

**M. G. Parker Memorial Library
Board of Library Trustees
Meeting Minutes
March 16, 2016**

The meeting was called to order at 4:40pm by Chairperson Linda Trouville

In Attendance: Chairperson Linda Trouville, James Nolan, John Dyer, Clee Ace, Eric Jackson, and Director Nanci Milone Hill.

Community Input- There was no community input.

Review of the minutes - A motion to accept the minutes from the 2/10/2016 meeting was made by Eric Jackson and seconded by Clee Ace - unanimously approved.

Review of Bills and Payroll- Bills from the weeks of 2/11/2017 through 3/11/2016, and Payroll from the weeks of 2/8/2016 through 3/13/2016 were reviewed. A motion to accept was made by John Dyer and seconded by James Nolan - unanimously approved

Budget and Financial Report – Addendum Attached

Performance Overview- Addendum Attached

Directors Report- Addendum Attached

Discussion regarding Tom Ayotte helping with computerized control portion of the HVAC

Discussion regarding the Friends' Mini-golf Fundraiser

YA Librarian Ned Toomey met with Dracut High School Librarian John Vaporis

John Dyer commented on the nice work of the director with the monthly newsletter. A discussion followed regarding how it can be used as outreach to the community.

Unfinished Business - none

Continuing Business - none

New Business-

Review of the Towns Budget Book for 2017 - The library's budget for Fiscal Year 2017 has been cut by \$40,000.00 (the amount of State Aid we would be expected to receive). There was a discussion regarding these cuts.

Capital Budget – the Director went to the Capital Planning meeting to defend the library's 5 Year Technology Improvement Plan. She reported that it went well. Assistant Town Manager, Ann VANDAL, spoke with the Director regarding the possibility of leasing computers as an option instead of purchasing them and outsourcing some of the library's technology support.

New Staff - Robin Gadue was hired as the new Adult Page and Brian Bisson was hired as the new Student Page. Both will be start working on Monday, March 21, 2016.

Other staff news – Adult Page Brittany Eno gave her two-week notice on Monday, March 14th. The Director, Children's Librarian, Assistant Director, and Head of Circulation are going to review the most recent applications of those candidates interviewed for the previous Adult Page. They hope to offer one of those candidates the newly opened position.

The director is looking for a Trustee to serve on the Long-Range Planning Committee. Eric Jackson volunteered to represent the Trustees.

May 7, 2016 marks the 10th anniversary of the library's renovation projection. The director is looking for ideas to help mark this date. The director suggested an email collaboration to share ideas for the event.

Clee Ace is stepping down from her trustee position effective March 16, 2016. Trustee members thanked Clee for her years of service.

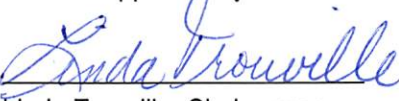
John Dyer pointed out that Clee is the only remaining member who was involved in the library's last renovation project.

Next Meeting- April 13, 2016

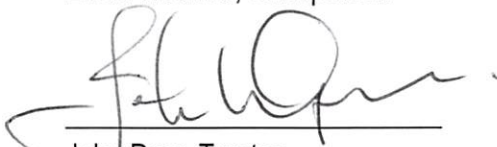
Suggestions for Next Meeting- Trustee By-law update

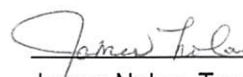
Hearing no objections Chairperson, Linda Trouville adjourned the meeting at 5:19pm


Minutes Approved by:


