

**M. G. Parker Memorial Library
Board of Library Trustees
Meeting Minutes April 10, 2013**

The meeting was called to order at 4:30 pm Chairman John Dyer, All board members were in attendance with Linda Trouville arriving at approximately 4:52pm Also in attendance was new Senior Reference Librarian Diane Annunziato.

Community Input -There was no community input.

Review and Approval of Monthly Minutes -for February 2013 and March 2013 Clea Ace made the motion to accept seconded by James Nolan, motion was accepted unanimously

Review of the bills from March 7, 2013 to April 4, 2013, a motion to accept was made by Cheryl Storm and seconded by Clea Ace, approved unanimously

Review of Payroll from March 9 to April 13, 2013 a motion to accept was made by Cheryl Storm and seconded by Clea Ace, approved unanimously.

The Town Manager spoke with the Director and asked that Bibliotemps be paid from the library's contractual account and not town's payroll accounts.

Director's Report -

Director Nanci Hill reported we have 33.4% left to spend, from FY 2013 budget. John Dyer asked the director if there was someplace we should be spending our remaining revenue. Director explained that the electrical floor outlets by the public computers needed repair. Mercier Electric will be contacted for a quote.

Performance Overview for Circulation was presented by the director. (Addendum A)

Director is looking at replacing the area by the staff room with study carrels; this section will require additional electrical upgrade to accommodate patron's laptops.

Public catalog computers aren't working due to insufficient security. A purchase order request has been sent over to town hall for the purchase of software to lockdown the catalog computers.

The Director introduced new Senior Reference Librarian Diane Annunziato and the trustees welcomed her aboard.

The Director explained there is a problem with PC Reservation used to manage the public computers. Technology Librarian Cathy Bence has deactivated the PC Reservation's authentication. Upon further investigation it was discovered that our maintenance support agreement for PC Reservation had expired and the staff is looking into renewing the contract.

On April 3rd Bedford Mechanical performed annual maintenance on the rooftop HVAC System.

Also on April 3rd Beckwith Elevator serviced and adjusted the building's elevator after staff discovered it wasn't stopping even with the floor level; the problem has been corrected.

Director opened discussion regarding Request for Proposal (RFP) for the electrical work quote which was presented at the last trustee meeting. The director is looking for help in writing the proposal. Clea Ace suggested contacting the Building Inspector Dan McLaughlin

Budget and Financial Report -(Addendum B)

Director reported the Friend's Annual Book Sale is scheduled for May with a special "Teacher's Only Day."

Home Deliver Program was presented by the director. Coordination to delivery applications for this program has been set up with the Council on Aging and people will receive this application through the Meals-on-Wheels program. Mass License Cori check is in place. Discussion about how the program will work and press release was sent out by the director.

Director discussed having a self-service business center with color printers, and a fax machine, Senior Reference Librarian Diane Annunziato will make inquiries to our current vendor Conway.

Unfinished business-

Review of building closing policy at the last board meeting was discussed. The director presented her revised policy changes. (Addendum C). Minimal staffing was changed. Motion to approve the amended closing policy as read was made by Cleo Ace and seconded by Linda Trouville, unanimously approved.

Board Member Cleo Ace is running unopposed at the election on April 30th.

New Business-

There was no new business.

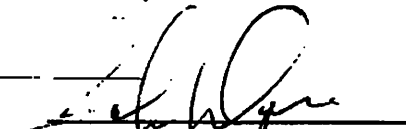
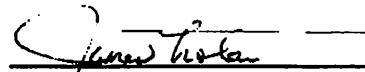

John Dyer asked all present to submit any items for discussion for the next meeting.

Hearing no objections John Dyer adjourned the meeting at 5:25pm

Minutes Approved by:



Cleo Ace, Trustee


Linda Trouville, Trustee
John Dyer, Chair, Trustee
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

Agenda for April 10, 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

STAFF AND PERSONNEL STATUS

BUILDING CLOSING POLICY

NEW BUSINESS

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 01826; (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.

Preparing for Trustee Meetings

- Put together agenda with Chair
- Chair posts meeting at Town Hall
- Director gets agenda to Town Clerk's office at least 48 hours prior to the meeting (by Monday at 4:00 PM). Can email it to townclerk@dracut-ma.us.

*Don't have to do if
Chair has brought it
over.*

Trustee packets should include

- Agenda
- Budget report for current fiscal year (dropbox-finance-FY13-board report)
- Revenue report for current fiscal year (dropbox-finance-FY13-revenue report)
- FOL Financial report for current fiscal year (dropbox-finance-deposits FOL-report). You need to populate the report with updates from current FY tab.
- Performance Metrics (dropbox-performance-performance metrics – circulation attendance tab)
- FY2013 Performance Overview (dropbox-performance-performance metrics – FY2013 Performance overview).
- Director's Report

Parker Memorial Library
DIRECTOR'S REPORT- APRIL 2013

BUILDING MAINTENANCE

On Monday, April 1st, Cathy Bence reported a problem with the PC-reservation system. Upon digging further, she found that our maintenance agreement ended in May of 2012. A call to both Jamex and Envisionware was placed. They are working out the details, but the long and short of it is that we will have to pay from May of last year in order to go forward. In the meantime, Cathy has de-activated the patron authentication process. Though we are still requiring patrons to login to the system with a library card, the system itself is not authenticating that card. This was the best go-around we could manage until the issue is resolved.

