

M G Parker Memorial Library  
Meeting Minutes  
Wednesday, March 13, 2013

Chairman John Dyer called the meeting to order at 4:30 pm  
All members of the board were present.

Chairman John Dyer recognized inaccuracies in the minutes from February 13, 2013 Meeting. Corrections were noted and Office Manager Carole Hamilton will make correction.

Director Nanci Milone Hill reported the purchase of Overdrive Advantage for the library's patrons at a cost of \$3000.00. The Director explained how Overdrive Advantage will allow Dracut Library Patrons to have a larger selection of E-books available for them to checkout.

The board reviewed bills from February 3, 2013 to March 7, 2013 Motion to accept was made by James Nolan and seconded by Cleo Ace, the motion was accepted unanimously.

The board reviewed the payroll from February 3, 2013 to March 9, 2013 Motion to accept was made by James Nolan and seconded by Cleo Ace, the motion was accepted unanimously

Discussion about the Friends of the Library Financial Accounts, the board is looking for some advice on the handling and filing of the Friends funds.

#### Review of last month's library expenses

The director received a quote from Mercier Electric, for work to upgrade electrical fixtures in the building to save on electrical usage. The estimate for the work is \$12,151.00. The director suggested \$20,000.00 from library fines could be used. The projected savings of \$1900 per year would give a return in about 6 years. The board agreed to submit Mercier Electric's estimate with a favorable recommendation to the Town Manager. James Nolan made a motion to accept the recommendations to be forward to the Town Manager and was seconded by Cheryl Storm, the motion was accepted unanimously.

The Director Nanci M. Hill met with the Friends of the Library on February 27, 2013. The members discussed the annual renewal of the Museum Pass Program and moved to discontinue the Museum of Fine Arts, the American Textile Museum, the Tower Hill Botanical Garden and the Lowell Spinners. The director also recommended an increase in the contributions for Adult programming to \$2,200.00; in addition she recommended an increase of 1,000.00 each for Children and Young Adult programming.

The Director presented the Friends with a years' worth of programming, the members were very excited and volunteered to hang posters to advertise the programs.

Members of the Friends will be attending a "Friends Share with Friends" event on March 9, 2013 in Walpole, MA

There was a discussion about a logo design for the Friends. This was discussed previously and a community member volunteered to design one but never followed through. The director recommended graphic artist David D'Apice and the Friends asked the director to get an estimated cost for the design. The director contacted Mr. D'Apice and he offered to make 3-5 logos which can also be used on the library's website. The price quoted was \$300.00, the Director will report to the Friends with this quote at their March 2013 meeting.

The Director suggested fundraiser with the Lowell Spinners and members asked that she look into it. The director looked into the possibility and will pass the information on at the Friend's March 2013 meeting.

Discussion about joining the Friends of Libraries USA, the director has passed along membership information. The Director reported to members that the Friends Scholarship is now posted on the library's website, and information has also been sent to the Dracut Scholarship Foundation. The "Meet the Director Evening" preparations have been made and there was a discussion regarding the events refreshments. The Director met with Kevin Willet of the Friends on February 15, 2013 to become familiar with the role of the Library Foundation. The meeting was very informative and Mr. Willet will give the director a monthly printout of the Friends Financial Report.

As previously mentioned the director has purchased the e-book product Overdrive Advantage, Axis 360 through Baker and Taylor which was purchased by the former director and was never made available online for our patrons has been cancelled.

The director met with Principal Maria McGuinness from the Englesby Intermediate School on February 20, 2013. Plans were made to put an "Assignment Alert" form on the library website to help teachers get homework assignments to library staff in a timely manner; they also discussed plans for Summer Reading.

Lakeview Junior High School Librarian Christin Monaghan met with the director and the former Young Adult Librarian. Mrs. Monaghan is very excited to work with us and in September we will make plans to set up a table in the cafeteria for Library Sign-up Month.