Linda Trouville, Chairperson

Resigned
Clee Ace, Trustee


John Dyer, Trustee


James Nolan, Trustee


Eric Jackson, Trustee

BOARD OF LIBRARY TRUSTEES

Dracut M. G. Parker Memorial Library

**28 Arlington St
Dracut, MA 01826
(978) 454-5474**

**Agenda for March 16, 2016 Trustees Meeting
4:30 PM. Director's Office, 2ND Floor**

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
FY2017 BUDGET UPDATE**

**NEW BUSINESS
STAFFING UPDATE
LONG-RANGE PLANNING COMMITTEE
10 YEAR BUILDING ANNIVERSARY DISCUSSION**

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
Circulation Attendance**

CIRCULATION

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
January	8,102	16,424	17,818	21,186	20,677	20,724	20,196	15,948	10,095	17,363	17,323
February	7,917	15,700	18,760	21,967	21,459	19,668	21,812	20,938	19,392	16,767	17,189
March	10,320	17,832	19,914	23,674	22,823	23,655	22,865	20,555	20,874	19,447	
April	762	15,922	18,689	22,166	19,967	20,477	21,206	21,352	18,769	17,450	
May	14,145	15,606	17,778	20,116	18,720	19,380	21,591	18,292	17,828	14,475	
June	19,006	18,555	18,436	26,120	23,094	22,471	22,115	19,635	19,241	15,749	
July	20,571	22,683	28,688	28,526	25,595	24,600	25,077	16,832	21,348	18,257	
August	21,518	21,254	22,381	24,728	24,948	26,785	24,502	24,245	20,262	22,428	
September	15,278	15,410	19,691	20,258	20,451	20,246	18,531	19,893	11,510	17,843	
October	16,460	18,294	20,920	21,789	21,412	20,717	21,054	20,118	19,806	17,710	
November	15,010	15,481	18,505	19,889	20,308	21,280	17,517	17,146	15,042	16,339	
December	12,294	12,604	16,327	19,606	17,846	17,772	15,949	17,566	16,740	15,565	
TOTALS	161,383	205,765	237,907	270,025	257,300	257,775	252,415	232,520	210,907	209,393	34,512

PATRON ATTENDANCE

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
January		12,011	12,492	12,750	12,352	10,869	12,191	12,089	10,684	9,102	9,108
February		10,354	13,144	13,183	12,100	11,140	13,141	11,826	12,525	9,770	10,511
March		12,687	14,532	14,634	14,649	13,842	13,703	12,568	12,404	10,993	
April		11,682	13,726	14,478	12,367	12,767	12,756	13,252	11,331	10,839	
May	9,336	10,780	12,172	11,898	11,582	11,969	12,138	11,271	10,664	10,664	
June	10,502	10,604	13,903	15,650	13,046	13,063	12,114	10,779	10,849	9,780	
July	13,879	14,763	17,528	17,236	14,440	14,343	14,768	14,321	16,025	10,597	
August	16,460	15,857	15,684	15,151	14,854	15,663	15,200	14,321	12,361	12,268	
September	12,784	10,944	12,812	12,234	12,151	12,425	11,874	11,819	10,312	10,995	
October	13,231	12,553	13,158	12,883	12,529	12,960	11,979	11,012	11,832	11,992	
November	12,743	10,657	11,665	11,535	11,961	12,414	9,583	9,871	8,812	8,500	
December	9,809	9,036	10,415	11,145	10,065	10,879	10,455	9,699	9,111	10,729	
TOTALS	98,744	141,928	161,231	162,777	152,096	152,334	149,902	142,828	127,799	126,229	19,619

Parker Memorial Library
DIRECTOR'S REPORT-MARCH 2016

BUILDING

Bedford Mechanical came out on February 15th because the building was cold. They found that the boiler was low on temperature and that the P.H. & RTUs were off. They bypassed the EMS on the EMS board to fire the boiler.

On February 17th, Control Technologies came out to replace the outside air sensor. It was reading 80 degrees when in fact, it was only 25 degrees.

At the close of business on February 22nd, our new cleaning woman asked Diane Annunziato if there were any problem areas that she should pay close attention to. Diane asked her to pay close attention to the glass panels going up the stairs. Carole Hamilton also gave the company's new cleaning inspector a list so that he would know what all of the previous issues were.

On March 1st, we had a complaint about the temperature in the Large Print room. Control Technologies was called and they made the necessary adjustment.

Tom Ayotte from Town Hall came to work on the plumbing in our bathrooms on March 2nd. We have been given permission to use him for plumbing and HVAC issues. We will be paying him out of our revolving fund for his services.

ASAP Fire and Safety were in the building on March 7th to perform our quarterly sprinkler inspection. All went well.

The State elevator inspectors will be here on March 15th at 8:00 am. Since our Fire alarms are also due for inspection, they will do them both at the same time.

