

**M. G. Parker Memorial Library
Board of Library Trustees
Meeting Minutes May 8, 2013**

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May 2013*

The meeting was called to order at 4:32 pm by Chairman John Dyer; Linda Trouville arrived at 4:42pm

Community Input-There was no community input.

Review of the minutes from April 2013 Clea Ace made a motion to accept the minutes, Cheryl Storm seconded, approved unanimously.

Review of Bills Director indicated the only irregular bill was from Jamex. The library's service contract with Jamex had lapsed and to bring our contract up-to-date we needed to pay for coverage through 5/31/2014. All other bills are current. A motion to accept was made by Clea Ace and seconded by James Nolan the motion was unanimously approved

Review of Payroll for 4/20/13 to 5/4/13 Motion to accept by Clea Ace, James Nolan seconded, unanimously approved.

Budget and Financial (Addendum A) Clea Ace asked the director to inquire of the town Treasurer Ann Vandal if there was any existing money left from the construction of the library building.

Circulation and Attendance Reports (Addendum B)

Director Report- (Addendum C) Performance Overview

Control Technologies visited the library due to a failure of the IO (In/Out) Board. Trustees reviewed a quote from Control Technologies for the work, the Director asked the board to approve appropriation from the budget, a motion was made by Clea Ace, seconded James Nolan, unanimously approved.

Electrician Jason Mercier met with the director and staff member Cathy, to discuss replacing all floor plugs and installing additional wall plugs by the staff room. Mercier Electric will submit a quote.

This past month the Director and Cathy Bence met with Conway (Copy Machine Lease Co.) to discuss the needs of the library. Conway's representative is putting together a proposal which the director plans to present to the foundation. John Dyer asked who the business center would attract. The director explained her desire to have a place for local professionals and businesses to have open and easy access to copy, fax, and scanning services at the library, and the director further explained Conway would lease the machines to us.

Director discussed a meeting she attended for all town department heads at the town hall with the Town Manager regarding state aid and the town budget.

Staff and Personnel Status

John Dyer updated the board on the status of discussion he had with director and the Young Adult hire.

Update of request from Diane Carty and her opinion regarding state aid funds.

Director updated the board on the status of the RFP for the electrical work on the proposed grant for the lighting fixture upgrade.

Revised –Library Closing Policy discussion was reopened, Revised Closing Policy (Addendum E) to change wording that will work within the constraints of the employee's union and the town, a motion to approve was made by Cheryl Storm and Clea Ace seconded the motion, unanimously approved.

Recommendation for changes in Fees and Services-

Director recommended to the board that the library change the Fax charges from \$2 each for the first two pages to \$1 per page. The director asked that the replacement fee for library cards change from \$3 to \$1.

Director asked we have a single MVLC fee per card for out of state members. Dracut Teachers from out-of-state can apply for a free Dracut Only Card, a motion to accept by Cheryl Storm, James Nolan seconded, unanimously approved.

John Dyer asked for officer nominations to the board, Clea Ace nominated Cheryl Storm as chair, a motion to close nomination was made by James Nolan, Cheryl Storm was unanimously approved as the new chair. The new Chair asked for nominations for board secretary, Linda Trouville nominated herself for secretary; motion to close by James Nolan, seconded by Clea Ace, Linda Trouville was unanimously approved as the new secretary.

The Chair Cheryl Storm, hearing no objection adjourned the meeting at 5:58pm

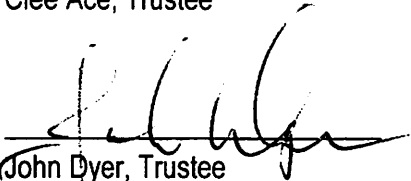
Minutes Approved by:




Clea Ace, Trustee



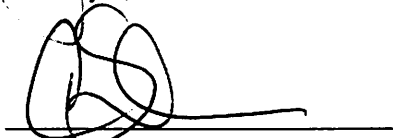
Linda Trouville, Trustee



John Dyer, Trustee



James Nolan, Trustee



Cheryl Storm, Chair, Trustee

Parker Memorial Library
DIRECTOR'S REPORT– MAY 2013

BUILDING MAINTENANCE

Control Technologies sent a representative to show us how to access the system via any internet connection. Carole, Judy, Diane, Penny, and I participated. The idea is for us to be able to pinpoint the area of concern to them over the phone. They are still available on a phone call basis as well. After the training, the technician informed us that at this point, there is very little that can be done about the heat in the building, because units on the roof need to be replaced. I asked them to give us a proposal and quote for the work. If I do not hear from them within the next week, I will contact them again.

