

M. G. Parker Memorial Library
Board of Library Trustees
Meeting Minutes
May 14, 2014

The meeting was called to order at 4:38pm by Secretary Linda Trouville.

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

First Order of Business Recognition and reorganization -

Linda Trouville asked for nomination of officers. John Dyer nominated Clee Ace for Chairwoman, seconded by Linda Trouville, Clee Ace accepted for one year. The Board voted unanimously to install Clee Ace as the chair for one year. John Dyer nominated Eric Jackson for Clerk, seconded by Linda Trouville, Eric Jackson accepted. The Board voted unanimously to install Eric Jackson as the Clerk.

Motion to accept February Executive Session minutes, Motion by Clee Ace with corrections, seconded by Linda Trouville, approved unanimously.

Community Input- There was no community input

Review of the minutes from April 9, 2014 - a motion to accept the minutes was made by Eric Jackson and seconded by Clee Ace with corrections, unanimously approved.

Review of Bills- Bills from the weeks of April 10, 2014 to May 8, 2014. A motion to accept was made by John Dyer and seconded by Clee Ace, unanimously approved.

Review of Payroll – Payroll from the weeks of April 13, 2014 to May 10, 2014. A motion to accept was made by John Dyer and seconded by Clee Ace, unanimously approved.

Budget and Financial Report – Addendum Attached-

Performance Overview- Addendum Attached – Discussion regarding circulation and performance overview. The circulations numbers have been down.

Directors Report- Addendum Attached –

An 'Ice Cream Social' is scheduled for the summer; Eric Jackson will approach Richardson Dairy about donating ice cream for this event.

Staffing update-Michele Ricca was offered the job of YA Librarian and has accepted. She will start on Monday, May 19, 2014.

Unfinished Business-

Electrical Request For Quote (RFQ) – We have received a quote from Mercier Electric and Communications to retrofit lighting fixtures. The total cost for the work would be \$13,551.20. We still require two more bids, trustees recommended two local companies, Boissoneault Electric and Rene Proulx Electrical.

Town Hall Parking Plan – There was a discussion regarding the most recent town election and the difficulty with parking. The director and staff fielded a number of complaints by voters and library patrons. Town Clerk Kathleen Graham was notified by the director and responded saying, she hopes with the completion of the new town hall and the precinct move from the library to town hall, that the problem will be alleviated. The director also indicated town hall contacted K & C Auto Body across the street from the library and the proprietor agreed to let town hall staff as well as pollsters and sign campaigners to park at their establishment.

Continuing Business- none

New Business- Summer Reading Program - Staff members Laura Sanscartier, Penelope Berube and Diane Annunziato meet with the public schools director of curriculum David Hill to discuss collaborating with the schools for our summer reading.

Security System- Trustees list has been updated and review of the security protocol discussed.

Next Meeting- June 11, 2014


Suggestions for Next Meeting-

Hearing no objections Linda Trouville adjourned the meeting at 5:41pm

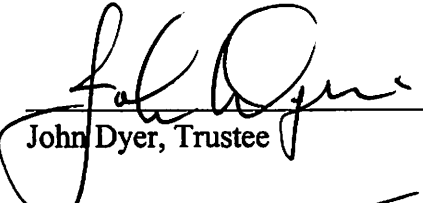
Minutes Approved by:



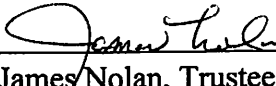
Cleo Ace, Chairperson




Linda Trouville, Trustee



John Dyer, Trustee



James Nolan, Trustee



Erie Jackson, 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 May 14, 2014 Trustees Meeting

CALL TO ORDER

RECOGNITION AND REORGANIZATION OF THE BOARD

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

STAFFING UPDATE

ELECTRICAL RFQ

TOWN HALL PARKING PLAN

NEW BUSINESS

SECURITY SYSTEM ISSUES & PROTOCOL

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.

