

**M. G. Parker Memorial Library
Board of Library Trustees
Meeting Minutes
April 13, 2016**

The meeting was called to order at 4:55 pm by Chairperson Linda Trouville

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

Community Input - There was no community input

Review of the minutes - motion to accept the minutes from 3/16/2016 with corrections was made by John Dyer and seconded by James Nolan - unanimously approved.

Review of Bills and Payroll- Bills from the weeks of 3/17/16 to 4/7/16 and Payroll from the weeks of 3/21/16 to 4/9/16 were reviewed. A motion to accept was made by John Dyer and seconded James Nolan by - unanimously approved

Budget & Financial Reports- Attached.

The Director provided the Trustees with a new materials budget report.

Performance Overview- Attached.

Explanation of how renewals work.

Directors Report- Attached.

The Friends have talked about purchasing a Giant Chess Game. Young Adult Librarian Ned Toomey is working with the High School to start a chess club.

Unfinished Business-

Long Range Planning Committee Update- Mary Behrle will lead two sessions for \$350.00. The Director announced the that the following individuals have agreed to serve on the committee - Eric Jackson, Lori Cahill, John Vaporis, Allison Hughes, Penny Berube, Diane Annunziato, Rebecca Duda and Vicki Turcotte.

Linda Trouville spoke with Harvey Gagnon about the grandfather clock that is currently on loan to the library. He does not want to make a permanent gift of the clock at this time. It is understood that when he passes away, the town will not be able to ensure the clock.

The Director updated the Trustees on the building's ten-year anniversary celebration. She said she was planning to ask the Friends of the library to donate funds to purchase a cake and coffee. The celebration will take place on Monday, May 9th at 2:00 pm.

The Director presented the Staff Handbook to the trustees. It has already been approved by Town Council. The Trustee will review and adopt at the May meeting.

We received our State Aid letter on March 21, 2016 the second part of our aid was in the amount \$23,094.73

Continuing Business-

At the request of John Dyer, the Director went over the various state budget lines that apply to libraries in the Commonwealth.

New Business –

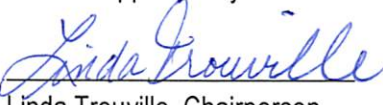
The Director provided a draft update to the Trustee Bylaws at the request of the Chair. She briefly went over the changes that she is suggesting. It was decided that the update would be put off to the June meeting, since we will be welcoming a new member of the Board at the May meeting.

Next Meeting- May 25, 2016 .

Suggestions for Next Meeting- None

Hearing no complaints the chairperson adjourned the meeting at 5:46pm.

Minutes Approved by:




Linda Trouville, Chairperson



John Dyer, Trustee

Seat Vacant



James Nolan, Trustee

Absent

Eric Jackson, Trustee

BOARD OF LIBRARY TRUSTEES

Dracut M. G. Parker Memorial Library

28 Arlington St

Dracut, MA 01826

(978) 454-5474

Agenda for April 13, 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

LONG-RANGE PLANNING COMMITTEE UPDATE

HARVEY GAGNON CLOCK UPDATE

10 YEAR BUILDING ANNIVERSARY UPDATE

NEW BUSINESS

STAFF HANDBOOK REVIEW

REVIEW OF MUNICIPAL PIE DATA REPORT FY2014

STATE AID PROGRAM UPDATE

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.

BUDGET REPORT

ACCOUNT #		FY2016 APPROPRIATION	FY2016 SPENT	FY2016 UNSPENT	FY2016 % UNSPENT
5110	Department Payroll	401,768.00	312,916.36	88,851.64	22.1%
5120	Temp. / PT Payroll	102,820.00	72,288.28	30,531.72	29.7%
5140	Longevity	4,025.00	1,925.00	2,100.00	52.2%
5210	Electricity	40,000.00	12,302.11	27,697.89	69.2%
5212	Gas	21,000.00	6,677.40	14,322.60	68.2%
5230	Water Charges	1,900.00	1,520.81	379.19	20.0%
5231	Sewer Charges	650.00	260.00	390.00	60.0%
5241	Service Contracts	65,000.00	73,204.90	(8,204.90)	-12.6%
5291	Custodial & Housekeeping	4,000.00	3,573.33	426.67	10.7%
5340	Telephone	1,500.00	1,348.03	151.97	10.1%
5341	Postage	1,200.00	289.71	910.29	75.9%
5420	Office Supplies	1,700.00	1,636.21	63.79	3.8%
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	9,377.93	(3,577.93)	-61.7%
5432	Security Equipment	300.00	-	300.00	100.0%
5433	Equipment Maint. Expense	800.00	365.14	434.86	54.4%
5581	Library Supplies	5,000.00	2,531.08	2,468.92	49.4%
5586	Library Programming	1,000.00	590.33	409.67	41.0%
5712	Mileage Reimbursement	2,000.00	2,109.17	(109.17)	-5.5%
5730	Dues & Publications	100,000.00	80,711.24	19,288.76	19.3%
5884	Machinery & Equipment	1,000.00	-	1,000.00	100.0%
TOTAL APPROPRIATION		763,763.00	584,569.01	179,193.99	23.5%