The Director met with Donna Valois from the Garden Club and discussed a "Books in Bloom" program for this September which will also coincide with Library Card Sign-Up Month. This will be a program where staff recommended book titles will be read by Garden Club Members and they will create floral arrangements based on the books they read. The library will have a reception and three judges will vote for First, Second and Third Prizes. Trustee Linda Trouville volunteered to be one of the judges.

There were about 40 applications and 19 interviews for the Senior Reference Librarian position. Director Nanci Milone Hill and Children's Librarian Penny Berube interviewed and narrowed it down to three choices and selected Diane Annunziato. Recommendation for hire was sent to the Town Manager who approved and Ms. Annunziato will start April 1, 2013.

Discussion regarding the library opening during a snow storm and how many staff people are required to be in the building. The Board charged the director with coming up with a new draft policy that requires the equivalent of 2 full timers in the building at each time. The director will bring the draft policy to the next board meeting.

A motion to amend the Closing Policy was made by Cheryl Storm and seconded Clea Ace, the motion was accepted unanimously.

To-date we have received four applications for the open Young Adult position and three interviews are scheduled for Friday, March 15, 2013.

The Director and Office Manager have tried to creating a work schedule to fit all employees' needs. It has been a long and difficult task but the software which was purchased has help to make it easier. All employees now have access to their schedules online from any computer.

The Director will start emailing a "Week at a Glance" Memo which will highlight Library activities for the coming week. Clea Ace volunteered to go through the Trustees metal cabinet in the director's office and review materials in it. The Director reminded Trustees that State Ethics Test must be completed and certificates must be turned into the Town Clerks Office.

Bibliotemps will finish their contract on March 29, 2013.

Librarian Cathy Bence will give a genealogy presentation at the Dracut Senior Center on Thursday, April 4, 2013.  
With no objections John Dyer moved to have the meeting adjourned at 5:25 pm.

Minutes Approved by:

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Clee Ace, Trustee

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Linda Trouville, Trustee

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John Dyer, Chair, Trustee

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James Nolan, Trustee

\_\_\_\_\_  
Cheryl Storm, 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 13, 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

BIBLIOTEMP STATUS

STAFF AND PERSONNEL STATUS

NEW BUSINESS

QUOTE FROM MERCIER ELECTRIC

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 2013**

**BUILDING MAINTENANCE**

Mercier Electric & Communications has presented us with an estimate to install 19 LED retrofit lighting kits.

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

I attended the Friends of the Library meeting on February 27<sup>th</sup> at 6:30 pm. I presented them with a Budget that included a recommendation to discontinue the Museum Pass program for the American Textile Museum, the Lowell Spinners, the Museum of Fine Arts, and the Tower Hill Botanical Garden. This recommendation was based on use of those passes over the last year. They voted to discontinue the American Textile Museum and the Museum of Fine Arts, which expire in May. They voted to keep both the Lowell Spinners and the Tower Hill Botanical Garden for another year and see how well they are used.

My budget request also included an increase of \$2,200.00 for adult programs; an increase of \$1,000.00 for children's programs; and a line item of \$1,000.00 for young adult programs, which have not been previously funded. The budget was unanimously approved.

Cecilia Mancini moved that the Friends pay for me to attend the Massachusetts Library Association's Annual Conference. They voted to do so unanimously. I was both pleased and amazed, as I had not asked them to do so.

I presented the group with a year's worth of programming for adults. They were very pleased with the variety of offerings and volunteered to hang posters up around town for these programs.

Several members of the Friends will be attending a "Friends Sharing with Friends" event at Walpole Library on March 9<sup>th</sup>.

There was a discussion about a logo for the Friends. Someone had volunteered to design one, but they never did so. I recommended a graphic artist, David D'Apice. They asked me to contact him and find out how much it would cost for him to create a logo for them. I did subsequently contact David. He offered to make 3-5 logos, and to give us an electronic file of the one the Friends choose, so that it can be used on the website, as well as any merchandise that the Friends decide to sell in the future. The price he gave me was \$300.00. The Friends will discuss this at their March meeting.