FY2014 BUDGET REPORT

	FY2014 APPROPRIATION	FY2014 SPENT	FY2014 UNSPENT	FY2014 % UNSPENT
5110 Department Payroll	391,900.00	306,445.69	85,454.31	21.8%
5120 Temp. / PT Payroll	92,000.00	70,492.79	21,507.21	23.4%
5140 Longevity	4,600.00	3,525.00	1,075.00	23.4%
5210 Electricity	39,000.00	27,559.24	11,440.76	29.3%
5212 Gas	21,000.00	7,878.44	13,121.56	62.5%
5230 Water Charges	1,900.00	1,464.84	435.16	22.9%
5231 Sewer Charges	650.00	578.50	71.50	11.0%
5241 Service Contracts	75,000.00	65,677.08	9,322.92	12.4%
5291 Custodial & Housekeeping	4,000.00	3,850.58	149.42	3.7%
5340 Telephone	1,500.00	1,133.69	366.31	24.4%
5341 Postage	1,200.00	262.22	937.78	78.1%
5420 Office Supplies	1,700.00	1,582.74	117.26	6.9%
5421 Computer Supplies	2,000.00	295.00	1,705.00	85.3%
5423 Duplicating Supplies	300.00	-	300.00	100.0%
5430 Building Main. Expense	5,700.00	1,733.78	3,966.22	69.6%
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	3,487.82	1,512.18	30.2%
5586 Library Programming	1,000.00	574.41	425.59	42.6%
5712 Mileage Reimbursement	400.00	692.02	(292.02)	-73.0%
5730 Dues & Publications	85,000.00	57,718.86	27,281.14	32.1%
5884 Machinery & Equipment	1,000.00	-	1,000.00	100.0%
TOTAL APPROPRIATION	735,950.00	554,952.70	180,997.30	24.6%

RESERVE/REVOLVING FUNDS	SPENT
571-0000-5200	6,331.00
571-0000-5400	-
TOTAL RESERVE/REVOLVING FUNDS	6,331.00

TOTAL LIBRARY OPERATING	735,950.00	561,283.70	180,997.30	24.6%
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Performance Metrics
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	18,769	-13.8%
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	11,331	-17.0%
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		

FY 2014 PERFORMANCE OVERVIEW

	Jan-14	Feb-14	Mar-14	Apr-14
First Time Checkout	15,584	15,405	16,999	15,207
Desk Renewal	869	846	913	847
OPAC Renewal	1,943	1,939	2,179	2,124
Overdrive / Audio	136	105	88	107
Overdrive / e-Books	267	262	560	237
Overdrive / TOTAL	403	367	648	344
Freegal Downloadable Music	238	215	235	247
Total Checkouts	18,395	19,392	20,874	18,769
Total Checkins	17,324	17,744	20,390	18,479
Requests Placed at mdr	2,333	2,093	2,416	1,954
Requests Cancelled	372	288	314	316
Holds Fulfilled	2,150	1,984	2,211	2,009
Users Added	46	75	90	68
Copies Added	371	610	473	549
Bib Records Added	58	97	93	139
<i>Children's Programs</i>	7	18	10	15
Children's Attendance	178	340	249	367
<i>Young Adult Programs</i>	4	2	4	2
Young Adult Attendance	18	17	16	12
<i>Adult Programs</i>	10	13	8	5
Adult Attendance	62	65	103	77
<i>Community Meetings</i>	1	8	18	10
Community Meeting Attendance	3	81	226	87
<i>Quiet Study Use</i>	33	53	58	56
<i>Quiet Study Room Attendance</i>	60	75	152	128
TOTAL Adult Volunteers	5	7	7	7
TOTAL Adult Vol. Hours	39	77	83	124

TOP 10

Adult DVDs	3,262
JE or JJ Books	2,229
ADULT FICTION	2,053
J DVD Feature	1,391
Easy Readers	1,098
J Fiction	883
Adult Music CDs	721
Adult BOCD	663
Adult Periodicals	639
J PB Fiction	517

Parker Memorial Library
DIRECTOR'S REPORT– MAY 2014

BUILDING MAINTENANCE

Thursday, April 17th Demers Plate Class Company came to adjust the automatic front door closer (this is the door side with the handicap opener). Adjustments have been made but door is closing fast which might be a problem for some older patrons. Demers will be giving us a quote for repairing the automatic door opener.

As you know, we have had an ongoing problem with our panic buttons. They went off several times, alerting the police and necessitating both John Dyer and Clee Ace to come out to the library and meet the officers. In addition to the panic alarm issue, we also had a problem when Signet entered the security code for the new cleaning company, but did not give them access to the whole building. This resulted in someone from Signet needing to come out from Rhode Island on the weekend. We have been assured that we will not be charged for any visit over that weekend.

On May 5th, Kurt from Signet Security Company came and disabled all of the panic buttons for the building. He ordered replacement buttons for all three desks. He came again on May 13th and replaced all three buttons.

Per John Dyer's request, he has been moved down on the emergency call list. Penny Berube was placed at the top until Eric Jackson was elected trustee. Thank you to Eric for agreeing to be the first call on the list. (See updated list separately).

The new cleaning company, TNT Cleaners, started on May 1st. The staff has been pleased with their work thus far.

