

**M. G. Parker Memorial Library
Board of Library Trustees
Meeting Minutes
April 9, 2014**

The meeting was called to order at 4:31pm by Chairwoman Cheryl Storm

In Attendance: Chairwoman Storm, James Nolan, Clee Ace, Linda Trouville, Director Nanci Milone Hill, and Community Member Eric Jackson.

Community Input- There was no community input

Review of the minutes from March 12, 2014. A motion was made to accept the minutes with corrections by Clee Ace. The motion was seconded by Linda Trouville, unanimously approved.

Review of Bills- The weeks of March 13, 2013 to April 3, 2014 was reviewed. 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 March 9, 2014 to April 5, 2014 was reviewed. A motion to accept the payroll was made by Clee Ace and seconded by James Nolan, and unanimously approved.

Budget and Financial Report – Addendum Attached-

Re: Unspent funds, James Nolan asked if we don't spend all of our funds do we get to keep what's left. The director explained it goes back into the general funds. Discussion regarding the budget followed.

Performance Overview- Addendum Attached-

There was a discussion regarding the increase in Easy Readers Circulation. Cheryl Storm suggested this may have been a result of a program at the Brookside Elementary School.

Director's Report - Addendum Attached-

Re: Building Maintenance - The town's street sweeper is in the repair shop so the annual cleanup of the parking lot has been delayed.

Re: Friends of the Dracut Library - The Friends will be holding their Annual Book Sale on May 16th & 17th (Friday and Saturday) only.

Re: Staff News - Clee Ace asked if Cathy Bence was familiar with John Katin's report on our Library Patron Moses Greeley.

Director reported on the Library's "Pinterest Page" and establishing a QR Code for our fairy tale collections, she also talked about Shelf-Stalkers as a way to suggest books to our patrons and to promote Readers Advisory services.

Unfinished Business-

RE: RFP (Request for Proposal) for the Library's Cleaning Contract, we received 6 proposals. Our current vendor came in as the lowest bid. The director contracted town council regarding the underperformance of our present cleaning company and would like to choose the next lowest bidder. Under his direction we are placing in the minutes that 'J S Services is an unreliable bidder due to lack of compliance with the existing contract,

therefore the director is recommending the next lowest bidder.' TNT cleaning services is the next lowest bidder and standards in the RFP for this bidder are more stringent, the director asked the board to approve TNT Cleaning. Cleo Ace Moved that we accept the cleaning bid for TNT Cleaning, seconded by James Nolan. The motion was unanimously carried.

Re: RFQ (Request for Quote) for Electrical Work. Mercier Electric and Communications, Inc. has given us a quote for electrical work to retrofit fixture with new LED lights. The director will seek two additional quotes for the work and present them to the board for consideration.

Continuing Business- No continuing business

New Business- Regarding the traffic flow upon completion of the new town hall. Acting Town Manager, Ann Vandal asked the Library Director to discuss the proposed parking plan to the Trustees. The flow of traffic would be in by the town halls parking lot and out by the library. Cheryl Storm suggested the town hall give us a written plan with reports and traffic studies for the board's consideration prior to a final decision. The Library Director will pass along the request.

Next Meeting- May 14, 2014

Suggestions for Next Meeting- Approval of Executive Session of Minutes from January 14, 2014

Directors Performance Evaluation – The Director's performance evaluation was completed and signed. A copy will be sent to Town Hall to be placed in her personnel folder.

Comments – None

With the impending departure of the Chair Cheryl Storm, Linda Trouville thanked her for her service to the community and the board.

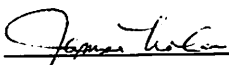
Hearing no objections the Chair adjourned the meeting at 5:48pm


Minutes Approved by:


