

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

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

In Attendance: Chairwoman Cheryl Storm, James Nolan, Clee Ace, and Director Nanci Milone Hill. Linda Trouville arrived at 4:39pm. Trustee John Dyer was absent. Community Member Eric Jackson was also in attendance.

Community Input- There was no community input

Review of the minutes from February 12, 2014 - a motion to accept the minutes was made by Clee Ace and seconded by James Nolan, unanimously approved.

Approval of January 15, 2014 Executive Session Minutes - was tabled until the April Meeting.

Review of Bills- Bills from the weeks of 2/6/14 to 3/6/14. A motion to accept the bills was made by Clee Ace and seconded by James Nolan, unanimously approved.

Review of Payroll – Payroll from the weeks of 2/2/14 to 3/8/14. A motion to accept was made by Clee Ace and seconded by James Nolan, unanimously approved.

Budget and Financial Report – Addendum Attached. According to the Director, the budget is on tract. Sewer and Gas are slightly over where they should be at this point.

Performance Overview- Addendum Attached. We are net lenders not net borrowers. Lap Top, WiFi and Study carrel use is up. The YA Office has been turned into a second study room. The new YA Librarian will be using the area behind the Reference Desk. DVDs continue to be the highest circulating items. Circulation and attendance is slightly down.

Directors Report- Addendum Attached. Proposal for a Bar Code Scanner was put together for the Foundation by the director.

Unfinished Business – There was no unfinished business.

Continuing Business- There was no continuing business.

New Business- EBook Lending Policy- Proposal Attached. Cheryl Storm asked if we could download books to the E-readers from the Gutenberg Project and other free sources and the director explained we could. E-readers cannot be ILL or lent to non-residents. Cheryl Storm asked which accessories are enclosed with the E-reader. The director explained the checkout policy and Check out policy is 3 weeks. Eric Jackson asked if they can use the E-readers for their account and the answer was yes.

Motion to accept the E-Reader Policy as presented by Clee Ace Seconded Linda Trouville, unanimously accepted.

Director presented a painting donated by Delores Martin. The director requested the trustees accept the donation. A discussion ensued regarding where to place the painting. Moved by Clee Ace to accept the donation and send a thank you to the artist. Seconded by Linda Trouville, unanimously approved

Next Meeting- April 12, 2014

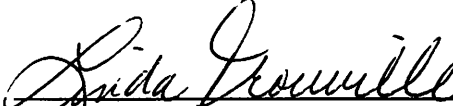
Suggestions for Next Meeting-

The review of the director had been postponed until the return of John Dyer. Clee Ace will contact John to see if he is able to participate in the next meeting. Cheryl Storm stated that since next month is her last meeting as chair, the Director's evaluation will need to be done at that time.

Hearing no objection the Chair adjourned the meeting at 5:15pm.


Minutes Approved by:

  
\_\_\_\_\_  
Clee Ace, Trustee

  
\_\_\_\_\_  
Linda Trouville, Trustee

\_\_\_\_\_  
John Dyer, Trustee

  
\_\_\_\_\_  
James Nolan, 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 March 12, 2013 Trustees Meeting**

**CALL TO ORDER**

**ATTENDANCE**

**COMMUNITY INPUT**

**REVIEW OF MINUTES FOR PREVIOUS REGULAR MEETING**

**APPROVAL OF JANUARY 15, 2014 EXECUTIVE SESSION MINUTES**

**REVIEW AND APPROVAL OF BILLS**

**REVIEW AND APPROVAL OF PAYROLL**

**BUDGET AND FINANCIAL REPORT**

**DIRECTOR'S REPORT**

**UNFINISHED OR CONTINUING BUSINESS**

**NEW BUSINESS**

**EBOOK LENDING POLICY**

**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.*

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

**BUILDING MAINTENANCE**

Our contract with S & J Cleaners expires on April 24<sup>th</sup>. We have gone out to bid for services. An ad appeared in the Lowell Sun on Sunday, March 2<sup>nd</sup>. A walk-through with potential vendors was held on Tuesday, March 11<sup>th</sup> at 2:00 pm. I will be giving my recommendation to Ann Vandal, who will have the final say.

