

**M. G. Parker Memorial Library  
Board of Library Trustees  
Meeting Minutes  
February 28, 2018**

The meeting was called to order at 4:37pm by Chairperson, Eric Jackson.

**In Attendance:** Chairperson Eric Jackson, James Nolan, John Dyer, Dr. Linda Trouville, Monique Verville and Director Nanci Milone Hill. Also in attendance was Gretchen Mayall, President of the Dracut Friends of the Library.

**Community Input** – The Director introduced Gretchen Mayall to the Board. Gretchen has pulled papers to run for the trustee's seat which will be vacated by John Dyer in May, 2018.

**Review of the minutes** – A motion to accept the minutes on the January 10, 2018 meeting as presented was made by James Nolan and seconded by Linda Trouville – unanimously approved.

**Review of Bills and Payroll** - Bills from 1/11/2018 to 2/22/2018 and payroll from 1/7/18 to 2/24/18 were reviewed. The director pointed out that Sprage gas delivery was over \$4,000 from the same time period last year. Nanci emailed Town Treasurer, Ann Vandal, who indicated that other departments had also noticed discrepancies that were being looked into. A motion was made by Monique Verville to accept the bills and payroll as presented, seconded by John Dyer – unanimously approved.

Re: FY19 Budget. The Director informed the trustees that following her meeting with the Town Manager and Finance Director, it was agreed that the Adult Pages will be promoted to Library Technicians as of July 1, 2018. They will become part of the SEIU union and will be placed on the union pay scale.

Discussion regarding the technology needs of the library. The Chair will write to the Town Manager and ask that The Town IT Director attend the March Trustee meeting.

**Budget and Financial Report** – Addendum Attached -

**Performance Overview** - Addendum Attached –

The director reported that our circulation statistics are up because of the closure of the Pollard Library due to damage from a winter snow storm. The Lowell library has reopened with abbreviated hours as of Monday, February 26, 2018.

Regarding the requests by local self-published authors to have the library host author readings and signings, Nanci suggested the library host a Local Author Event sometime next spring. The trustees agreed that this would be a good idea.

**Directors Report** - Addendum Attached -

**Unfinished Business**- Nanci presented The Library's Annual Report to the trustees. A motion to accept was made by John Dyer, and was seconded by Linda Trouville, unanimously approved.

**Continuing Business**- Nanci asked the trustees to approve a request for \$20,000.00 to be spent out of State Aid for a branding project and new website design by Sterling Technologies (other libraries that they have done were given for review). John Dyer made a motion to approve the request, James Nolan, seconded, unanimously approved.

The Library Director's annual review was presented at the meeting – Addendum Attached.

**New Business** - The Director requested that the Library be closed all day on Wednesday, May 2, 2018, so that the staff might attend all-day professional development training at the Burlington Public Library. Warren Graham, the “Blackbelt Librarian” will be presenting. John Dyer made the motion to approve; Monique Verville seconded the motion, unanimously approved.

**Next Meeting** – March 14, 2018 at 3:30 pm.

**Suggestions for Next Meeting** – None

Seeing and hearing no objections the chairman, adjourned the meeting at 5:35pm.

Minutes Approved by:

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Eric Jackson, Chair

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Monique Verville, Clerk

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Linda Trouville, Vice-Chair

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James Nolan, Trustee

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John Dyer, Trustee