

**M. G. Parker Memorial Library  
Board of Library Trustees  
Meeting Minutes  
February 12, 2014**

Chairwoman Cheryl Storm called the meeting to order at 4:33 p.m.

The members in attendance were Cheryl Storm, Clee Ace, Senior Reference Librarian Diane Annunziato, and James Nolan. Linda Trouville arrived just after the meeting began. John Dyer was absent. A UMass/Lowell student, Jessica Goolishian, visited the meeting to complete a requirement in a "Community Psychology" course she is taking there.

There was no community input.

The members of the Board reviewed the minutes from the meeting of January 15, 2014. Clee Ace moved to accept them as submitted. James Nolan seconded the motion and the Board approved unanimously.

The members then moved on to a review of the bills from January 16 to February 6, 2014 and the payroll from January 12 to February 2, 2014. Clee Ace moved to accept both with Linda Trouville seconding the motion. The Board approved the motion unanimously.

The Board reviewed the Budget and Financial Report. Linda Trouville asked about the nature of recent copies acquired. They included non-fiction, filling in titles in series books, and tax books and study guides.

Diane Annunziato presented the Director's Report noting building maintenance and community outreach in regard to "Dracut's Got Talent." She also spoke of the great success of "Blind Date with a Book" and the "Oscar Fever" film program. In addition, there are on-going interviews for two staff positions, a part time Young Adult Librarian and a Childrens' Room assistant. Finally, a patron expressed her thanks to two reference librarians (Cathy Bence and Diane Annunziatio) for their major assistance in helping the patron in a dispute regarding "emergency lockdown" and medication of students in the City of Lowell. The patron recently won her case.

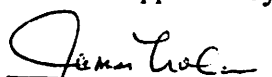
There was no unfinished business to discuss, but there was some continuing business. The Library Shadowing Policy will be continued to the next meeting because of John Dyer's expected input. The Board then went over Collection Boxes Policy. Clee Ace moved to accept the policy and the application. Linda Trouville seconded the motion and the Board approved unanimously.

In New Business, the Board reviewed the 2013 Town Annual Report (for information) and chose to table the Director's Annual Review preparation until John Dyer returns.

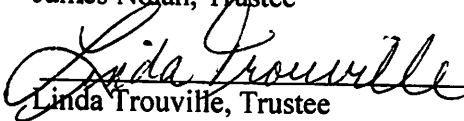
The only item to be added to the agenda for the next meeting (March 12, 2014) is the approval of the executive session meeting of January 15, 2014.

There being no additional comments, the Chairwoman adjourned the meeting at 5:09 p.m.

Minutes Approved by:



James Nolan, Trustee



Linda Trouville, Trustee



Cleo Ace, Trustee



Cheryl Storm, Chair, Trustee

# **BOARD OF LIBRARY TRUSTEES**

## **Dracut M. G. Parker Memorial Library**

28 Arlington St

Dracut, MA 01826

(978) 454-5474

[www.dracutlibrary.org](http://www.dracutlibrary.org)

### **Agenda for February 12, 2013 Trustees Meeting**

**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**

**LIBRARY SHADOWING PROGRAM**

**COLLECTION BOXES POLICY REVIEW**

**NEW BUSINESS**

**TOWN ANNUAL REPORT REVIEW**

**DIRECTOR'S ANNUAL REVIEW PREPARATION**

**FY2015 BUDGET**

**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  
Board of Library Trustees  
Meeting Minutes  
January 15, 2014**

The meeting was called to order at 4:33pm by Chairwoman Cheryl Storm

In Attendance: Chairwoman Cheryl Storm, James Nolan, Clee Ace, Linda Trouville, Senior Reference Librarian Diane Annunziato and community member Amy Spence, trustee John Dyer and Director Nanci Milone Hill were absent

Community Input- There was no community input

Review of the minutes from December 11, 2013 a motion to accept the minutes with corrections was made by Clee Ace and seconded by James Nolan, approved unanimously.

Review of- Bills from the weeks of 12/12/13 to 1/11/14, and Review of Payroll from the weeks of 12/14/13 to 1/11/14, a motion to accept was made by James Nolan and seconded by Linda Trouville, approved unanimously

Budget and Financial Report – Addendum Attached- Diane Annunziato reported the only area in the budget where we have exceeded our expenditure is In-State-Travel. This shortage is in part due to the limited amount of funds the previous director encumbered for this account.

Performance Overview- Addendum Attached-

Directors Report- Addendum Attached-

Light Bulb Fixtures- Clee Ace asked if we had a quote to repair the failing light fixture at the front entrance to the building, to date the electrician has not been contacted.