Cleo Ace, Trustee


Linda Trouville, Trustee

Absent
John Dyer, Trustee


James Nolan, Trustee


Eric Jackson

BOARD OF LIBRARY TRUSTEES

Dracut M. G. Parker Memorial Library

28 Arlington St
Dracut, MA 01826
(978) 454-5474
www.dracutlibrary.org

Agenda for April 9, 2014 Trustees Meeting

CALL TO ORDER

ATTENDANCE

COMMUNITY INPUT

REVIEW OF MINUTES FOR PREVIOUS REGULAR MEETING

REVIEW OF MINUTES FOR JANUARY 14, 2014 EXECUTIVE SESSION

REVIEW AND APPROVAL OF BILLS

REVIEW AND APPROVAL OF PAYROLL

BUDGET AND FINANCIAL REPORT

DIRECTOR'S REPORT

UNFINISHED OR CONTINUING BUSINESS

 RESPONSES TO CLEANING RFP

 STAFFING UPDATE

NEW BUSINESS

 DIRECTOR'S ANNUAL PERFORMANCE EVALUATION

 TOWN HALL PARKING PLAN UPDATE

 RFQ FOR ELECTRICAL WORK

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- APRIL 2014

BUILDING MAINTENANCE

We had some flooding in the basement due to the rain storms on 3/30 and 3/31. Some of the drains weren't working in the exterior stairwell which increased interior flooding into the hallway and furnace room. Dave tells me this is because there is no check-off valve. If the drains get too full, it runs off into the basement. In addition, some of the downspouts from the roof were clogged. Dave managed to get the lower drains unclogged. The ones in the front of the building are too high for him to reach. We will be calling Mike Buxton to see if he can do the work. If not, we will have to get someone else to do it.

Dave got rid of the standing water and dried out the floors. He had to purchase a new small pump for the stairwell when the old one was deemed unrepairable. The cost was \$200.00. Except for some of Penny's storage boxes, nothing was damaged.

COMMUNITY OUTREACH

The Week of April 6 is Volunteer Appreciation Week. The staff and I have put together a Volunteer Appreciation Tea that will take place on Friday, April 11 from 3:30 pm to 4:30 pm. We mailed out 44 invitations. Everyone who has responded to date (24 people) has responded positively.

On April 2, the staff was the recipient of community outreach. We were "RAM'D" (Random Act of Mercy) by the students at Fellowship Christian Academy. They brought the staff a plate of brownies – just because. A thank you note has been sent.

On April 4, I appeared as a guest on "City Life." I discussed the changing role of libraries, downloadable audio and eBooks from the library, our Freegal music program, listed upcoming programs, and discussed the role of the Friends of the Library and how listeners can become involved.

We are assisting "Rosie's Place" (a shelter for women and their children in Boston), in the establishment of a shelter library. Every six weeks we are sending one box of gently used trade and mass-market paperback books to Diane Rodriguez, from the Marlborough Public Library. Diane is a member of MLA's Intellectual Freedom Committee and is in charge of this project. The books are sent through a dedicated delivery bin. Titles are culled from donated and withdrawn books.

We have acquired and installed two more "Keys U See" keyboards for the public computers on the second floor. This brings us up to three keyboards geared to enhance

computer access for our patrons who may experience challenges due to issues related to eyesight, joint stiffness/numbness, etc.

Skylar Unger (age 13) filled out an application to place a collection box in our lobby. The box arrived on March 31st and will remain until April 12. She is collecting clothing, shoes, boots, sneakers, sandals, winter and rain jackets, new socks and underwear for infants - children 14 years old, as well as adults. All donations will be given to Cradles to Crayons. You may remember that Skylar was the young lady who collected gently used Halloween costumes last year. She and her mother will do pick ups on Monday and Wednesdays after 5:30 pm, and Saturdays.

FRIENDS OF THE DRACUT LIBRARY (FOL)

The Friends are now soliciting for donations for their annual book sale, which will run from Thursday, May 15 through Saturday, May 17.

The Friends are looking for ways to increase their income. I have been bringing new fundraising ideas to them on an on-going basis.

FOUNDATION

On February 3, I submitted a request to the Foundation for the purchase of a duplicate barcode scanner. Over the last year, we have been renting one from the Massachusetts Library System. The rental cost was \$25.00 per month, plus supplies. We felt that purchasing a duplicate scanner of our own would be a far better use of funds. In addition, MLS is discontinuing their rental program. I had solicited three proposals for the scanner and presented them to the Foundation. On April 3, they agreed to purchase one from Bayscan Technologies for us. The total cost is \$595.00. The new scanner is slated to arrive on April 14 or 15.