FRIENDS OF THE DRACUT LIBRARY (FOL)

The Friends' Annual Book Sale will take place on Friday, May 16th from 9:00 am to 7:00 pm, and on Saturday, May 17th from 9:00 am to 3:00 pm. Prices are \$1.00 for hardcover books and trade paperbacks, and .50 for mass market paperbacks. On Saturday, they will be offering \$5.00 per bag. In addition to books, CDs and DVDs, the Friends will also be selling their book bags. Teachers will receive 50% off their purchase with ID, any time during the book sale. The Junior Friends of the Library will be hosting a bake sale on Saturday.

The Friends are planning a new fundraiser in conjunction with the launch of our summer reading program. On Tuesday, July 1st, they will hold their first ever community ice cream social on the lawn of the library. They have not yet approved pricing, but are considering charging \$2.00 per person, with a family cap. The social will take place

from 4:00 pm to 5:30 pm, followed by a ragtime jazz concert (which will take place in the meeting room and will be free of charge).

Leo J. Maloney, former Black Ops contractor for the CIA spoke at the library on April 26th. Twenty-eight people attended the talk. Everyone who attended raved about the presentation. Mr. Maloney was so impressed with Dracut and the preparation done by the staff that he is considering holding the launch party for his next book, *Black Skies* here at the Parker. It is due to be published in August of this year. Mr. Maloney's first two novels, *Silent Assassination* and *Termination Orders* have been optioned for film.

A Green Smoothie demonstration was held on May 3rd. Julie Salvato discussed the health benefits and simplicity of making green smoothies. She made four different smoothies for sampling. Twenty-one people attended the presentation and thanked us for offering it.

On May 12th, Diane Annunziato attended an author talk by Joe Hill at the Haverhill Public Library. Joe Hill is the author of *Heart Shaped Box*, *Horns*, and *NOS4A2O*. All three novels were bestsellers. *Horns* has been made into a movie starring Danielle Radcliffe. It is due out in October. Mr. Hill is the son of Stephen and Tabitha King, both outstanding horror novelists in their own right. For our staff development day in April, all staff members read *Heart Shaped Box* and discussed the appeal of the horror genre to our patrons, making connections to other horror novels and authors, the better to recommend titles to our customers. Diane took the opportunity to speak with Mr. Hill following his presentation in Haverhill. He has agreed to visit the Parker Library after his next book is released. We are thrilled.

The next FOL meeting will be hold on May 29th at 6:30 pm

Upcoming programs:

Parker Library Adult Writer's Group – May 14th at 6:00 pm

YA Gaming Club – May 19th at 2:45 pm

Cribbage Club – May 21st at 6:00 pm

Family Pizza & a Movie: Monsters University – May 23rd at 5:30 pm

STAFF NEWS

Judy Deschanes and Julie Sheehan continue to participate in the Readers' Advisory webinars offered by the Massachusetts Regional Library System (MLS). These webinars are being conducted by Joyce Saricks, author of *Readers' Advisory Service in the Public Library*, *The Readers' Advisor Guide to Genre Fiction*, *Read On: Audiobooks: Reading Lists for Every Taste*, *Genre Connections: Lessons to Launch Literary and Nonfiction Texts*, *Reference and Information Services: an Introduction*, and *The Readers' Advisory Handbook*. We are very lucky to be able to participate in these webinars, free of charge.

With the departure of our last YA Librarian, Laura Sanscartier has stepped up to the plate to plan the teen summer reading program. To date, she has booked several workshops, including a writer's workshop, a nail and hair art program, a henna tattoo program, a college essay night, a costume play evening, and a school book project night. In addition, she took the initiative to meet with Dracut's Director of Curriculum, David Hill. During that meeting, they discussed the best way to promote our summer reading program to the students, future cooperation with the schools, and previewed mock-ups of PR materials. In addition, she was able to get us invited to kindergarten orientation days, so that we can register incoming kindergarten students and their parents for library cards. In addition to all of this planning, Laura has also been ordering YA materials for the collection. We are grateful for all of the work that she has done and are thrilled that she has agreed to continue working with our new YA Librarian.

After a long interview process with many viable candidates, we have chosen to hire Michele M. Ricca. Ms. Ricca holds an Associate's Degree in Science and Human Services, a Bachelor's Degree in Arts in History, and is a certified Middle School teacher.

In addition to her eight plus years teaching grades 5 through 8, she has several years' worth of experience working in public libraries. Her references speak of a well-organized, enthusiastic individual who is self-motivated. Our interview team was highly impressed with her enthusiasm for teens and the services she is able to offer them.

