

**M. G. Parker Memorial Library  
Board of Library Trustees  
Meeting Minutes  
April 8, 2015**

The meeting was called to order at 4:30pm by Chairwoman Clee Ace

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

**Community Input-** There was no community input. John Dyer opened a discussion about why community members do not usually attend. Eric Jackson suggested that we put the meeting notices on our Facebook page. The Director said she would do so in the future.

**Review of the minutes** – A motion to accept the minutes was made by John Dyer and seconded by James Nolan - unanimously approved.

**Review of Bills and Payroll-** Bills from the weeks of 3/12/15 to 4/1/15 and Payroll from the weeks of 3/8/15 to 4/11/15 were reviewed. A motion to accept was made by John Dyer and seconded by Eric Jackson - unanimously approved

**Budget and Financial Report** – Addendum Attached. The second payment of our State Aide (see letter attached) was received from the Massachusetts Board of Library Commissioners. A copy of our Capital Budget request for lighting improvement was approved by the Capital Planning Committee and must go to town meeting for approval and appropriation.

Friends of the Library Statement (attached)

Request for Approval of Technology Funds (attached) - Eric Jackson made a motion to approve request to spend \$6,000.00 from our Technology account, seconded by James Nolan – unanimously approved.

**Performance Overview-** Addendum Attached.

**Directors Report-** Addendum Attached. Trustees talked about the Town-wide Book Discussion Program this fall. There was a discussion regarding the decrease in attendance and circulation over the past few years now that patrons have the ability to download and stream media. Eric Jackson suggested that the library team with the National Honor Society to have those students looking for service hours help run technology programs to help patron's learn how to use personal devices.

**Unfinished Business** – Eric Jackson reported that the overnight teen program was a wonderful success.

**Continuing Business** – none.

**New Business** - The Director would like to close the second floor 15 minutes before the building closes so that the second floor staff can have time to check the floor before heading downstairs to help the first floor staff check downstairs. John Dyer moved to amend the closing time from closing the second floor 10 minutes early to 15 minutes early. James Nolan seconded – Unanimously approved.

**Next Meeting-** May 13, 2015

**Suggestions for Next Meeting-** none

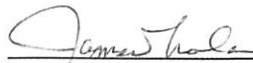
Chairperson Clee Ace adjourned into executive session at 5:15pm for the purpose of conducting the Director's annual review.

At 6:01pm meeting was reconvened. Hearing no objections the Chairperson adjourned the meeting at 6:02pm

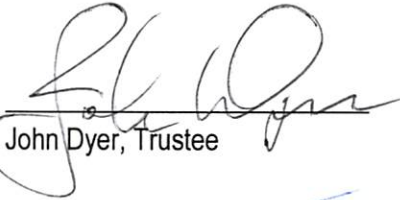
Minutes Approved by:



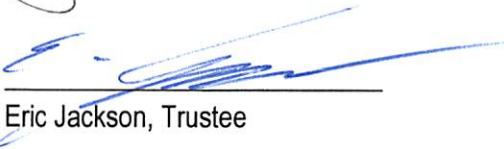
Clee Ace, Chairwoman



James Nolan, Trustee



John Dyer, Trustee



Eric Jackson, 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 April 8, 2015 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

NEW BUSINESS

CLOSING POLICY UPDATE

EXECUTIVE SESSION

COME BACK TO OPEN SESSION

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 2015**

**BUILDING**

On April 6, 2015, I received an email from Samantha Carver regarding a stain on the library's brick façade. Paul Jussaume, a member of the Permanent Building Committee, has reported seeing a water stain going down the brick on the church side of the Library building. I informed Samantha that we were aware of the problem and that Dave Lamoreaux would be contacting the DPW the next day to come and clean out our gutters. They do so every year. Dave plans on asking them to take a look at the stain while they are at it. In addition, I reminded Samantha that we had a flood on that side of the building this winter. The insurance adjuster was unable to access the exterior of the building due to the enormous amount of snow. They have plans to come back out and look at it. We are also aware that some of the slates from the roof have come down. We would like this to all be part of the same insurance claim.

Service Master came out and took readings on our carpets and inside the walls where the flood took place. They report that there is no mold damage. They will be setting up an appointment to clean the rug in the mezzanine. Don Allan from Rebuildex will be repainting and replacing the ceiling tiles that were damaged from the water. Dave has a few cans of paint from when the walls were originally done. If none of that is useful we may need to find a paint match.

We will be having an annual building inspection on Thursday, April 9, 2015 at 11:00 am. The Building Department will be conducting the inspection. They will be looking at exit ways, lighting and fire appliances, as well as looking for any dangerous conditions. The staff has been busy cleaning out offices, closets, and hallways in preparation for the inspection.