STAFF NEWS

Kate-Lynn Coraccio, our new Young Adult Librarian, resigned on 3/31 without notice. She was given an unexpected offer for a digital internship at her school and felt that she could not pass up the offer. I have notified Human Resources and the Town Manager's Office and I am awaiting approval to re-post the position.

The Massachusetts Library Association gives out a ParaLibrarian Award each year at their annual conference. The award is given to someone in the ParaLibrarian ranks that consistently provides excellent service to all and goes above and beyond the call of duty. This is someone who meets high standards of service; someone who ignites and inspires Massachusetts libraries every day. This year, I nominated Diane Annunziato for the honor. Yesterday, I received notice that Diane was chosen as the award winner. She will be recognized at the MLA Annual Conference on Wednesday evening, May 7.

Cathy Bence has been working on an extensive history of Moses Greely Parker, to be made available to our patrons. In her research, she discovered that she is related to Mr. Parker!

Judy Deschenes brother-in-law passed away suddenly on April 1. The entire staff extends their condolences.

Respectfully Submitted,

Nanci Milone Hill
Library Director

FY2014 Budget Update

		FY2014 APPROPRIATION	FY2014 SPENT	FY2014 UNSPENT	FY2014 % UNSPENT
5110	Department Payroll	391,900.00	261,588.33	130,311.67	33.30%
5120	Temp. / PT Payroll	92,000.00	60,964.91	31,035.09	33.70%
5140	Longevity	4,600.00	3,525.00	1,075.00	23.40%
5210	Electricity	39,000.00	26,290.06	12,709.94	32.60%
5212	Gas	21,000.00	5,908.48	15,091.52	71.90%
5230	Water Charges	1,900.00	981.94	918.06	48.30%
5231	Sewer Charges	650	266.5	383.5	59.00%
5241	Service Contracts	75,000.00	63,130.45	11,869.55	15.80%
5291	Custodial & Housekeeping	4,000.00	3,235.24	764.76	19.10%
5340	Telephone	1,500.00	998.58	501.42	33.40%
5341	Postage	1,200.00	262.22	937.78	78.10%
5420	Office Supplies	1,700.00	1,582.74	117.26	6.90%
5421	Computer Supplies	2,000.00	295	1,705.00	85.30%
5423	Duplicating Supplies	300	-	300	100.00%
5430	Building Main. Expense	5,700.00	1,163.78	4,536.22	79.60%
5432	Security Equipment	300	-	300	100.00%
5433	Equipment Maint. Expense	800	-	800	100.00%
5581	Library Supplies	5,000.00	3,291.96	1,708.04	34.20%
5586	Library Programming	1,000.00	530.96	469.04	46.90%
5712	Mileage Reimbursement	400	514.85	-114.85	-28.70%
5730	Dues & Publications	85,000.00	49,042.64	35,957.36	42.30%
5884	Machinery & Equipment	1,000.00	-	1,000.00	100.00%
TOTAL APPROPRIATION		735,950.00	483,573.64	252,376.36	34.30%
RESERVE/REVOLVING FUNDS			SPENT		
22-3571-0000-5200			6,331.00		
22-3571-0000-5400			-		
TOTAL RESERVE/REVOLVING FUNDS		-	6,331.00		
TOTAL LIBRARY OPERATING		735,950.00	489,904.64	252,376.36	34.30%