Bedford Mechanical came on April 3rd to clean the condensers on the roof. They also changed two filters in the basement.

On April 3rd, David Lamoreaux reported that the elevator malfunctioning. Beckwith Elevator was called to fix the problem.

John Dyer and I are working on an RFP and cover letter to go to the Town Manager in consideration of the electric work that Mercier quoted us on.

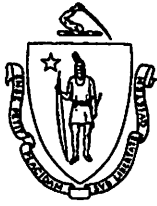
FRIENDS OF THE DRACUT LIBRARY (FOL)

The Jungle Talk on the Amazon Basin that was held on March 11th was very interesting, if not well attended. Only three people showed up for the event. The speaker has offered to present the program again, on a Saturday in the fall.

On March 25th, we welcomed Maureen Stanton, author of *Killer Stuff and Tons of Money: an Insider's Look at the World of Flea Markets, Antiques, and Collecting*. Ms. Stanton received the 2012 Massachusetts Book Award for this publication. She brought a slide show, read from her book, and answered questions. Thirty people showed up for this event. It was very well received.

At their March 27th meeting, the Friends voted to fund a subscription to Survey Monkey for \$204.00 annually and Constant Contact for \$126.00 a year.

The Friends Book Sale has been scheduled. On Thursday, May 16th, they will hold a special teacher's only sale from 2:00 pm to 4:00 pm. From 5:00 pm to 7:00 pm, the sale will be open to Friends of the Library only. The general public is invited to come to the sale on Friday, May 17th from 9:00 am to 7:00 pm, and on Saturday, May 18th from 9:00 am to 3:00 pm. I have made signs for the teacher's sale, the Friends sale, and the



Commonwealth of Massachusetts Board of Library Commissioners

98 North Washington Street • Suite 401 • Boston, Massachusetts 02114-1933
(800) 952-7403 in state • (617) 725-1860 • (617) 725-0140 fax

April 5, 2013

Mr. John Dyer, Trustee Chair
3 Snowy Circle
Dracut, MA 01826

re: Moses Greeley Parker Memorial Lib.

Dear Mr. Dyer:

The Board of Library Commissioners is pleased to issue a second and final State Aid to Public Libraries award to the Town of Dracut in these amounts:

FY2013 Library Incentive Grant (LIG)	\$ 7,008.06
FY2013 Municipal Equalization Grant (MEG)	\$ 6,711.14
FY2013 Nonresident Circulation Offset Award	\$ 3,691.82
Total	\$ 17,411.02

The state treasurer's office will issue the check within the next few weeks. With this payment, Dracut will have received a total of \$ 33,729.96 in FY2013 State Aid to Public Libraries funds.

These awards are funded by Chapter 139, Acts of 2012, which states that awards should be placed in a separate account to be expended by the public library, without appropriation.

We have notified your municipal treasurer about this FY2013 State Aid to Public Libraries payment. However, you should contact the treasurer and/or accountant about the award amounts and confirm that the funds will be made available to the library.

Sincerely,

A handwritten signature in cursive script that reads "Dianne L. Carty".

Dianne L. Carty
Acting Director

cc: Nanci Milone Hill,
Moses Greeley Parker Memorial Lib., Dracut
Treasurer, Town of Dracut

Customer Relationship Profile

MOSES GREELEY PARKER MEMORIAL		Tax ID Number	04-3211183	Teller
28 ARLINGTON ST		Main Phone		
DRACUT MA 01826		Email Address		
		Keyword		
		Address Type	Customer Primary Address	
Preferred Name		Birth Date		
Name On Card	MOSES GREELEY PARKER MEMOR	Identification		
Date Established	05/27/2004	Privacy Act	Do not share information	
Last Updated	04/09/2010	Reg O		
Branch Number		Messages	No	
Officer		Activities	No	
		Red Flag	No	

Commercial / Non-Personal Account Relationships

Show All Related Customers

MOSES GREELEY PARKER MEMORIAL

Deposit Accounts	Account	Current Balance	Available Balance	Rate	Open / Renew Date	Maturity Date	Direct Deposit	Relation-ship
12 Month CD	<u>0103001938</u>	10,011.61	10,011.61	0.5000	9/5/2012	9/5/2013	No	Bus-Cmpy- Org
12 Month CD	<u>0206000056*</u>	73,386.97	73,386.97	0.5000	8/28/2012	8/28/2013	No	Bus-Cmpy- Org
18/65 Checking	<u>0275007276*</u>	18,993.63	18,993.63	0.0500	5/27/2004		No	Bus-Cmpy- Org
Diplomat Checking	<u>0275007821*</u>	17,316.68	17,316.68	0.2500	12/27/2006		No	Bus-Cmpy- Org
Free Business	<u>0275008035</u>	3,150.01	3,150.01	No Rate	6/11/2008		No	Bus-Cmpy- Org
Deposit Total		122,858.90	122,858.90					

* Indicates an account level address exists