I suggested that they do a fundraiser with the Lowell Spinners. They asked me to look into it, which I did. I have passed along the information and it will be discussed at their March meeting.

There was a discussion about joining the Friends of Libraries USA group. I told them I would pass along membership information, which I have done.

We had a discussion regarding the Friends Scholarship. I told them that it had been posted on our website and that I would look into sending it elsewhere. I subsequently sent the information and form to the Dracut Scholarship Foundation.

There was some discussion about the upcoming Meet the Director night regarding who was going to bring what. They authorized \$100.00 for coffee, paper products, etc.

### **LIBRARY FOUNDATION**

I met with Kevin Willet on February 15<sup>th</sup> in order to gain some understanding of the Foundation's role. It was a very informative meeting. He will be supplying me with a bank printout at the end of each month so that I can plug those numbers into the Friends Financial Report that is given to both the Trustees and the Friends.

### **COLLECTION DEVELOPMENT**

I have signed us up for Overdrive Advantage. This is a sister product to the Overdrive download product that our patrons currently have access to. The benefit is that Advantage eBooks and audiobooks can *only* be used by Dracut patrons. This should eliminate the long wait that our patrons currently have to check out popular eBooks.

Randy had purchased a subscription and eBooks through Baker & Taylor's Axis360 platform. The collection was never put online to be available for our patrons. The product is now up for renewal. I have canceled out subscription. The Overdrive platform is one that our patrons are already comfortable with. I am leery of offering another platform that is not compatible with Overdrive.

### **SCHOOLS**

I met with Maria McGuiness from Englesby Elementary on February 20<sup>th</sup>. It was a great meeting. We talked about summer reading and also decided that we would put an "Assignment Alert" form on our website to aid teachers in getting homework assignments to us in a timely manner.

### **THE GARDEN CLUB**

I met with Donna Valois on February 22<sup>nd</sup> to discuss a "Books in Bloom" program for September, which is Library Card Sign-Up Month. The staff will pick a variety of books

to give the Garden Club members in August. Members will then read the books and make floral arrangements inspired by the books. I will also forward the information to the schools in the hopes that classes might work on artificial arrangements. The public will also be invited to participate. We will have 3 judges for this event. There will be 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> prizes in both the adult category and the children's category.

Entries will be dropped off at the library during open hours on Thursday, September 12<sup>th</sup>. We will have a reception, open to the public, on Friday, September 13<sup>th</sup> at 6:00 pm. The arrangements will remain on display Saturday. The Garden Club members are very excited about this event.

## **STAFF**

We received 46 resumes for the position of Senior Reference Librarian. Penny and I met with 19 candidates and rated them based on their past experience, their vision of reference services over the next five years, and their supervisory experience. We ultimately chose Diane Annunziato, who I worked with in Boxford. Penny and I both felt that her experience and skill set would be a good match with Cathy Bence, and that she would fit in with all of our staff members better than the other candidates. We are excited about the reference, programming, and display experience she brings with her. Diane will start on April 1<sup>st</sup>.

The position of Young Adult Librarian has been posted. To date, I have received three resumes. Only two of them have the background I am looking for. I have set up interviews with them during the week of March 11<sup>th</sup>.

Carole and I have tried very hard to create a work schedule that fits everyone's wishes/needs. We have been able to do so almost all cases. It was a very long, very difficult task, but the new scheduling software I purchased has made it easier for Carole and me, who have to create the schedule. It is also available online, from anywhere, so staff members can see the schedule at any time. I have heard through the grapevine that some folks are still not happy with the new scheduling software that I purchased. I know this is just because change is difficult and hope they will adapt soon.