**FRIENDS**

The Friends of the Library last met on March 25, 2015. Their next meeting is scheduled for Wednesday, April 22, 2015 at 6:30 pm. They will be meeting in the Director's Office as there is already a program scheduled in the Meeting Room.

They are currently reviewing applications for the Friends annual scholarship. The Annual Friends of the Library Book Sale will be held from May 11<sup>th</sup> to May 16<sup>th</sup>. Specific information on hours to follow.

**PROGRAMS**

As you know, we have chosen to do *Defending Jacob* by William Landay for our Town-wide Book Discussion this fall. We have been making great progress on that front. On March 26<sup>th</sup> the Library opened at 1:00 pm so that the staff could participate in a library-wide meeting. Part of that meeting consisted of a discussion of *Defending Jacob*. The exercise helped staff to understand what it is like to participate in a book discussion. Following the discussion, we brainstormed ideas for programs relating to the book.

We are currently holding a logo contest for *Dracut Reads*. The contest is open to anyone in high school or older. Here are the specifics:

- Logos must be submitted as camera-ready artwork.
- They must be in black and white.
- They must include the words *Dracut Reads* but should not include the title of the book.
- Logos should be submitted via email to the Library Director at [nhill@mvlc.org](mailto:nhill@mvlc.org)
- Logos must be submitted no later than Thursday, April 30, 2015.
- One winner will be chosen from among entries. The winner will receive a \$100.00 gift card to Michaels Arts & Crafts.
- The submitting artist relinquishes all rights to such design, copyrights, royalties and other benefits derived from the sale or reproduction of this work.
- This contest is sponsored by the Friends of Dracut Library.

The contest has been advertised in-house, via Constant Contact to our subscribers, on the “What Do U Wanna Do?” website, to local newspapers, cable television, and to other MVLC libraries. In addition, I sent the information to the High School art department and to Merrimack Valley artist groups.

I contacted Lauren Akashian, the Chair of the High School English Department, and Curriculum Director, Davis S. Hill. I invited all junior and senior high school students to read the book this coming September as part of their curriculum. Ms. Akashain got back to me immediately and indicated that she thought this would be a great opportunity. She is going to bring it to her next Department meeting and get back to me. Mr. Hill also contacted me with his thanks for including them and asked that he be kept updated. We are very excited by the opportunity to have the schools participate.

I have contacted the author, William Landay. I invited him to come and talk about the book with our community. We have discussed several dates. As of right now, it looks as if he will be coming on a Saturday in October. I will provide you with a firm date once I have one.

The following are special programs that are scheduled to take place before your next Trustee meeting:

- Teen Movie Night: *The Hobbit; Battle of the Five Armies*. Wednesday, April 8<sup>th</sup> at 5:30 pm.
- Teen Anime Club – Tuesday, April 14<sup>th</sup> at 6:00 pm.
- PJs & Popcorn – Wednesday, April 22<sup>nd</sup> at 6:15 pm.
- Family Pizza & a Movie: *Big Hero 6*. Friday, April 24<sup>th</sup> at 5:30 pm.
- Curious George Crafts & Games – Tuesday, April 28<sup>th</sup> at 4:00 pm.
- Leo J. Maloney: The Journey from Black Operative to Thriller Writer. Saturday, May 2<sup>nd</sup> at 2:00 pm.

## **STAFF NEWS**

Cathy Bence attended a New England Historic Genealogical Society and Northeast Document Conservation Center workshop on digitizing family photographs on March 27<sup>th</sup>. Cathy attended the

workshop on her own time and at her own cost, but she is thrilled to be able to share what she learned with our patrons.

Congratulations to Carole Hamilton, whose son got engaged over the Easter weekend.

Respectfully Submitted,

Nanci Milone Hill  
Library Director

FY Circulation Attendance

**CIRCULATION**

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
January	8,102	16,424	17,818	21,186	20,677	20,724	20,196	15,948	10,095	17,363
February	7,917	15,700	18,760	21,967	21,459	19,668	21,812	20,938	19,392	16,767
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	
May	14,145	15,606	17,778	20,116	18,720	19,380	21,591	18,292	17,828	
June	19,006	18,555	18,436	26,120	23,094	22,471	22,115	19,635	19,241	
July	20,571	22,683	28,688	28,526	25,595	24,600	25,077	16,832	21,348	
August	21,518	21,254	22,381	24,728	24,948	26,785	24,502	24,245	20,262	
September	15,278	15,410	19,691	20,258	20,451	20,246	18,531	19,893	11,510	
October	16,460	18,294	20,920	21,789	21,412	20,717	21,054	20,118	19,806	
November	15,010	15,481	18,505	19,889	20,308	21,280	17,517	17,146	15,042	
December	12,294	12,604	16,327	19,606	17,846	17,772	15,949	17,566	16,740	
<b>TOTALS</b>	<b>161,383</b>	<b>205,765</b>	<b>237,907</b>	<b>270,025</b>	<b>257,300</b>	<b>257,775</b>	<b>252,415</b>	<b>232,520</b>	<b>210,907</b>	