RESERVE/REVOLVING FUNDS		SPENT		
22-3571-0000-5200	20,000.00	11,767.17	8,232.83	41.2%
22-3571-0000-5400	10,000.00	4,140.68	5,859.32	58.6%
			-	
TOTAL RESERVE/REVOLVING FUNDS	30,000.00	15,907.85	14,092.15	47.0%

TOTAL LIBRARY OPERATING	793,763.00	600,476.86	193,286.14	24.4%
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MATERIALS REPORT

	FY2013	FY2014	FY2015	AVERAGE	FY2016 Guidelines	FY2016 Actual	FY2016 Remaining
Adult Fiction	\$ 33,372.77	\$ 35,895.21	\$ 46,120.63	\$ 38,462.87	\$ 25,000.00	\$ 22,090.60	\$ 2,909.40
Adult Nonfiction	\$ -			\$ -	\$ 14,400.00	\$ 15,951.61	\$ (1,551.61)
Downloadable	\$ -			\$ -	\$ 5,000.00	\$ 5,081.13	\$ (81.13)
Audiobooks	\$ 11,122.28	\$ 4,101.32	\$ 5,258.74	\$ 6,827.45	\$ 12,000.00	\$ 5,809.81	\$ 6,190.19
Reference	\$ 1,326.86	\$ 828.84	\$ 645.52	\$ 933.74	\$ 1,000.00	\$ 351.59	\$ 648.41
Young Adult	\$ 1,109.89	\$ 2,336.81	\$ 3,475.34	\$ 2,307.35	\$ 2,400.00	\$ 794.97	\$ 1,605.03
Children	\$ 10,090.88	\$ 9,483.48	\$ 9,139.11	\$ 9,571.16	\$ 12,600.00	\$ 7,489.61	\$ 5,110.39
Periodicals	\$ 4,252.16	\$ 4,695.16	\$ 5,178.36	\$ 4,708.56	\$ 5,000.00	\$ 5,751.97	\$ (751.97)
Electronic Databases	\$ 4,039.57	\$ 7,349.36	\$ 6,370.47	\$ 5,919.80	\$ 9,500.00	\$ 10,108.32	\$ (608.32)
Music CDs	\$ 884.08	\$ 216.77	\$ 1,012.26	\$ 704.37	\$ 1,000.00	\$ 781.42	\$ 218.58
DVDs	\$ 11,675.74	\$ 10,077.27	\$ 8,463.55	\$ 10,072.19	\$ 12,100.00	\$ 6,500.21	\$ 5,599.79
Games	\$ 746.65	\$ -	\$ -	\$ 248.88	\$ -	\$ -	\$ -
TOTAL	\$ 78,620.88	\$ 74,984.22	\$ 85,663.98	\$ 79,756.36	\$ 100,000.00	\$ 80,711.24	\$ 19,288.76