**FINANCIAL REPORT**  
Friends of the Dracut Library

**REVENUE (TOTAL)**

	FY2013	
Donations	\$	238.25
Books	\$	2,657.12
Museum Passes	\$	762.00
Membership	\$	1,560.00

**TOTAL** \$ 5,006.37

**TOTAL w/o MP** \$ 4,244.37

**REVENUE (BY DAY)**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TOTAL
Donations	\$ -	\$ 50.00	\$ 30.00	\$ 5.25	\$ 100.00	\$ 53.00	\$ 238.25
Books	\$ 532.12	\$ 531.00	\$ 511.00	\$ 337.00	\$ 406.00	\$ 340.00	\$ 2,657.12
Museum Passes	\$ 100.00	\$ 56.00	\$ 154.00	\$ 266.00	\$ 186.00	\$ -	\$ 762.00
Membership	\$ 355.00	\$ 115.00	\$ 584.00	\$ 55.00	\$ 155.00	\$ 85.00	\$ 1,349.00

**TOTAL** \$ 987.12 \$ 752.00 \$ 1,279.00 \$ 663.25 \$ 847.00 \$ 478.00 \$ 5,006.37

**TOTAL w/o MP** \$ 887.12 \$ 696.00 \$ 1,125.00 \$ 397.25 \$ 661.00 \$ 478.00 \$ 4,244.37

**2012 ACCOUNT BALANCES**

	Organization	January	February	March	April	May	June	July	August	Sept.	October	Nov.	December
12 Month CD (9/5)	FRIENDS	NA	\$ 10,007.31										
12 Month CD (8/26)	FOUNDATION	NA	\$ 73,335.38										
18/65 Checking	FOUNDATION	NA	\$ 18,992.89										
Diplomat Checking	FRIENDS	NA	\$ 17,957.87										
Free Business (Amazon)	FRIENDS	NA	\$ 3,150.01										
<b>TOTAL</b>	NA		\$ 123,443.46										



		FY2013 APPROPRIATION	FY2013 SPENT	FY2013 UNSPENT	FY2013 % UNSPENT
5110	Department Payroll	391,325.00	222,339.28	168,985.72	43.2%
5120	Temp. / PT Payroll	92,000.00	63,095.09	28,904.91	31.4%
5140	Longevity	5,250.00	4,450.00	800.00	15.2%
5210	Electricity	39,000.00	26,361.43	12,638.57	32.4%
5212	Gas	21,000.00	5,197.07	15,802.93	75.3%
5230	Water Charges	1,900.00	1,491.74	408.26	21.5%
5231	Sewer Charges	650.00	292.50	357.50	55.0%
5241	Service Contracts	75,000.00	56,520.98	18,479.02	24.6%
5291	Custodial & Housekeeping	4,000.00	2,563.67	1,436.33	35.9%
5340	Telephone	1,500.00	766.88	733.12	48.9%
5341	Postage	1,200.00	466.25	733.75	61.1%
5420	Office Supplies	1,700.00	1,468.48	231.52	13.6%
5421	Computer Supplies	2,000.00	44.19	1,955.81	97.8%
5423	Duplicating Supplies	300.00	-	300.00	100.0%
5430	Building Main. Expense	5,700.00	10,873.25	(5,173.25)	-90.8%
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	4,448.86	551.14	11.0%
5586	Library Programming	1,000.00	432.77	567.23	56.7%
5712	Mileage Reimbursement	400.00	44.40	355.60	88.9%
5730	Dues & Publications	87,000.00	58,612.71	28,387.29	32.6%
5884	Machinery & Equipment	1,000.00	-	1,000.00	100.0%
<b>TOTAL APPROPRIATION</b>		<b>738,025.00</b>	<b>459,469.55</b>	<b>278,555.45</b>	<b>37.7%</b>

RESERVE/REVOLVING FUNDS	SPENT
22-3571-0000-5200	2,379.98
22-3571-0000-5400	7,760.54
<b>TOTAL RESERVE/REVOLVING FUNDS</b>	<b>- 10,140.52</b>

<b>TOTAL LIBRARY OPERATING</b>	<b>738,025.00</b>	<b>469,610.07</b>	<b>278,555.45</b>	<b>37.7%</b>
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# Mercier Electric & Communications, Inc.