**PATRON ATTENDANCE**

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
January		12,011	12,492	12,750	12,352	10,869	12,191	12,089	10,684	9,102
February*		10,354	13,144	13,183	12,100	11,140	13,141	11,826	12,525	9,770
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	
May	9,336	10,780	12,172	11,898	11,582	11,969	12,138	11,271	10,664	
June	10,502	10,604	13,903	15,650	13,046	13,063	12,114	10,779	10,849	
July	13,879	14,763	17,528	17,236	14,440	14,343	14,768	14,321	16,025	
August	16,460	15,857	15,684	15,151	14,854	15,663	15,200	14,321	12,361	
September	12,784	10,944	12,812	12,234	12,151	12,425	11,874	11,819	10,312	
October	13,231	12,553	13,158	12,883	12,529	12,960	11,979	11,012	11,832	
November	12,743	10,657	11,665	11,535	11,961	12,414	9,583	9,871	8,812	
December	9,809	9,036	10,415	11,145	10,065	10,879	10,455	9,699	9,111	
<b>TOTALS</b>	<b>98,744</b>	<b>141,928</b>	<b>161,231</b>	<b>162,777</b>	<b>152,096</b>	<b>152,334</b>	<b>149,902</b>	<b>142,828</b>	<b>127,799</b>	

FY 2015 Performance Overview

**FY 2015 PERFORMANCE OVERVIEW**

	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	TOP 10	
First Time Checkout	18,985	16,409	14,641	15,771	12,168	13,116	13,734	13,064	15,551	ADULT DVDs	3,820
Desk Renewal	982	1,109	869	909	689	861	806	839	829	Adult Fiction	2,303
OPAC Renewal	2,237	2,079	1,986	2,344	2,044	1,964	1,874	2,141	2,288	JE or JJ Books	2,239
Overdrive / Audio	37	90	77	107	125	110	138	118	143	J DVDs	1,468
Overdrive / e-Books	184	283	229	236	277	287	370	282	294	J Easy Reader	1,364
Overdrive Streaming Video	NA	NA	NA	NA	NA	2	4	7	2	J FICTION	889
Overdrive / TOTAL	221	373	306	343	402	399	512	407	439	Adult Music CD	567
Freegal Downloadable Music	395	292	265	439	323	400	437	316	340	Adult BOCD	561
<b>Total Checkouts</b>	<b>22,820</b>	<b>20,262</b>	<b>18,067</b>	<b>19,806</b>	<b>15,626</b>	<b>16,740</b>	<b>17,363</b>	<b>16,767</b>	<b>19,447</b>	YA Fiction	257
<b>Total Checkins</b>	<b>21,348</b>	<b>20,468</b>	<b>18,585</b>	<b>18,543</b>	<b>15,042</b>	<b>17,605</b>	<b>15,571</b>	<b>15,600</b>	<b>18,738</b>		
Requests Placed at mdr	2,445	2,284	2,223	2,424	1,935	2,179	2,049	2,008	2,966		
Requests Cancelled	431	399	338	324	333	378	258	292	376		
Holds Fulfilled	2,227	2,164	2,114	2,231	1,730	2,000	2,113	1,921	2,176		
Users Added	101	99	65	71	51	39	48	52	72		
Copies Added	798	499	547	560	575	521	202	333	690		
Bib Records Added	222	126	154	128	113	110	21	51	157		
<i>Children's Programs</i>	48	23	19	20	7	21	10	18	18		
Children's Attendance	1,571	641	441	414	165	319	155	300	384		
<i>Young Adult Programs</i>	4	5	3	2	9	5	4	5	9		
Young Adult Attendance	45	36	86	14	26	34	28	32	70		
<i>Adult Programs</i>	2	0	9	20	10	9	6	13	8		
Adult Attendance	87	0	101	171	101	164	53	108	44		
<i>Community Meetings</i>	10	10	5	5	5	2	5	3	6		
Community Meeting Attendance	73	65	96	81	2930*	27	46	44	58	* Includes election	
<i>Quiet Study Use</i>	58	50	56	61	46	71	54	56	79		
Quiet Study Room Attendance	100	95	103	104	77	118	84	102	125		
<b>TOTAL Adult Volunteers</b>	<b>7</b>	<b>6</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>		
<b>TOTAL Adult Vol. Hours</b>	<b>92</b>	<b>51</b>	<b>63</b>	<b>52</b>	<b>49</b>	<b>48</b>	<b>39</b>	<b>21</b>	<b>53</b>		



