials and other dignitaries. The golf will be free, and there will be bar (cash only - beer and wine) on the second floor. Though the prices have not yet been finalized, the Friends are considering charging \$5.00 for a beer and \$7.00 for a glass of wine. Sunday's fundraiser will be open to the public. There will be two, nine-hole mini golf courses set up throughout the library. The nine holes on the first floor will be an easier, more child-friendly course. The second floor course will require a higher level of skill. The cost to patrons will be \$3.00 per person, with a \$9.00 per family cap. In addition to raising funds for the Friends, this intergenerational event will raise positive awareness of the Parker as a family recreational destination and resource center.

In order to be more accessible to the diverse needs of potential members and the public at large, the Friends will start to hold *every other* monthly business meeting on a Wednesday morning, at 9:00 am. The first morning meeting will be March 30th, in the Community Room. This change will be on a trial basis. They will reevaluate after this trial period.

At the conclusion of this year's annual book sale, the Friends will be donating any remaining books to an organization called *More Than Words*. This organization trains and employs at-risk teens to run a bookstore/café in Waltham and Boston. They also sell books online (www.mtwyouth.org). They will also be donating 4-5 boxes of remaining book to Laurie Nehring's Career Advisory Re-Entry Program at the Massachusetts Correction Institution at Shirley. Laurie is a retired librarian who has received a grant to pursue this program with the residents. The Friends feel that both of these opportunities fit well with the Parker's social responsibility and community outreach mission.

LEGISLATIVE BREAKFASTS

The Legislative Breakfast for our region will be held at the Chelmsford Public Library on Friday, February 26th at 8:00 am. I will be attending, as will John Hassan, Diane Annunziato, and Gretchen Mayall. This is a formal invitation to the Trustees to attend. Please RSVP to me, so that I can let Chelmsford know how many to expect from Dracut.

MVLC

MVLC continues to evaluate two proprietary ILS software companies; SirsiDynex and Plymouth Rocket. Sub-committees have been formed to look at circulation, cataloging, and patron-pack functions. I am serving on the patron-pack subcommittee. This committee's charge is to do an in-depth study of the public catalogs of both companies. We have worked with the companies and their existing clients to get login information. This will allow us to really see the functionality of the products. A decision is expected to be made by the end of this year.

PROGRAMS

- Oscar Fever Film Festival: *Bridge of Spies* starring Tom Hanks. 1:00 pm to 3:15 pm, in the Meeting Room.
- Picture Bingo – For children ages 3 to 7 and their caregivers. Tuesday, February 16th at 11:00 am in the Meeting Room.
- Window Graffiti – for Teens. Tuesday, February 16th at 3:00 pm, in the YA section.
- Adult Coloring Group – Tuesday, February 16th at 6:00 pm in the Old Library.

- Yoga Evenings with Checka Antifonario – Tuesdays, February 16th and February 23rd at 7:00 pm in the Meeting Room.
- Super Science – for children in grades 2 to 5. Wednesday, February 17th at 2:30 pm in the Meeting Room.
- SMASH – Super Mario Smash Brothers 4 club for teens. Wednesday, February 17th at 4:30 pm.
- Music & Movement – for children ages 2 to 6 and their caregivers. Friday, February 19th at 10:00 am in the Meeting Room.
- Lego Club – for children in grades K through 5. Fridays, February 19th and March 7th at 4:00 pm in the Meeting Room.
- Oscar Fever Film Festival: Steve Jobs. Saturday, February 20th at 1:00 pm in the Meeting Room.
- Teen Gaming Club – Mondays, February 22nd and March 7th at 3:00 pm in the Meeting Room.
- Bambinos – Tuesday, February 23rd at 10:30 am in the Meeting Room.
- Junior Friends of the Library “Cookie Day.” – The JFL holds a special “Cookie Day” for children, ages 2 to 8. Children will play Cookie Bingo, listen to cookie stories, make a craft, and decorate cookies to take home for dessert. Tuesday, February 23rd at 4:30 pm in the Meeting Room.
- Story Time for 2-year olds – Wednesdays, February 24th and March 2nd at 10:00 am in the Meeting Room.
- Preschool Story Time – Wednesdays, February 24th and March 2nd at 1:00 pm, and Thursdays, February 25th and March 3rd at 10:30 am, in the Meeting Room.
- Oscar Fever Film Festival: Mad Max, Fury Road – Saturday, February 27th at 1:00 pm in the Meeting Room.
- Junior Friends of the Library – Tuesday, March 1st at 4:00 pm in the Children’s Room.
- Parker Library Adult Writing Group – Wednesday, March 2nd at 6:30 pm in the Meeting Room.

SCHEDULE

We will open at 1:00 pm on Thursday, February 11th. The staff will be participating in our third genre study meeting for the RA grant that we received with Chelmsford.

The Library will be closed on Monday, February 15th, in recognition of President’s Day.

This is a reminder that the Presidential Primary Election will be held on Tuesday, March 1st. The Library is a voting location. Polls are open from 7:00 am to 8:30 pm. Parking will be tight that day.

STAFF

First, I would like to extend sincere appreciation to the staff. We’ve had a stomach bug running through the place, leaving us extremely short-staffed over the last two weeks. Those that have come in have really stepped up to the plate and done extra work in order to provide exemplary service to our patrons. I would like to particularly thank Michael Salem, Brittany Eno, Mridula Lumb, Tyler Downey, Ned Toomey, and Diane Annunziato. They kept the building open on Saturday, February 6th. They worked together to serve 410 walk-in patrons.

Since my last report, the following staff members have participated in online training webinars.

- Amber Bouchard – completed *Hooray for Books! And Reluctant Reader Resources*.
- Brittany Eno – completed *Discovering Great Historical Fiction and Finding Reliable Information Online*.
- Ellie Szafran – completed *Makerspaces and Reaching Reluctant Readers*

Respectfully submitted,

Nanci Milone Hill,
Library Director