

**M. G. Parker Memorial Library  
Board of Library Trustees  
Meeting Minutes February 13, 2013**

Chairman John Dyer called the meeting to order at 4:30pm.

All members of the Board were present; Linda Trouville arrived shortly after the meeting was called to order.

Community Input- Donna Valois from the Garden Club gave an update of the club's activities and discussed ways in which the library and Garden Club could work together.

The Board reviewed the minutes from January 2013 Meeting, a motion was made to accept by Cheryl Storm, and was seconded by Clee Ace, motion was accepted unanimously

Review of Bills: Mercier Electric will replace several light fixture ballasts at a cost of \$595.71. Mercier Electric also recommended a replacement system and is applying for a grant to do the work, and will submit a proposal in the coming weeks.

Review of previous months expenses, a motion to accept all bills from January 10 through 31, 2013 was made by Cheryl Storm, and seconded by Clee Ace, motion was accepted, unanimously

Review of the payroll for January 12 through Feb 7, 2013. A motion to accept was made by Cheryl Storm, and seconded by Clee Ace, motion was accepted unanimously

Director Nanci Hill gave an update on the FY2013 Budget. Line item for Building Maintenance was discussed.

Clee Ace inquired of the director who the treasurer was for the Friends of the Dracut Library, the director indicated Kevin Willet took care of those finances.

**Director's Report -**

- Circulation Statistics were up for the month of January 2013.
- The Director gave the trustees a presentation on the national drive for "What do you geek?"
- Custodian David Lemoureux was injured while shoveling during the recent blizzard on February 10, 2013. He fell into a manhole which was uncovered. Town's DPW has replaced and repaired. Accident Report was completed and David received medical attention and has returned to work.
- Library assistant Julie Sheehan cut herself with a paring knife while at break on February 11, 2013. Accident Report was completed and Julie received medical attention and returned to work that day.
- Director has met with all Adult Staff Members
- Director discussed the use of social media to expand library presence, library staff has created multiple social media accounts and updates will be made daily.
- Report on Friends of the Library Meeting held January 23, 2013 where they discussed adding more adult programming at the library.
- To-date the Director has booked the following adult programs for 2013 the schedule includes, Register of Deeds and Author Richard Howe on April 10, 2013, authors Maureen Stanton, on

March 25, 2013, Julia Glass on April 8, 2013, Brunonia Barry on June 10, 2013, Michael Tougias on October 5, 2013 and Hank Phillippi Ryan on October 22, 2013.

- Director reached out to all Schools and Town Departments and invited them to meet with her.
- Director Nanci Milone Hill met with the director of the Council on Aging
- New Library Office Manager Carole Hamilton Started working February 4, 2013
- New staff scheduling software was purchased at a cost of \$200.00; the software will be used to schedule all employees and has interactive features for the staff.
- Legislative Breakfast at Memorial Hall is scheduled for March 8, 2013 the Director will attend.
- To-date nineteen resumes have been received for the Senior Reference Librarian position. The Director has started scheduling interviews.
- Heating HVAC Remote has been installed by Control Technology at a cost of \$3,401.00

Old Business -

No Old Business.

New Business -

New Budget Proposal for FYI 2014 was submitted to Town Manager the Director explained some of the numbers were too low and adjustments need to be requested. Motion to accept budget was made by Cheryl Storm, seconded by Cleo Ace, motion was accepted unanimously.

Annual Draft approved for submittal to the Town Manager, a motion to accept was made by Cheryl Storm, and seconded by Cleo Ace, and motion was accepted unanimously.

Lowell Catholic asked if they could drop-off and pick-up students using the library parking lot Cleo Ace wanted to make sure Town Manager was notified, the Director will contact the town manager.

Next Meeting Wednesday, March 13, 2013 at 4:30pm let the Chairman know what the trustees want on the agenda for this meeting.

James Nolan made a motion to adjourn, and was seconded by John Dyer, motion was accepted unanimously, and meeting was adjourned: 5:38 PM

Minutes Approved by:

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Cleo Ace, Trustee

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Linda Trouville, Trustee

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John Dyer, Chair, Trustee

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James Nolan, Trustee

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Cheryl Storm, Trustee