FY2015 Budget Update Board Report

		FY2015 APPROPRIATION	FY2015 SPENT	FY2015 UNSPENT	FY2015 % UNSPENT
5110	Department Payroll	399,800.00	298,866.34		25.2%
5120	Temp. / PT Payroll	92,000.00	62,110.92		32.5%
5140	Longevity	4,600.00	3,525.00		23.4%
5210	Electricity	40,000.00	13,506.88		66.2%
5212	Gas	21,000.00	7,229.55		65.6%
5230	Water Charges	1,900.00	1,486.36		21.8%
5231	Sewer Charges	650.00	260.00		60.0%
5241	Service Contracts	75,000.00	79,047.57		-5.4%
5291	Custodial & Housekeeping	4,000.00	3,909.52		2.3%
5340	Telephone	1,500.00	833.72		44.4%
5341	Postage	1,200.00	113.63		90.5%
5420	Office Supplies	1,700.00	1,340.90		21.1%
5421	Computer Supplies	2,000.00	1,318.82		34.1%
5423	Duplicating Supplies	300.00	-		100.0%
5430	Building Main. Expense	5,500.00	8,114.77		-47.5%
5432	Security Equipment	300.00	-		100.0%
5433	Equipment Maint. Expense	800.00	-		100.0%
5581	Library Supplies	5,000.00	5,096.11		-1.9%
5586	Library Programming	1,000.00	1,089.78		-9.0%
5712	Mileage Reimbursement	400.00	1,130.00		-182.5%
5730	Dues & Publications	90,000.00	63,787.73		29.1%
5884	Machinery & Equipment	1,000.00	642.17		35.8%
<b>TOTAL APPROPRIATION</b>		<b>749,650.00</b>	<b>552,767.60</b>	<b>196,882.40</b>	<b>26.3%</b>
<b>RESERVE/REVOLVING FUNDS</b>			<b>SPENT</b>		
22-3571-0000-5200			7,651.20		
22-3571-0000-5400			2,328.99		
<b>TOTAL RESERVE/REVOLVING FUNDS</b>		<b>-</b>	<b>9,980.19</b>		
<b>TOTAL LIBRARY OPERATING</b>		<b>749,650.00</b>	<b>562,747.79</b>	<b>196,882.40</b>	<b>26.3%</b>

**Customer Relationship Profile**

<b>MOSES GREELEY PARKER MEMORIAL</b>		<b>Tax ID Number</b>	04-3211183	<b>Teller</b>
28 ARLINGTON ST		<b>Contact Preferences:</b>	1 kevin@friendsofkevin.com	(Business Email)
DRACUT MA 01826			2	
			3	
<b>Customer Primary Address</b>		<b>Communication Preference</b>	No Preference	
<b>Preferred Name</b>	<b>Birth Date</b>	<b>Keyword</b>		
<b>Name On Card</b>	MOSES GREELEY PARKER MEMOR	<b>Identification</b>		
<b>Date Established</b>	05/27/2004	<b>Reg O</b>		
<b>Branch Number</b>	<b>Last Updated</b>	<b>Messages</b>	No	
<b>Officer</b>	10/06/2014	<b>Activities</b>	No	
<b>Privacy Act</b>	Do not share information	<b>Red Flag</b>	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	0103001938	10,097.40	10,097.40	0.4000	9/5/2014	9/5/2015	No	Bus-Cmpy-Org
Checking-18/65	0275007276*	92,612.08	92,612.08	0.0500	5/27/2004		No	Bus-Cmpy-Org
Diplomat Checking	0275007821*	14,657.44	14,657.44	0.2500	12/27/2006		No	Bus-Cmpy-Org
Free Business	0275008035	Closed	0.00	No Rate	6/11/2008		No	Bus-Cmpy-Org
<b>Deposit Total</b>		<b>117,366.92</b>	<b>117,366.92</b>					

\* Indicates an account level address exists

# Indicates multiple Recipient Accounts

**Customer Status Indicators**

Plan Description	Status	Expiration Date
Loyalty Rewards	Loyalty Rewards Silver	