1929 Lakeview Avenue  
Dracut, MA 01826

# Estimate

Date	Estimate #
2/20/2013	23867

Name / Address
Dracut Parker Library 28 Arlington Street Dracut, MA 01826

Phone #	Fax #	Terms	Rep	Project		
978-957-4954	978-957-8346	Due upon receipt	GM	Retrofit Lighting Kits		
Item	Description			Qty	Cost	Total
1-Labor and Mater...	<p>m) Taking into consideration of the maintenance to be performed over the four years at a 50% failure rate and an average cost of \$400.00 per repair times 8 fixture is \$3,200.00 potential future savings adding to the payback thus reducing the payback time.</p> <p>NOTE: 1) A sample fixture will be installed before and approved by the Library administrator prior to commencement of the project.</p> <p>NOTE: 2) Calculation used in this estimate are assumptions and not to be used as actual.</p> <p>Labor and materials for installing above services as described.</p>				12,151.20	12,151.20
This estimate is valid for 10 days.				<b>Total</b>		\$12,151.20
<p>TERMS: Full payment is due on presentation of invoice. A finance charge of 1-1/2% per month (18% per annum) on all accounts 30 days past due will be added. In the event collection activity is required, customer shall be responsible for all cost of collection, including reasonable attorney's fees.</p>						

License # MA-21008-A  
NH-1271-M

# Mercier Electric & Communications, Inc.

1929 Lakeview Avenue  
Dracut, MA 01826

# Estimate

Date	Estimate #
2/20/2013	23867

Name / Address
Dracut Parker Library 28 Arlington Street Dracut, MA 01826

Phone #	Fax #	Terms	Rep	Project		
978-957-4954	978-957-8346	Due upon receipt	GM	Retrofit Lighting Kits		
Item	Description			Qty	Cost	Total
	<p>Install 19 LED retrofit lighting kits. The existing 320watt lamps and ballast will be removed and wiring will be reconfigured to accommodate the new 60w LED retrofit kits.</p> <p>Below is a comparison of current consumption and proposed consumption.</p> <p>a) Existing 320W fixtures consume 365W and have a life of 10,000 Hours.</p> <p>b) The New LED 60W retrofit fixture kit has a life of 50,000 - 60,000 Hours.</p> <p>c) Using a Rate of \$.15 a KW, the current running cost and proposed running cost based on 60 business hours (open). Not including non business hours (cleaning).</p> <p>d) 60 hours per week x 52 weeks = 3,120 hours of on time.</p> <p>e) 3,120 hours x (60w LED x 19 fixtures) 1,140w = 3,557kw hours</p> <p>f) 3,557kw hours x \$.15 = \$533.55 to operate the LED fixtures per year.</p> <p>g) 3,120 hours x (365w MH x 19 fixtures) 6,935w= 21,637kw hours</p> <p>h) 21,637kw hours x \$.15 = \$3,246.00 to operate the current Metal Halide fixtures per year.</p> <p>i) Savings of \$2,712.00 Per year</p> <p>j) At a life of 50,000 hours and an on time of 3,120 hours per year. The life expectancy would be 16 years. 16 years saving \$2,712.00 with no rise in energy cost will add up to a life time savings of \$43,460.00 with out considering maintenance cost savings.</p> <p>k) The Utility Company has a approved a rebate of \$1,900.00 for the project combined with the annual savings. The payback would be Under Four Years.</p> <p>l) The four year payback does not reflect the potential savings do to the reduced amount of maintenance cost of current lamps and ballasts do to end of life failures.</p>					
This estimate is valid for 10 days.				<b>Total</b>		
<p>TERMS: Full payment is due on presentation of invoice. A finance charge of 1-1/2% per month (18% per annum) on all accounts 30 days past due will be added. In the event collection activity is required, customer shall be responsible for all cost of collection, including reasonable attorney's fees.</p>						

License # MA-21008-A  
NH-1271-M