**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	14,093
Desk Renewal	761	1,077	774	827	780	750	814	979	866
OPAC Renewal	1,565	2,185	1,976	1,941	1,980	1,809	1,982	1,943	2,107
Overdrive / Audio	173	154	63	100	154	150	162	110	130
Overdrive / e-Books	394	406	177	198	360	324	374	316	266
Overdrive Streaming Video	2	4	3	0	3	1	4	2	6
Overdrive / TOTAL	569	564	243	298	517	475	540	428	402
Freegal Downloadable Music	238	256	265	297	420	266	320	249	205
Freegal Streaming Music	778	895	906	957	918	565	655	564	548
Freegal / TOTAL	1,016	1,151	1,171	1,254	1,338	831	975	813	753
Total Checkouts	18,257	22,428	17,843	17,710	16,339	15,565	17,323	17,189	18,221
Total Checkins	15,749	19,563	16,543	16,154	15,418	14,678	14,878	16,125	17,478
Requests Placed at mdr	2,510	2,773	2,269	2,505	2,238	2,119	2,905	2,565	2,643
Requests Cancelled	368	441	403	373	338	342	391	378	369
Holds Fulfilled	2,165	2,310	2,076	2,147	1,777	2,066	2,303	2,139	2,167
Users Added	83	116	57	67	58	29	45	61	68
Copies Added	593	693	503	763	527	676	321	483	631
Bib Records Added	166	120	719	145	102	127	56	102	114
Children's Programs	31	16	19	28	19	21	17	16	27
Children's Attendance	923	570	225	406	336	360	283	315	541
Young Adult Programs	2	3	3	6	4	3	3	4	4
Young Adult Attendance	14	91	28	61	23	17	22	30	28
Adult Programs	12	12	15	19	10	8	9	9	14
Adult Attendance	91	71	171	274	121	43	83	121	421
Community Meetings	2	1	4	3	6	4	4	5	7
Community Meeting Attendance	43	9	94	38	109	51	39	40	68
Quiet Study Use	75	74	70	76	71	73	75	67	88
Quiet Study Room Attendance	136	145	121	142	123	110	133	141	177
TOTAL Adult Volunteers	8	4	5	3	5	3	4	4	5
TOTAL Adult Vol. Hours	96	75	45	24	28	20	36	38	58

TOP 10

Adult DVDs	3,162
Adult Fiction	2,416
JE or JJ Books	1,906
Easy Readers	1,226
J Fiction	980
J DVDs	818
Adult Books on CD	542
Large Print	480
Overdrive	402
YA Fiction	392

**M.G. Parker Memorial Library
Comparative Performance Metrics**

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	18,221
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	52,733

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	10,819
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	30,438

Parker Memorial Library
DIRECTOR'S REPORT-APRIL 2016

BUILDING

Control Technologies came out on March 29, 2016 to perform their annual maintenance of the HVAC system. On March 30, 2016, there was no heat in the building. Control Technologies was called and were in the building by 8:42 am to fix the problem. They found a bad boiler controller. They replaced it, which fixed the problem.

FRIENDS

The Friends started the year with a balance of \$18,531.63. As of March 28, 2016, they had deposits totaling \$7,181.83 and had written \$5,994.25 out in checks, leaving a balance of \$19,719.21.

The Friends held their March meeting on the morning of Wednesday, March 30, 2016 at 9:00 am. Only four people attended. They will be going back to holding their meetings on the last Wednesday evening of the month. The April meeting will be held on Wednesday, April 27, 2016 at 6:30 pm.

The Friends will be running their annual book sale on Friday and Saturday, May 20th and May 21st. The sale will be open on Friday from 9:00 am to 7:00 pm and Saturday from 9:00 am to 3:00 pm. On Saturday, May 21st from 12:00 pm to 3:00 pm, they will be selling books at \$5.00 per bag. Dracut teachers can get free books for their classroom on Saturday, May 21st from 2:30 pm to 3:30 pm. A valid school ID is required. The Friends are currently seeking donations of used jewelry for their book sale.

PATRON PRAISE

#1

I read your Apr. 5 newsletter, and I felt I would like to speak out something, instead of being quiet as I have always been in the library.

I use library quite often, for books for myself and my son, for entertainment such as museum passes or DVDs, for party fun such as various cake pans, and sometime, just for a quiet moment and place where I can sit down comfortably enjoying the books I am interested. Even more, I love the once-a-year library book sale. I walk in library with certain kinds of needs every time, and my needs are satisfied 99.9% of the time.

I guess I am just like most of library users, quiet but happy. We don't call to express our satisfaction with libraries, but we are indeed happy with library.

Thank you Nanci, for providing us such a wonderful library. We use it and we need it always.

#2

I just read your note in the Dracut Library newsletter. Those statistics are amazing and it was very clever of you to publish them. I'm guessing that no one would imagine that number of transactions / patrons / questions occurring in just one month.

I am not a very frequent user of the library but I have always loved libraries and I think the Dracut Library is a true gem. Thanks for all that you are doing to keep us informed. I'm impressed with what I am seeing since you arrived. Keep up the great work - both you and your staff (who are ALWAYS ready to help).