FRIENDS

The Friends ran their first mini-golf fundraiser on Sunday, March 13th. Almost 300 people attended that day. Friends President, John Hassan, is still working on the final figures. To date, it looks like they made over \$4,000.

The next Friends meeting will be held on Wednesday, March 30th at 9:00 am, in the Meeting Room. I will be attending.

GRANT AWARDED

As I mentioned last month, I applied for a \$1,000 grant through the Mass Humanities Council. I received notification that we have been awarded the grant. The money is to be used to hire a scholar to lead a four-part reading/discussion program on competing notions of the common good. The scholar that I have hired

is Jill Silos-Rooney. Dr. Silos-Rooney is an Associate Professor of History at Massachusetts Bay Community College in Wellesley Hills, MA, where she teaches "We the People": Immigration and Citizenship in American History; America Through the Media; Civil Rights and Civil Liberties; Nazi Germany and the Holocaust. She has also taught history at the University of New Hampshire, Hesser College and Colby-Sawyer College. She received her Doctorate of Philosophy in History at UNH. She holds professional and academic memberships in several organizations.

The schedule is as follows:

March 28, 2016 - Participants will have read *All the Light We Cannot See* by Anthony Doerr

April 11, 2016 - Participants will have read *Maus* by Art Spiegelman

April 25, 2016 - Participants will have read *Snow Falling on Cedars* by David Guterson

May 9, 2016 - Participants will have read *Persepolis* by Marjane Satrapi

Participants may attend one, several, or all sessions. All meetings will be held on Monday evenings at 6:30 pm and will run approximately an hour and a half. All meetings will be held in the Meeting Room, with the exception of the May 9th meeting, which will take place in the large print room. Copies of the books are available on display in the Library and may be checked out at any time.

PROGRAMS

- Yoga Mornings with Checka Antifornario – Thursdays at 9:00 am on March 17th,
- Preschool Story Times – Thursdays at 10:30 am on March 17th and March 31st & April 17th, and Wednesdays at 1:00 pm on March 30th, April 6th & April 13th
- Saturday Suspense – Saturday, March 19th at 10:00 am.
- Teen Gaming Club – Mondays at 3:00 pm on March 21st, April 4th & April 11th
- Bambinos – Tuesdays at 10:30 am on March 22nd, March 29th, April 5th & April 12th
- Junior Friends of the Library – Tuesdays at 4:00 pm on March 22nd, April 5th & April 12th
- 2-year Old Story Time – Wednesdays at 10:00 am on March 23rd, March 30th, April 6th & April 13th
- Preschool Science & Math – Wednesday, March 23rd at 1:00 pm, Thursday, March 24th at 10:30 am
- Crafts for Grades K-5 – Wednesday, March 23rd at 4:00 pm
- Lego Club – Mondays at 4:00 pm on March 28th and April 4th
- Teen Movie Night – Monday, March 28th at 5:00 pm. *The Hunger Games: Mockingjay, Part II*
- Faberge Eggs: from Fine Art to Fine Craft – Saturday, April 2nd at 10:30 am. Registration opens on Saturday, March 19th. Limited to 20 people.
- Parker Library Adult Writer's Group – Wednesday, April 6th at 6:30 pm.