Dave just replaced approximately two dozen various types of light bulbs in the building.

Jason Mercier came out to give us a quote on moving a phone line so that our new YA Librarian can have a computer at the Reference Desk. We disassembled the old YA office to make another Quiet Study, which was badly needed.

While Jason was here, he took a copy of the As-Built Building Plan in order to prepare an estimate on retro-fitting our reflective and column lights. We need to do this because the bulbs that we are currently using are no longer manufactured.

Dave has asked me to speak with Town Hall about the possibility of him taking their tool shed once they move into the new building. He would like to use it to store his rock salt, shoveling equipment and other tools. He would like to put it at the far end of the back walkway. I will let you know the outcome once I hear back from Ann Vandal.

We purchased two new desk chairs to replace ones where the seats kept falling down when people sat on them. One was for Ellie Szafran and the other was for the Reference Desk.

We purchased new towel dispensers for the bathrooms. The new dispensers have clear laminate fronts that can be used to advertise upcoming programs.

The carpets were cleaned on Saturday, March 8<sup>th</sup>.

**OTHER BUILDING NOTES**

The use of both laptops and study rooms/carrels has increased substantially over the last few months.

We have cleaned out the YA Librarian office to make another Quiet Study Room. The new YA Librarian will have a computer for use on the Reference Desk. We have also made some storage space available for her use.

The study carrels near the staff lunch room continue to be very well used.

## COMMUNITY OUTREACH

On Monday, March 3<sup>rd</sup> I attended the Lowell Women's Week Kick-off Breakfast at Lenzi's. I was invited to attend by teacher Rebecca Duda, who was honored this year for her work in the community and with her students on local history.

## FRIENDS OF THE DRACUT LIBRARY (FOL)

I met with the Friends on February 26<sup>th</sup> at their regular monthly meeting. They approved my budget request for this year, which included funds for museum passes, programs for children, teens and adults, our EventKeeper and TixKeeper programs, Constant Contact and Survey Monkey. They also included funding for both Diane Annunziato and me to attend the Massachusetts Library Association Conference in Worcester. This year, the conference is being held on May 6, 7, and 8. Penny has agreed to be in charge of the building on those days.

I emailed all of the Directors in MVLC and asked them for successful Friends Group fundraising ideas. I have shared what I received with the Friends leadership.

I met with Kevin Willet on Wednesday, March 05, 2014. We have put some controls on the cash that the library collects for the Friends. We are now using numbered receipts. Each night, the Circulation staff counts the money that was taken in and signs off on the "deposit." Carole then checks to make sure that the amount reported is the amount that was received. Each month, when Kevin picks up the funds for deposit, he will take the receipts to match the amount listed to the amount picked up. He will then bring a copy of the deposit slip to Carole for confirmation. We feel strongly that documentation is needed in case we are ever questioned.

I met with John Hassan on Friday, March 7<sup>th</sup> to go over the budget and reduce it to \$15,000, per Kevin Willet's recommendation.

### Upcoming Programs:

Wednesday, 3/19 at 6:30 pm. – Elisabeth Elo, author of debut literary thriller, *North of Boston*.

Friday, 3/21 at 5:30 pm – Family Pizza & a Movie Night: *Hop*

Tuesday, 3/25 at 6:30 – Dracut Library Page-Turners meet to discuss *Mr. Penumbra's 24-hour Bookstore*, by Robin Sloan.

Wednesday, 4/2 at 6:00 pm – Parker Library Adult Writer's Group

Saturday, 4/5 at 2:00 pm – From Idea to Invention: What You Need to Know to Cash in on Your Inspiration, with Patricia Nolan-Brown, author of *Idea to Invention*

Saturday, 4/12 at 2:00 pm – Spend the afternoon with former Black Ops Contractor, Leo J. Malone. Mr. Malone is the author of *Silent Assassin*.

The next FOL meeting will be held on Wednesday, March 26<sup>th</sup> at 6:30 pm in the Meeting Room.