FY2014 Performance Overview

	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	TOP 10	
First Time	24,837	19,852	16,457	17,076	14,361	14,535	15,584	15,405	16,999	Adult DVDs	3,838
Desk Renew	1,020	1,154	730	856	693	871	869	846	913	JE or JJ Books	2,422
OPAC Rene	2,167	1,900	1,780	2,186	2,092	2,160	1,943	1,939	2,179	ADULT FICTION	2,342
Overdrive	114	100	91	101	116	105	136	105	88	J DVD Feature	1,453
Overdrive	378	317	262	284	245	267	267	262	560	Easy Readers	1,309
Overdrive	492	417	353	385	361	372	403	367	648	J Fiction	961
Freegal Do	295	486	220	261	291	214	238	215	235	Adult Music CDs	820
Total Chec	28,811	23,809	19,893	20,118	17,146	17,566	18,395	19,392	20,874	Adult BOCD	714
Total Chec	26,564	24,245	20,383	20,095	17,336	19,026	17,324	17,744	20,390	J PB Fiction	283
										Periodicals	567
Requests P	2,589	2,195	2,065	252	2,082	1,921	2,333	2,093	2,416		
Requests C	389	369	309	339	306	295	372	288	314		
Holds Fulfil	2,226	2,035	1,970	2,262	1,826	1,948	2,150	1,984	2,211		
Users Adde	122	114	86	54	64	40	46	75	90		
Copies Add	263	160	695	856	626	563	371	610	473		
Bib Record	143	2	85	192	131	112	58	97	93		
Quiet Stud	44	68	63	43	36	26	60	75	58		
Children's #	30	12	8	10	8	26	7	18	10		
Children's #	1,538	462	306	415	219	465	178	340	249		
Young Adu	4	2	3	5	5	5	4	2	4		
Young Adu	54	18	30	33	37	19	18	17	16		
Adult Progr	8	11	5	18	9	5	10	13	8		
Adult Atter	95	17	96	233	105	67	62	65	103		
Community	3	11	10	6	8	11	1	8	18		
Community	31	97	2251*	98	88	104	3	81	226		
Quite Stud	49	68	63	43	36	26	33	53	58		
Quiet Stud	12	17	252	87	63	45	60	75	152		
TOTAL Adu	4	5	5	5	5	5	5	7	7		
TOTAL Adu	63	56	61	51	51	33	39	77	83		

FY2014 Circulation Attendance

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	-58.0%
February	7,917	15,700	18,760	21,967	21,459	19,668	21,812	20,938	19,392	-8.0%
March	10,320	17,832	19,914	23,674	22,823	23,655	22,865	20,555	20,874	1.5%
April	762	15,922	18,689	22,166	19,967	20,477	21,206	21,352		
May	14,145	15,606	17,778	20,116	18,720	19,380	21,591	18,292		
June	19,006	18,555	18,436	26,120	23,094	22,471	22,115	19,635		
July	20,571	22,683	28,688	28,526	25,595	24,600	25,077	16,832		
August	21,518	21,254	22,381	24,728	24,948	26,785	24,502	24,245		
September	15,278	15,410	19,691	20,258	20,451	20,246	18,531	19,893		
October	16,460	18,294	20,920	21,789	21,412	20,717	21,054	20,118		
November	15,010	15,481	18,505	19,889	20,308	21,280	17,517	17,146		
December	12,294	12,604	16,327	19,606	17,846	17,772	15,949	17,566		
TOTALS	161,383	205,765	237,907	270,025	257,300	257,775	252,415	232,520		

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	-13.2%
February*		10,354	13,144	13,183	12,100	11,140	13,141	11,826	12,525	5.6%
March		12,687	14,532	14,634	14,649	13,842	13,703	12,568	12,404	-1.3%
April		11,682	13,726	14,478	12,367	12,767	12,756	13,252		
May	9,336	10,780	12,172	11,898	11,582	11,969	12,138	11,271		
June	10,502	10,604	13,903	15,650	13,046	13,063	12,114	10,779		
July	13,879	14,763	17,528	17,236	14,440	14,343	14,768	14,321		
August	16,460	15,857	15,684	15,151	14,854	15,663	15,200	14,321		
September	12,784	10,944	12,812	12,234	12,151	12,425	11,874	11,819		
October	13,231	12,553	13,158	12,883	12,529	12,960	11,979	11,012		
November	12,743	10,657	11,665	11,535	11,961	12,414	9,583	9,871		
December	9,809	9,036	10,415	11,145	10,065	10,879	10,455	9,699		
TOTALS	98,744	141,928	161,231	162,777	152,096	152,334	149,902	142,828		

MOSES GREELEY PARKER MEMORIAL LIBRARY

28 ARLINGTON STREET

DRACUT, MASSACHUSETTS 01826



April 7, 2014

Ms. Dolores Martin
333 Pelham Road
Dracut, MA 01826

Dear Ms. Martin,

I am writing to inform you that the Trustees of the M.G. Parker Memorial Library, voted unanimously at their regular monthly meeting in March, to accept your generous donation of a painting.

As Chair, let me extend the thanks of the entire board. The painting will make a lovely addition to our Children's Room.

Sincerely,

Cheryl Storm