Discussion regarding the cleaning company's underperformance, Diane Annunziato mentioned that the contract with our current cleaning company is up in April 2014, and reminded those present that the director was interested in approaching the town about hiring a part-time custodian instead of a cleaning company. Clee Ace suggested that town hall needed to be apprised.

Unfinished Business- none

Continuing Business- Shadowing Policy will remain on the agenda until the return of John Dyer, as well as the Collection Policy.

New Business- Budget for 2015, draft copy has been sent over to town hall. Discussions regarding the budget and the request by town hall to level fund the budget for the coming fiscal year. The board discussed, if the library is to continue receiving state aid we cannot be level funded. Chairman Cheryl Storm said she will go over to town hall and explain the budget needs if necessary to the interim town manager Ann Vandal.

Trustees went into executive session at 4:54 pm

Executive session was closed at 5:15pm

Regular session reopened at 5:16pm

The trustees meeting was adjourned at 5:17pm

Next Meeting- February 12, 2014

Minutes Approved by:

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Clee Ace, Trustee

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Linda Trouville, Trustee

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James Nolan, Trustee

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Cheryl Storm, Chair, Trustee

Parker Memorial Library  
**DIRECTOR'S REPORT– FEBRUARY 2014**

### **BUILDING MAINTENANCE**

Our contract with S & J Cleaners expires on April 24<sup>th</sup>. I have been in contact with Ann Vandal in regard to this matter. While I originally felt that we could save the town some money by hiring a part-time custodian, Ann feels that now is not the right time to move forward with that. I have been instructed to write an RFP for cleaning services. Ann and Sam will handle the advertising from that point on.

### **COMMUNITY OUTREACH**

I was contacted by Jessica Goolishian on January 29, 2014. Jessica is a student at the University of Massachusetts Lowell in a course titled "Community Psychology." For one of her assignments, she is to attend a community meeting. She will be attending the February 15, 2014 meeting of the Board of Library Trustees. Since part of her assignment involves interviewing someone in charge, I have put her in touch with Cheryl Storm. They will work out a time that is convenient for both of them.

During the months of December and January, the reference and technical services staff assisted over a dozen patrons in their efforts to obtain information and register for "Dracut's Got Talent." Of those, five sought our assistance to record and burn audition DVDs for them to submit to the program sponsored by The Rotary Club of Dracut. The live show will take place on April 11<sup>th</sup> and 12<sup>th</sup>. First prize is \$1,000.

A patron (Laura Ortiz), expresses her thanks and acknowledges our two reference librarians, (Cathy Bence and Diane Annunziato), for the extensive assistance they have given to her over the last seven months. During this time she battled an issue with the City of Lowell regarding "emergency lockdown" and medication of students. She recently won her case which will impact 12,589 children in the schools. She says that without the help she received at the Parker, she would not have been able to accomplish what seemed to be an overwhelming task.

Bags of books have been flying off the "Blind Date with a Book" Valentine's display in the lobby. Patrons may check out any red bagged book without knowing what book is inside. In doing so they may discover an interest in a new author or genre. When they checkout a "date" from the display, they may enter to win a huge box of Valentine's Day candy. (One entry per day.) The drawing for the candy will be held at close of business, Wednesday, February 12<sup>th</sup>, so that the winner can be notified the next day. Thank you to Julie Sheehan for the display idea, and oversight its execution. Also to the rest circulation staff/pages for the hard work they contributed to make this happen.

We are currently sponsoring an "Oscar Fever" program. We showed "Captain Phillips" on Saturday, February 8<sup>th</sup>. We will show "Blue Jasmine" on Saturday, February 15<sup>th</sup> at

1:00 pm. On Tuesday, February 18<sup>th</sup> at 3:00 pm, we will show "Despicable Me 2," and on Wednesday, February 19<sup>th</sup> at 3:00 pm we will show "The Croods." These two films should be enjoyable as it is school vacation week. On Saturday, February 22<sup>nd</sup> at 1:00 pm, we will view "The Dallas Buyer's Club" (please note this is rated R). On Saturday, March 1<sup>st</sup>, we will show "Gravity" at 1:00 pm. Also during this month, patrons will have a chance to win a \$25.00 AMC Theater Gift Card for guessing correctly in 3 top Oscar categories. The gift card, popcorn, and water, are sponsored by the Friends of the Dracut Library.

Rebecca Duda contacted me about showing a filming of Schindler's List. The Lakeview Junior High School is sponsoring Holocaust survivor Rena Finder on Wednesday, May 14<sup>th</sup> at 7:00 pm. Ms. Finder is one of those who was saved by Oskar Schindler. We will be having a viewing of the film on Tuesday, April 29<sup>th</sup> at 6:00 pm. We will be working with the school to publicize the event.