SCHEDULE

Early Closing – Friday, March 25th. Close at 12:00 pm for Good Friday

Next Board Meeting – Wednesday, April 13th at 4:30 pm in the Director's Office

Respectfully submitted,

Nanci Milone Hill,
Library Director

**FY2016 Budget
Board Report**

ACCOUNT #		FY2016 APPROPRIATION	FY2016 SPENT	FY2016 UNSPENT	FY2016 % UNSPENT
5110	Department Payroll	401,768.00	283,399.94	118,368.06	29.5%
5120	Temp. / PT Payroll	102,820.00	66,146.22	36,673.78	35.7%
5140	Longevity	4,025.00	1,925.00	2,100.00	52.2%
5210	Electricity	40,000.00	12,216.83	27,783.17	69.5%
5212	Gas	21,000.00	5,217.94	15,782.06	75.2%
5230	Water Charges	1,900.00	1,356.91	543.09	28.6%
5231	Sewer Charges	650.00	260.00	390.00	60.0%
5241	Service Contracts	65,000.00	69,689.55	(4,689.55)	-7.2%
5291	Custodial & Housekeeping	4,000.00	3,532.77	467.23	11.7%
5340	Telephone	1,500.00	1,238.27	261.73	17.4%
5341	Postage	1,200.00	267.70	932.30	77.7%
5420	Office Supplies	1,700.00	1,582.23	117.77	6.9%
5421	Computer Supplies	2,000.00	691.02	1,308.98	65.4%
5423	Duplicating Supplies	300.00	250.96	49.04	16.3%
5430	Building Main. Expense	5,800.00	8,227.93	(2,427.93)	-41.9%
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	2,287.83	2,712.17	54.2%
5586	Library Programming	1,000.00	590.33	409.67	41.0%
5712	Mileage Reimbursement	2,000.00	1,875.57	124.43	6.2%
5730	Dues & Publications	100,000.00	74,375.32	25,624.68	25.6%
5884	Machinery & Equipment	1,000.00	-	1,000.00	100.0%
TOTAL APPROPRIATION		763,763.00	535,132.32	228,630.68	29.9%

RESERVE/REVOLVING FUNDS		SPENT			
22-3571-0000-5200		20,000.00	11,127.17	8,872.83	44.4%
22-3571-0000-5400		10,000.00	4,095.47	5,904.53	59.0%
				-	
TOTAL RESERVE/REVOLVING FUNDS		30,000.00	15,222.64	14,777.36	49.3%

TOTAL LIBRARY OPERATING		793,763.00	550,354.96	243,408.04	30.7%
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**M.G. Parker Memorial Library
FY2016 Performance Overview**

	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16
First Time Checkout	14,346	17,451	13,679	13,390	11,724	11,700	13,012	13,026	
Desk Renewal	761	1,077	774	827	780	750	814	979	
OPAC Renewal	1,565	2,185	1,976	1,941	1,980	1,809	1,982	1,943	
Overdrive / Audio	173	154	63	100	154	150	162	110	
Overdrive / e-Books	394	406	177	198	360	324	374	316	
Overdrive Streaming Video	2	4	3	0	3	1	4	2	
Overdrive / TOTAL	569	564	243	298	517	475	540	428	
Freegal Downloadable Music	238	256	265	297	420	266	320	249	
Freegal Streaming Music	778	895	906	957	918	565	655	564	
Freegal / TOTAL	1,016	1,151	1,171	1,254	1,338	831	975	813	
Total Checkouts	18,257	22,428	17,843	17,710	16,339	15,565	17,323	17,189	
Total Checkins	15,749	19,563	16,543	16,154	15,418	14,678	14,878	16,125	
Requests Placed at mdr	2,510	2,773	2,269	2,505	2,238	2,119	2,905	2,565	
Requests Cancelled	368	441	403	373	338	342	391	378	
Holds Fulfilled	2,165	2,310	2,076	2,147	1,777	2,066	2,303	2,139	
Users Added	83	116	57	67	58	29	45	61	
Copies Added	593	693	503	763	527	676	321	483	
Bib Records Added	166	120	719	145	102	127	56	102	
Children's Programs	31	16	19	28	19	21	17	16	
Children's Attendance	923	570	225	406	336	360	283	315	
Young Adult Programs	2	3	3	6	4	3	3	4	
Young Adult Attendance	14	91	28	61	23	17	22	30	
Adult Programs	12	12	15	19	10	8	9	9	
Adult Attendance	91	71	171	274	121	43	83	121	
Community Meetings	2	1	4	3	6	4	4	5	
Community Meeting Attendance	43	9	94	38	109	51	39	40	
Quiet Study Use	75	74	70	76	71	73	75	67	
Quiet Study Room Attendance	136	145	121	142	123	110	133	141	
TOTAL Adult Volunteers	8	4	5	3	5	3	4	4	
TOTAL Adult Vol. Hours	96	75	45	24	28	20	36	38	

TOP 10

Adult DVDs	3,259
Adult Fiction	2,144
JE or JJ Books	1,644
Easy Readers	1,133
J DVDs	1,039
J Fiction	837
Music Downloads	813
Books on CD	503
Music CDs	499
Large Print	437