Jason from Mercier Electric visited us last week, at our request. We asked that he let us know what it would cost to clean out the network ports in the floors for the public computers. He thought that some of them might need to be replaced. Cathy Bence's thought was that if he was going to have to replace some of them, it might be worth it to replace all of them. Some of them have already failed and she is concerned that they others will follow suite. While Jason was with us, we asked him to give us a quote for four additional ports in the column where the printer and copier reside. We also asked for two additional ports in the Reference office. We have currently maxed them out. Additional ports would remedy this issue and allow Cathy to do testing or have a networked printer in the office. We also asked him about putting four electrical outlets near the staff room. It is our hope to add three additional study carrels there for quiet study. Patrons setting up there would need electrical outlets to plug in their laptops.

Cathy and I met with Lisa from Conway this week. The copier on the second floor is completely dead and the one on the main floor is not far behind. We asked them to recommend color copiers that could also be used as scanners. We specified that they would need to accommodate different pricing for black and white copies, color copies, and scanned copies. We also asked her to give us a recommendation on a small, color copier that would be kept in the administrative office, but that would be networked to staff computers.

COMMUNITY INVOLVEMENT

On May 7th, I attended the Dracut Rotary Club's weekly luncheon. I had the opportunity to talk to them about what the library is doing, and let them know how much we would like to work with them. Before leaving, I was invited to join the club, which I will do.

FRIENDS OF THE DRACUT LIBRARY (FOL)

The Friends of the Library were kind enough to pay for my attendance at the Massachusetts Library Association's Annual conference that took place in Cambridge from April 24 – 25. Diane Annunziato also attended the conference. We attended many informative workshops, including one on serving patrons on the autism spectrum; from childhood through adulthood. We attended workshops on patron privacy; teaching technology to patrons; the state's model resource sharing project; revitalizing reference for the 21st century, and a particularly interesting workshop on MakerSpaces. I am putting together a written report for the Friends, that will cover what I learned at the Conference.

The Friends annual book sale is setting up this week and will take place next Thursday, Friday, and Saturday, May 16th, 17th, and 18th. On Thursday, the sale will only be open to teachers and Friends of the Library.

STAFF

Our new Young Adult Librarian, Gemma Doyle, joined us this Tuesday. She is currently training with Diane, Cathy, and Carole.

Respectfully Submitted,

Nanci Milone Hill
Library Director

M.G. Parker Memorial Library
FY2013 Budget Report

		FY2013 APPROPRIATION	FY2013 SPENT	FY2013 UNSPENT	FY2013 % UNSPENT
5110	Department Payroll	391,325.00	276,883.43	114,441.57	29.2%
5120	Temp. / PT Payroll	92,000.00	73,936.61	18,063.39	19.6%
5140	Longevity	5,250.00	4,450.00	800.00	15.2%
5210	Electricity	39,000.00	30,827.29	8,172.71	21.0%
5212	Gas	21,000.00	8,843.58	12,156.42	57.9%
5230	Water Charges	1,900.00	1,980.02	(80.02)	-4.2%
5231	Sewer Charges	650.00	292.50	357.50	55.0%
5241	Service Contracts	75,000.00	63,543.19	11,456.81	15.3%
5291	Custodial & Housekeeping	4,000.00	3,270.87	729.13	18.2%
5340	Telephone	1,500.00	957.96	542.04	36.1%
5341	Postage	1,200.00	705.16	494.84	41.2%
5420	Office Supplies	1,700.00	1,930.83	(230.83)	-13.6%
5421	Computer Supplies	2,000.00	243.19	1,756.81	87.8%
5423	Duplicating Supplies	300.00	-	300.00	100.0%
5430	Building Main. Expense	5,700.00	10,873.25	(5,173.25)	-90.8%
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	6,227.22	(1,227.22)	-24.5%
5586	Library Programming	1,000.00	619.11	380.89	38.1%
5712	Mileage Reimbursement	400.00	407.99	(7.99)	-2.0%
5730	Dues & Publications	87,000.00	68,709.45	18,290.55	21.0%
5884	Machinery & Equipment	1,000.00	-	1,000.00	100.0%
TOTAL APPROPRIATION		738,025.00	554,701.65	183,323.35	24.8%

RESERVE/REVOLVING FUNDS		SPENT
22-3571-0000-5200		2,379.98
22-3571-0000-5400		7,760.54
TOTAL RESERVE/REVOLVING FUNDS		10,140.52

TOTAL LIBRARY OPERATING	738,025.00	564,842.17	183,323.35	24.8%
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M.G. Parker Memorial Library
Circulation and Attendance