### **FRIENDS OF THE DRACUT LIBRARY (FOL)**

At their January 29<sup>th</sup> meeting, the Friends reported that they made a total of \$1,927 on their holiday raffle this year. This is a \$235.00 increase over 2012 and a \$580.00 increase over the previous year. It was felt that displaying the baskets on the Mezzanine level made the difference. They will hold the raffle there again in 2014.

### **STAFF**

We are currently interviewing for both our part time Young Adult Librarian opening and our part-time Children's Room assistant opening.

Respectfully Submitted,

Nanci Milone Hill  
Library Director

## FY 2014 PERFORMANCE OVERVIEW

	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-14	Feb-14	TOP 10	
First Time Checkout	24,837	19,852	16,457	17,076	14,361	14,535	15,584		Adult DVDs	3,910
Desk Renewal	1,020	1,154	730	856	693	871	869		JE or JJ Books	1,967
OPAC Renewal	2,167	1,900	1,780	2,186	2,092	2,160	1,943		Adult Fiction	1,732
Overdrive / Audio	114	100	91	101	116	105	136		J DVD Feature	1,455
Overdrive / e-Books	378	317	262	284	245	267	267		Easy Readers	1,035
Overdrive / TOTAL	492	417	353	385	361	372	403		Adult Music CDs	862
Freegal Downloadable Music	295	486	220	261	291	214	238		J-Fiction	762
<b>Total Checkouts</b>	<b>28,811</b>	<b>23,809</b>	<b>19,893</b>	<b>20,118</b>	<b>17,146</b>	<b>17,566</b>	<b>18,395</b>		Adult Books on CD	563
<b>Total Checkins</b>	<b>26,564</b>	<b>24,245</b>	<b>20,383</b>	<b>20,095</b>	<b>17,336</b>	<b>19,026</b>	<b>17,324</b>		Adult Periodicals	537
Requests Placed at mdr	2,589	2,195	2,065	252	2,082	1,921	2,333		J PB Fiction	473
Requests Cancelled	389	369	309	339	306	295	372		Adult Large Print	460
Holds Fulfilled	2,226	2,035	1,970	2,262	1,826	1,948	2,150			
Users Added	122	114	86	54	64	40	46			
Copies Added	263	160	695	856	626	563	371			
Bib Records Added	143	2	85	192	181	112	58			
Quiet Study Use	44	68	63	43	36	26	60			
Children's Programs	30	12	8	10	8	26	7			
Children's Attendance	1,538	462	306	415	219	465	178			
Young Adult Programs	4	2	3	5	5	5	4			
Young Adult Attendance	54	18	30	33	37	19	18			
Adult Programs	8	11	5	18	9	5	10			
Adult Attendance	95	17	96	233	105	67	62			
Community Meetings	3	11	10	6	8	11	1			
Community Meeting Attendance	31	97	2251*	98	88	104	3			
Quiet Study Use	49	68	63	43	36	26	33			
Quiet Study Room Attendance	12	17	252	87	63	45	60			
<b>TOTAL Adult Volunteers</b>	<b>4</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>			
<b>TOTAL Adult Vol. Hours</b>	<b>63</b>	<b>56</b>	<b>61</b>	<b>51</b>	<b>51</b>	<b>33</b>	<b>39</b>			



## **Non-profit Collection Box Policy**

The M.G. Parker Memorial Library will allow non-profit groups to place a collection box for donated goods in the main entryway to the library. In order to reserve a spot for a collection box, non-profit organizations or individuals should fill out the attached application form. The library cannot support the collection of cash or checks.

To reserve a collection box in the entrance of the M.G. Parker Memorial Library, the non-profit organization or individual must apply to and receive approval from the Library Director. Any box left without prior and explicit approval will be disposed of immediately.

Only one (1) collection box will be authorized at any given time. Approval is granted on a first-come, first-served basis, for one specified four-week maximum period. Priority will be given to local organizations and individuals. Students under the age of 16 who wish to reserve space for a collection box should have a parent or teacher/group leader co-sign the form below.

Each authorization is for the specified time period and does not imply permission for any future time period. Approval should be granted no more than once a year to any group; however, space permitting, all requests will be considered and may be approved at the Library Director's discretion. An application must be submitted for each subsequent placement request.

The collection container must not exceed 18 inches in width. A sign that clearly and neatly indicates the sponsoring organization and contact information, the purpose of the collection drive, and the collection box pick-up date must be placed on/near the collection box.