## **STAFF**

I hope that you have had the opportunity to enjoy the fabulous displays that we've been having. Julie Sheehan has gotten very involved with putting together the displays with Diane Annunziato. Julie has had some fabulous ideas – including decorating the book return door each month. Kudos to Christine Guille who translates the book nook into an eye-catching display each month.

Both Julie Sheehan and Judy Deschanes have taken an interest in providing our patrons with readers' advisory. They have both participated in several training webinars and are excited to start recommending books to our patrons based on other books that they have read and enjoyed.

We held a Leadership Team meeting on Thursday, March 6<sup>th</sup> at 2:30 pm. We discussed the upcoming professional development day on April 10<sup>th</sup>. The Library will be closed until 1:00 pm on that day. I will be leading a workshop on readers' advisory. We will be studying the horror genre. Everyone on staff has been asked to read Joe Hill's *Heart Shaped Box*, which is a benchmark in the genre. This genre was chosen because almost nobody on staff reads it and they need to be familiar with it.

I received a complimentary email from Leo Racicot. He thanked both Julie and Ellie for their help tracking down a copy of the DVD *Emperor* that he needed for a review that is due March 17<sup>th</sup>. In his email, he noted that Julie had offered to loan him her personal copy.

National Staff Appreciation Day was Friday, March 7<sup>th</sup>. I ordered pizza for the staff as a personal thank you for all that they do.

Penny will be working on a project with eighth grade Girl Scouts during the month of April. They will be making giant story books that they will read here on Saturday, April 5<sup>th</sup>. They will also be making smaller copies of these books, which will be given to area daycare centers.

We are beginning to run out of tax forms. Staff is busy printing out copies of forms needed by our patrons at .15 per page.

Our new Young Adult Librarian, Kate-Lynn Coraccio, will begin on Monday, March 24<sup>th</sup>. We have also hired a Children's Room Library Associate to replace Louise Regan, who retired in December. Amy Martell expects to complete her M.L.S. at Simmons College in 2016. She currently works as a part-time library assistant in the Children's Room of

the Groton Public Library. She is familiar with Evergreen software, children's database and reference resources, current children's literature, and programming. Amy will begin on March 24<sup>th</sup> as well.

## **NEW PRODUCTS**

We have purchased 10 e-readers for lending out to our patrons. We have (5) NOOKcolors, (1) NOOKeink, (1) Kindle Fire, (1) Kindle Paperwhite, (1) Kindle (no touch screen), and (1) Nook Simple Touch. We have put together a borrowing agreement and policy that I am asking you to approve this month.

We received a good sized donation of readers' advisory and professional development books from the Boxford Town Library. They have been catalogued. The R.A. materials are on a cart behind the Reference Desk. The professional development items are on a shelf in Technical Services.

Respectfully Submitted,

Nanci Milone Hill  
Library Director

**FY2014 BUDGET  
TRUSTEE'S MONTHLY REPORT**

		FY2014 APPROPRIATION	FY2014 SPENT	FY2014 UNSPENT	FY2014 % UNSPENT
5120	Temp. / PT Payroll	92,000.00	54,417.79	37,582.21	40.9%
5140	Longevity	4,600.00	3,525.00	1,075.00	23.4%
5210	Electricity	39,000.00	22,696.56	16,303.44	41.8%
5212	Gas	21,000.00	5,167.10	15,832.90	75.4%
5230	Water Charges	1,900.00	981.94	918.06	48.3%
5231	Sewer Charges	650.00	266.50	383.50	59.0%
5241	Service Contracts	75,000.00	60,106.85	14,893.15	19.9%
5291	Custodial & Housekeeping	4,000.00	1,970.86	2,029.14	50.7%
5340	Telephone	1,500.00	872.67	627.33	41.8%
5341	Postage	1,200.00	262.22	937.78	78.1%
5420	Office Supplies	1,700.00	1,515.14	184.86	10.9%
5421	Computer Supplies	2,000.00	295.00	1,705.00	85.3%
5423	Duplicating Supplies	300.00	-	300.00	100.0%
5430	Building Main. Expense	5,700.00	1,163.78	4,536.22	79.6%
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	3,228.36	1,771.64	35.4%
5586	Library Programming	1,000.00	530.96	469.04	46.9%
5712	Mileage Reimbursement	400.00	514.85	(114.85)	-28.7%
5730	Dues & Publications	85,000.00	44,361.96	40,638.04	47.8%
5884	Machinery & Equipment	1,000.00	-	1,000.00	100.0%
<b>TOTAL APPROPRIATION</b>		<b>735,950.00</b>	<b>433,842.02</b>	<b>302,107.98</b>	<b>41.1%</b>