As an older user whose vision is not the greatest, I encourage you (and the consortium) to keep up with e-book efforts. I would much rather hold a book in my hands but sometimes my Kindle is the friendliest device for me.

Again thanks for everything.

#3

I just read your newsletter about a few patrons having a negative experience at the library. I am sorry to hear that but today I am writing with a positive review.

I moved to Dracut in 2008 and have been a regular visitor to the library - especially the children's room- for the past few years. I think Miss Penny has done a wonderful job but today I am writing in praise of Miss Amber. Although I was formally a full-time high school teacher, I made a change to my career last fall to have a more flexible schedule and more time with my children ages 2, 4 and 7. I have to say that one highlight of my 2 year old's week is on Wednesday mornings at 10am for the "Story Time for Two Year Olds." Miss Amber's kind, gentle and encouraging personality suits this age group perfectly and it's a pleasure to join the group each week. It's become one of the highlights of my week, too.

I've been meaning to share my thoughts on the addition of Miss Amber and your newsletter finally prompted me to put my thoughts into writing.

I see more and more new faces each week so I think that others must be sharing the news about Miss Amber, too.

We are so happy that she's joined the library staff!

PROGRAMS

- Story Time for 2 Year Olds – Wednesdays at 10:00 am on April 13th, 20th & 27th
- Adult Coloring Group – Tuesday, April 19th at 6:00 pm.
- Knitting Connection – Wednesday evenings at 6:30 pm on April 13th, April 20th & April 27th
- Common Good Reads Book Discussion: *Maus* by Art Spiegelman. Monday, April 25th at 6:30 pm.
- Page Turners – For Grades 4 & 5. *Liar and Spy* by Rebecca Stead. Tuesday, April 19th at 5:00 pm.
- Lego Club – Friday, April 22nd at 2:30 pm.

- Junior Friends of the Library – Tuesday, April 26th at 4:00 pm.
- Disney Junior Day – Tuesday, April 26th at 4:30 pm.
- Teen Gaming Club – Mondays at 3:00 pm on May 9th and May 16th.
- Common Good Reads Book Discussion: *Snow Falling on Cedars* by David Guterson. Monday, May 9th at 6:30 pm.

PUBLICITY

I will be appearing on Kevin Willet's local cable television show on Thursday, May 5th. I will be discussing the library's offerings and upcoming programs. John Hassan, President of the Friends of Dracut Library will also be on the program. He will be talking about their annual book sale.

SCHEDULE

Staff Development – Thursday, April 14th. The staff will be meeting with the Chelmsford Library staff from 10:00 am to 12:00 pm, at the Chelmsford Public Library. The Parker Library will open at 2:00 pm to allow the staff a lunch break.

Patriot's Day – Monday, April 18th. The Library will be closed.

Town Election – Monday, May 2nd.

Trustee Meeting – Wednesday, May 11th at 4:30 pm.

STAFF NEWS

Melissa Ryan has been hired to replace Brittany Eno. Melissa began on Monday, April 4, 2016.

UPCOMING MEETINGS | WORKSHOPS

Nanci

- MVLC Personnel Committee Meeting – Tuesday, April 19th at 2:00 pm. Tewksbury Public Library.
- MVLC Meetings (ILS Search, Executive Board, Annual Luncheon, Annual Meeting) – Tuesday, April 26th all day.
- Innovative Interfaces Demonstration – Wednesday, April 27th. Dracut Library. All day.
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Diane

- Intellectual Freedom/Social Responsibilities Round Table Meeting – Tuesday, April 26th. MLS Offices. Marlborough at 10:00 am.
- Assistant Director's Forum. – Tuesday, April 26th. Burlington Public Library at 2:00 pm.
- Innovative Interfaces Demonstration – Wednesday, April 27th. Dracut Library. All day.
- Friends of the Library Monthly Meeting – Wednesday, April 27th at 6:30 pm. Dracut Library.
- MVLC Reference User Group Meeting – Thursday, May 5th at 10:00 am.

Cathy

- Innovative Interfaces Demonstration – Thursday, April 28th. Dracut Library. All day

Deric

- Innovative Interfaces Demonstration – Thursday, April 28th. Dracut Library. All day.

Ellie

- MVLC Circulation/Inter-Library Loan User Group Meeting – Monday, May 9th at 10:00 am. Rockport Public Library.

Respectfully submitted,

Nanci Milone Hill,
Library Director