Collections are allowed for a maximum time period not to exceed four (4) weeks. The expiration date will be indicated on the applicant's copy of the approved application form. It is the responsibility of the requesting party to remove the contents of the box and signage on that date. If the collection box is not retrieved within five (5) business days following the expiration date, the box and all its contents will be disposed of. No reminder or warning will be provided.

The M.G. Parker Memorial Library will not be held liable for loss, damage, or theft of the contents of the collection box.

Approved by  
M.G. Parker Memorial Board of Library Trustees  
Date:

## M.G. Parker Library Collection Box Permit Application

Please complete this form and submit to the Library Director.

Non-profit community organizations may reserve space for a collection box in the library's main entranceway only with the prior approval of the Library Director for a maximum period not to exceed 4 weeks. Organizations should request a collection box only once per calendar year; however all request will be considered.

**Name of non-profit organization:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_

**Age:** \_\_\_\_\_

**Parent Signature if under 16:** \_\_\_\_\_

**Contact Email:** \_\_\_\_\_

**Contact Address:** \_\_\_\_\_

**Contact/Organization Website:** \_\_\_\_\_

**Start Date:-**

\_\_\_\_\_

**End Date (maximum 4 weeks from start date):** \_\_\_\_\_

**Describe the type of items to be donated, audience(s) to be served, and the signage to be used:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Detail how/when the collection box will be regularly emptied:** \_\_\_\_\_

\_\_\_\_\_

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**For internal use only**

Date application received:

Contacted:

Approval/Denial:

Start/End Dates:

Disposal Date (if applicable):

Initialed:

**M.G. Parker Memorial Library**  
2013 Annual Town Report

**COLLECTION, CIRCULATION, AND OTHER ACTIVITIES**

The Parker Memorial Library continued to be a busy place in 2013. 239,235 people visited the library last year. 16,985 Dracut residents borrowed 242,541 items during 2013, including books, newspapers, magazines, compact discs, DVDs, and downloadable audio and eBooks. Dracut patrons borrowed 4,355 items from other libraries in our consortium, and lent out 32,528 items to patrons of other libraries.

Reference staff answered 18,256 reference questions for residents. The library offered 220 children's programs during 2013. 4,418 children took advantage of those offerings. We offered 30 young adult programs with a total attendance of 132, and 11 adult programs with an attendance of 143.

The Friends of the Library once again supported the Museum Pass program, offering free or discounted admission to ten area museums, including the American Textile Museum; Boston Children's Museum; Butterfly Place; Discovery Museums; Imagine That; the Museum of Fine Arts; Museum of Science, New England Aquarium, Tower Hill Botanical Garden; and Zoo New England.

The Friends began a Family Pizza and a Movie Night in 2013. Families visited the library after hours to view family-fun films and share pizza.

In October, we partnered with area businesses to boost library card sign-ups. Several area businesses offered discounts during the month of October to those who showed their Dracut library cards. We would like to thank Owen & Ollie's, Brothers Sports Bar & Grille, Primo Pizza, Orange Leaf, Kenwood Hardware, and Brox Farm for their support of this program.

The Friends of the Dracut Library held their Book Sale in May and a Holiday Auction in December. In addition, the Friends run a daily book sale at the library that has exceeded their expectations.

The Trustees would like to once again thank our fellow residents, our volunteers, the Foundation, the Friends of the Dracut Library, the staff, and – most importantly – our patrons for their continued support.

**BUDGET**

The Parker Memorial Library met certification requirements with the Massachusetts Board of Library Commissioners.

## STAFFING

Nanci Milone Hill finished her first year as our Library Director on January 22, 2014. During 2013 we were fortunate enough to be able to hire a new Senior Reference Librarian; a position that had been vacant for a year. Diane Annunziato joined us in ~~May~~<sup>April</sup> and got immediately to work on improving our adult program offerings and displays. Gemma Doyle was hired to replace Carole Hamilton, who resigned from the part-time Young Adult Librarian job to become our full-time Office Manager. Unfortunately, personal commitments forced Gemma to resign effective December 31, 2013. We are currently interviewing to fill this position.

Louise Regan, who has worked as a Children's Room Assistant since 1995, resigned effective February 4, 2014. Louise was a wonderful addition to the Children's Room all of these years and will be greatly missed. We are currently in the process of interviewing to fill this position.

## BOARD OF LIBRARY TUSTEES

Respectfully submitted on behalf of the Board of Library Trustees,  
Nanci Milone Hill, Director

Cheryl Storm (2014) – Chairperson

Linda Trouville (2014) - Secretary

Clee A. Ace (2016)

John Dyer (2015)

Jim Nolan (2015)