RESERVE/REVOLVING FUNDS		SPENT
22-3571-0000-5200		6,331.00
22-3571-0000-5400		-
<b>TOTAL RESERVE/REVOLVING FUNDS</b>		<b>6,331.00</b>

<b>TOTAL LIBRARY OPERATING</b>	<b>735,950.00</b>	<b>440,173.02</b>	<b>302,107.98</b>	<b>41.1%</b>
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# CIRCULATION

	2006	2007	2008	2009	2010	2011	2012	2013	2014	% Change
January	8,102	16,424	17,818	21,186	20,677	20,724	20,196	15,948	10,095	-26.6%
February	7,917	15,700	18,760	21,967	21,459	19,668	21,812	20,938	19,392	-4.2%
March	10,320	17,832	19,914	23,674	22,823	23,655	22,865	20,555		-11.2%
April	762	15,922	18,689	22,166	19,967	20,477	21,206	21,352		0.7%
May	14,145	15,606	17,778	20,116	18,720	19,380	21,591	18,292		-18.0%
June	19,006	18,555	18,436	26,120	23,094	22,471	22,115	19,635		-12.6%
July	20,571	22,683	28,688	28,526	25,595	24,600	25,077	16,832		-49.0%
August	21,518	21,254	22,381	24,728	24,948	26,785	24,502	24,245		-1.1%
September	15,278	15,410	19,691	20,258	20,451	20,246	18,531	19,893		6.8%
October	16,460	18,294	20,920	21,789	21,412	20,717	21,054	20,118		-4.7%
November	15,010	15,481	18,505	19,889	20,308	21,280	17,517	17,146		-2.2%
December	12,294	12,604	16,327	19,606	17,846	17,772	15,949	17,566		9.2%
<b>TOTALS</b>	<b>161,383</b>	<b>205,765</b>	<b>237,907</b>	<b>270,025</b>	<b>257,300</b>	<b>257,775</b>	<b>252,415</b>	<b>232,520</b>		

# PATRON ATTENDANCE

	2006	2007	2008	2009	2010	2011	2012	2013	2014	% Change
January		12,011	12,492	12,750	12,352	10,869	12,191	12,089	10,684	-0.8%
February*		10,354	13,144	13,183	12,100	11,140	13,141	11,826		-11.1%
March		12,687	14,532	14,634	14,649	13,842	13,703	12,568		-9.0%
April		11,682	13,726	14,478	12,367	12,767	12,756	13,252		3.7%
May	9,336	10,780	12,172	11,898	11,582	11,969	12,138	11,271		-7.7%
June	10,502	10,604	13,903	15,650	13,046	13,063	12,114	10,779		-12.4%
July	13,879	14,763	17,528	17,236	14,440	14,343	14,768	14,321		-3.1%
August	16,460	15,857	15,684	15,151	14,854	15,663	15,200	14,321		-6.1%
September	12,784	10,944	12,812	12,234	12,151	12,425	11,874	11,819		-0.5%
October	13,231	12,553	13,158	12,883	12,529	12,960	11,979	11,012		-8.8%
November	12,743	10,657	11,665	11,535	11,961	12,414	9,583	9,871		2.9%
December	9,809	9,036	10,415	11,145	10,065	10,879	10,455	9,699		-7.8%
<b>TOTALS</b>	<b>98,744</b>	<b>141,928</b>	<b>161,231</b>	<b>162,777</b>	<b>152,096</b>	<b>152,334</b>	<b>149,902</b>	<b>142,828</b>		