CIRCULATION

	2006	2007	2008	2009	2010	2011	2012	2013	% Change
January	8,102	16,424	17,818	21,186	20,677	20,724	20,196	15,948	-26.6%
February	7,917	15,700	18,760	21,967	21,459	19,668	21,812	20,938	-4.2%
March	10,320	17,832	19,914	23,674	22,823	23,655	22,865	20,555	-11.2%
April	762	15,922	18,689	22,166	19,967	20,477	21,206	21,352	0.7%
May	14,145	15,606	17,778	20,116	18,720	19,380	21,591		
June	19,006	18,555	18,436	26,120	23,094	22,471	22,115		
July	20,571	22,683	28,688	28,526	25,595	24,600	25,077		
August	21,518	21,254	22,381	24,728	24,948	26,785	24,502		
September	15,278	15,410	19,691	20,258	20,451	20,246	18,531		
October	16,460	18,294	20,920	21,789	21,412	20,717	21,054		
November	15,010	15,481	18,505	19,889	20,308	21,280	17,517		
December	12,294	12,604	16,327	19,606	17,846	17,772	15,949		
TOTALS	161,383	205,765	237,907	270,025	257,300	257,775	252,415		

PATRON ATTENDANCE

	2006	2007	2008	2009	2010	2011	2012	2013	% Change
January		12,011	12,492	12,750	12,352	10,869	12,191	12,089	-0.8%
February*		10,354	13,144	13,183	12,100	11,140	13,141	11,826	-11.1%
March		12,687	14,532	14,634	14,649	13,842	13,703	12,568	-9.0%
April		11,682	13,726	14,478	12,367	12,767	12,756	13,252	3.7%
May	9,336	10,780	12,172	11,898	11,582	11,969	12,138		
June	10,502	10,604	13,903	15,650	13,046	13,063	12,114		
July	13,879	14,763	17,528	17,236	14,440	14,343	14,768		
August	16,460	15,857	15,684	15,151	14,854	15,663	15,200		
September	12,784	10,944	12,812	12,234	12,151	12,425	11,874		
October	13,231	12,553	13,158	12,883	12,529	12,960	11,979		
November	12,743	10,657	11,665	11,535	11,961	12,414	9,583		
December	9,809	9,036	10,415	11,145	10,065	10,879	10,455		
TOTALS	98,744	141,928	161,231	162,777	152,096	152,334	149,902		

M.G. Parker Memorial Library
FY2013 Performance Overview

PERFORMANCE OVERVIEW											TOP 10	
	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13		
First Time Checkout	22,328	21,559	16,432	18,457	15,579	13,866	17,796	18,360	17,923	17,511	Adult DVDs	4,064
OVERDRIVE Uses											JE or JJ Books	2,534
Desk Renewal	1,092	1,049	670	831	685	671	721	805	741	814	Adult Fiction	1,962
OPAC Renewal	1,678	1,561	1,429	1,766	1,253	1,412	1,324	1,657	1,508	1,599	J DVDs	1,661
Overdrive / Audio	74	103	84	109	75	61	83	38	91	102	Easy Readers	1,409
Overdrive / e-Books	212	216	174	178	143	209	164	126	289	265	Adult Nonfiction	1,351
Overdrive / TOTAL	286	319	258	287	218	270	247	164	380	367	Adult Books on CD	993
One Click Digital / TOTAL	22	14	9	0	0	0	0	0	0	0	J PB Fiction	668
Total Checkouts	25,406	24,502	18,798	21,341	17,735	16,219	20,088	20,986	20,552	20,291	J Fiction	635
											Adult Periodicals	608
Total Checkins	25,077	24,698	19,749	21,664	21,664	21,664	21,664	19,713	20,602	20,159		
Requests Placed at mdr	2,466	2,130	2,030	1,806	1,839	1,811	2,149	2,020	1,987	2,029		
Requests Cancelled	369	354	425	332	248	277	317	255	312	278		
Holds Fulfilled	2,099	2,074	1,727	1,746	1,792	1,671	1,901	1,732	1,847	1,975		
Users Added	119	123	74	73	60	44	68	57	64	83		
Copies Added	1,164	1,117	693	510	464	814	545	358	514	480		
Bib Records Added	292	398	146	104	82	214	140	53	170	84		
Quiet Study Use	30	27	19	51	40	39	50	66	60	41		
Community Room Use												
Library Program Use	38	23	10	28	9	6	5	12	12	17		
Library Program Hours	111	60	20	51	18	15	15	26	32	34		
Community Use	3	2	10	6	6	7	3	4	11	18		
Community Use Hours	9	8	44	12	27	24	6	9	27	45		
TOTAL Adult Volunteers	5	5	7	8	9	7	6	5	6	5		
TOTAL Adult Vol. Hours	68	66	73	140	87	42	45	57	75	54		