During April, we ran a free chocolate bunny raffle. In order to enter, patrons needed to give us a new or updated email address for Constant Contact. As a result of this raffle, we got 279 new email contacts.

Cathy Bence recently attended a Genealogical conference in Richmond, Virginia. Though she attended on her own time and money, the information she learned will be invaluable to her role as reference librarian.

Staff members have been creating book lists (which are now on display in the main lobby). Thus far, a total of 18 lists have been created (11 Author lists and 7 Read-Alike lists). Copies are included in your packets this month.

On May 6th, Diane Annunziato and I participated in the Massachusetts Library Association's Annual Book Cart Drill Team competition with members of the Andover and Methuen Public Libraries. We strutted our stuff to "Happy" by Pherrell. The competition is sponsored by MLA's ParaLibrarian Section. Our team, the Valley Girls, took third place. We received a \$50.00 gift certificate to DEMCO for our efforts.

At a Gala Awards Ceremony on Tuesday night, Diane Annunziato was announced as the 2014 ParaLibrarian of the Year. She was chosen from among twelve nominees. It is a well-deserved honor, and the staff is thrilled for Diane.

As of July 1st, Diane Annunziato will be co-chair of MLA's Intellectual Freedom Committee. As of the same date, I will assume the responsibility of President of the Merrimack Valley Library Consortium (MVLC).

Respectfully Submitted,

Nanci Milone Hill
Library Director

Signet Emergency List

**Director Nanci Milone Hill M G Parker Library
76 Friend St Gloucester, MA 617-775-6936**

- | | | | | | |
|----|-----------|-----------------|---------------------|------------|-------------------------------------|
| 1. | Staff - | Penny Berube | 205 Wheeler Rd | Dracut, MA | 978-319-5503 |
| 2. | Trustee - | Eric Jackson | 43 Arlington Ave | Dracut, MA | 978-453-3032 |
| 3. | Trustee - | Clee Ace | 42 Frederick St | Dracut, MA | 978-957-6275 |
| 4. | Trustee - | John Dyer | 3 Snowy Circle | Dracut, MA | 978-446-0199(h)
978-758-8163 (c) |
| 5. | Trustee- | Jim Nolan | 57 Flower Lane | Dracut, MA | 978-957-2792 |
| 6. | Trustee_ | Linda Trouville | 37 Hickory Crossing | Dracut, MA | 978-455-4801 |

Library Hours – MTW 8:30am-8:30pm ThFS 8:30am-4:30pm

Summer Hours – Closed on Saturdays - Memorial Day Weekend to the first Saturday after Labor Day Weekend

Signet 781-871-5888

KURT CORBETT (SIGNET)

781-630-0364

4/22/14

ZONE

SECURITY SYSTEM

SECURITY CENTRAL STATION 1-800-432-4440

ACCT #5875

ADDRESS	ROOM			
20	127	MOTION	MOTION D	
21	126	DOOR	STAIRWELL WEST	
22	123	MOTION	CHILDREN'S DEPT	
23	123	MOTION	CHILDREN'S DEPT	
24	123	MOTION	CHILDREN'S DEPT	
25	121	MOTION	STORY CRAFTS	
26	121	DOOR	STORY CRAFTS	
27	130	MOTION	BROWSING AREA	
28	101	DOOR	VESTIBULE DOORS	
29	130	MOTION	BROWSING AREA	
30	132	MOTION	LOCAL HISTORY	
31	132	MOTION	LOCAL HISTORY	
32	133	DOOR	LOCAL HISTORY	
33	103	DOOR	AFTER HOURS ENTERANCE	DELAY
34	108	DOOR	MEETING ROOM	
35	109	DOOR	STAIRWELL NORTH	
36	118	DOOR	RECEIVING	DELAY
37	118	MOTION	RECEIVING	DELAY
38	104	MOTION	HALLWAY AFTER HOURS	DELAY
39	108	MOTION	MEETING ROOM	
40	201	MOTION	READING ROOM 2ND FLOOR	
41	213	MOTION	STACKS AREA	
42	207	MOTION	HALLWAY AT OFFICE MANAGERS	
43	ROOF HATCH		ROOF HATCH	
44			BASEMENT STAIR DOOR	
ZONE 1	PANIC		1ST FLOOR MAIN LOBBY DESK	
ZONE 2	PANIC		1ST FLOOR CHILDREN'S DESK	
	BEACON		RED +WHITE + BLK-GREEN-	
ZONE 3	PANIC		2ND FL DESK	