# **FY 2014 PERFORMANCE OVERVIEW**

	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	TOP 10	
First Time Checkout	24,837	19,852	16,457	17,076	14,361	14,535	15,584	15,405	Adult DVDs	4,037
Desk Renewal	1,020	1,154	730	856	693	871	869	846	Adult Fiction	2,079
OPAC Renewal	2,167	1,900	1,780	2,186	2,092	2,160	1,943	1,939	JE or JJ Books	2,059
Overdrive / Audio	114	100	91	101	116	105	136	105	J DVD Feature	1,509
Overdrive / e-Books	378	317	262	284	245	267	267	262	Adult Books on CD	1,164
Overdrive / TOTAL	492	417	353	385	361	372	403	367	Easy Readers	1,063
Freegal Downloadable Music	295	486	220	261	291	214	238	215	Adult Music CDs	718
Total Checkouts	28,811	23,809	19,893	20,118	17,146	17,566	18,395	19,392	J-Fiction	701
Total Checkins	26,564	24,245	20,383	20,095	17,336	19,026	17,324	17,744	J PB Fiction	505
									Large Print	450
Requests Placed at mdr	2,589	2,195	2,065	252	2,082	1,921	2,333	2,093		
Requests Cancelled	389	369	309	339	306	295	372	288		
Holds Fulfilled	2,226	2,035	1,970	2,262	1,826	1,948	2,150	1,984		
Users Added	122	114	86	54	64	40	46	75		
Copies Added	263	160	695	856	626	563	871	610		
Bib Records Added	143	2	85	192	181	112	58	97		
Quiet Study Use	44	68	63	43	36	26	60			
Children's Programs	30	12	8	10	8	26	7	18		
Children's Attendance	1,538	462	306	415	219	465	178	340		
Young Adult Programs	4	2	3	5	5	5	4	2		
Young Adult Attendance	54	18	30	33	37	19	18	17		
Adult Programs	8	11	5	18	9	5	10	13		
Adult Attendance	95	17	96	233	105	67	62	65		
Community Meetings	3	11	10	6	8	11	1	8		
Community Meeting Attendance	31	97	2251*	98	88	104	3	81		
Quiet Study Use	49	68	63	43	36	26	33	53		
Quiet Study Room Attendance	12	17	252	87	63	45	60	75		
TOTAL Adult Volunteers	4	5	5	5	5	5	5	7		
TOTAL Adult Vol. Hours	63	56	61	51	51	33	39	77		

## **M.G. Parker Memorial Library Policy on Borrowing e-Readers**

In accordance with the Library's 2012-2017 Long Range Plan to "streamline the process and improve the "customer experience" with technology, the M.G. Parker offers a variety of e-Readers for check out. Patrons may purchase their own titles for these e-Readers (which will then become the property of the Library) or download and borrow free e-Books from the Library's collection.

Kindle and Nook e-Readers may be circulated only to Dracut Library cardholders. They will not be sent through delivery to another library, even for Dracut residents.

Patrons must be 18 years of age or older in order to borrow e-Readers. A current photo ID must be shown at the time of checkout. Dracut Library's usual checkout restrictions apply

Patrons are responsible for damage, loss, or theft of the e-Reader and any accessories while it is checked out to them.

Patrons will be responsible for the entire replacement cost of the e-Reader (\$190.00) as well as a \$10.00 processing fee for a total of \$200.00.

Patrons should not leave the e-Reader unattended when it is checked out to them.

The e-Reader must be returned promptly when due. It may not be renewed.

E-Readers must not be returned in the book drop. They must be handed to a librarian at the second floor Reference Desk to be checked in upon return.

Upon return, the patron will need to power up the e-Reader to verify that it is in working order.

Anyone wishing to check out an e-Reader will need to fill out a *Borrowing Agreement*.

Adopted by the Board of Trustees on this 12<sup>th</sup> day of March, 2014