

**M.G. Parker Memorial Library
Board of Library Trustees
Meeting Minutes
June 8, 2016**

The meeting was called to order at 4:37 pm by Assistant Chairperson James Nolan.

In Attendance: James Nolan, Linda Trouville, John Dyer, Eric Jackson, Monique Verville, and Nanci Milone Hill.

Community Input- There was no community input.

Review of the Minutes- A motion was made that the nomination/election statements be revised. This was accepted by John Dyer with revisions and seconded by Eric Jackson. There was discussion of the proposed revisions and a vote was taken. Unanimously approved.

Review of Bills and Payroll- There were no bills to pay out since our last meeting two weeks ago. Payroll from the weeks of 5/22/16 to 6/5/16 was slightly lower due to open technology position. A motion was made to accept by John Dyer and seconded by Eric Jackson. Unanimously approved.

Budget and Financial Report- There was a discussion regarding the negative percentages provisions to increase funds by line item. The library is still paying out, and will be very close to bottom line for fiscal year. There was a discussion to add "materials" to the Dues and Publication tab of the Budget Report. We were notified that the line item "Materials" has just about been all spent for fiscal year.

Director's Report- The Director informed us that the technology position has been filled by Lydia Gravel. She will begin in two weeks. Lydia will need to attend MVLC workshops to become educated in our systems, but satisfied many qualifications. There was a discussion of the recent Town Meeting and the fact we were not mentioned in the Town Warrant. A meeting with Mr. Duggan will be set up by the Chairperson Linda Trouville on the following concerns: lack of funding, the cut of state funds, and the lack of director's contract. There was a discussion on the series of small thefts in the library. The staff has been notified of increased security and immediate termination if suspects are caught. Two safes and cameras have been purchased to increase security. Suggested lock on door for safe room.

Unfinished Business- There was a discussion to review the changes to the Bylaws and make notes for further discussion to the next meeting. The Director is researching job descriptions of other libraries that best fit the position's responsibilities.

Continuing Business- None

New Business- None

Next Meeting- Trustee Bylaws, Director Job Description, Director Evaluation Draft to be continued.

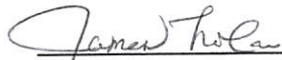
Suggestions for Next Meeting- None

The chair asked for a motion to adjourn, a motion was made by John Dyer and seconded by James Nolan, unanimously approved the meeting was adjourned by 5:28 pm.


Minutes Approved by:



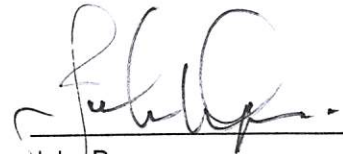
Dr. Linda Trouville, Chair



James Nolan



Monique Verville



John Dyer



Eric Jackson

BOARD OF LIBRARY TRUSTEES

Dracut M. G. Parker Memorial Library
28 Arlington St
Dracut, MA 01826
(978) 454-5474

Agenda for June 14, 2016 Board of Library Trustees
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
TRUSTEE BYLAW UPDATE
DISCUSSION OF NEW DIRECTOR EVALUATION FORM

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 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.

**M.G. Parker Memorial Library
Comparative Circulation Attendance 2006-2016**

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	17,338
May	14,145	15,606	17,778	20,116	18,720	19,380	21,591	18,292	17,828	14,475	16,264
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	86,335

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	10,377
May	9,336	10,780	12,172	11,898	11,582	11,969	12,138	11,271	10,664	10,664	10,006
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	50,821

Parker Memorial Library
DIRECTOR'S REPORT- JUNE 2016

BUILDING

Our quarterly sprinkler inspection was held on Tuesday, June 7, 2016 at 8:00 am. We passed without incident.

FRIENDS

The Friends have not yet met since my last report. They next meet on Wednesday, June 22nd at 6:30 pm in the Meeting Room.

PROGRAMS

- Teen Origami – Monday, June 13th at 5:00 pm in the Meeting Room.
- Jean Troustine – Author of *Boy with a Knife*. Tuesday, June 14th at 6:30 pm in the Meeting Room.
- Story Time for 2 Year Olds – Wednesdays at 10:00 am on June 15th,
- SMASH – Wednesdays at 4:30 pm on June 15th,
- Knitting Connection – In the Old Library on Wednesdays at 6:30 pm on June 15th,
- 1-2-3- Number! Session I – Monday, June 27th at 10:30 am in the Meeting Room
- 1-2-3- Number! Session II – Monday, June 27th at 11:30 am in the Meeting Room
- Alternatives to Pain: What is a Chiropractor? – Tuesday, June 28th at 6:30 pm in the Meeting Room
- Fancy Nancy Story Time – Wednesday, June 29th at 10:00 am in the Meeting Room.
- DIY Stained Glass for Teens – Wednesday, June 29th at 6:00 pm in the Meeting Room.
- FPG-9 Plane – For students in Grades 3-5. Thursday, June 30th at 2:00 pm in the Meeting Room.
- Lego Club – In the Meeting Room on Fridays at 2:30 pm, on July 1st & July 8th.
- Sidewalk Chalk – Tuesday, July 5th at 10:30 am.
- Parker Library Adult Writers Group – Wednesdays at 6:30 pm in the Meeting Room on July 6th,
- Parachute Play Session 1 – Wednesday, July 6th at 9:30 am in the Meeting Room.
- Parachute Play Session 2 – Wednesday, July 7th at 10:00 am in the Meeting Room.
- CD Decoration Session 1 – Grades 1-5 on Wednesday, July 7th at 2:30 pm in the Children's Room.
- CD Decoration Session 2 – Grades 1-5 on Wednesday, July 7th at 4:00 pm in the Children's Room.
- Marshmallow Madness – For Grades 1-5 on Thursday, July 7th at 2:00 pm in the Meeting Room.
- Back to Nature Story Time Session 1 – Monday, July 11th at 10:30 am in the Meeting Room.
- Back to Nature Story Time Session 2 – Monday, July 11th at 11:30 am in the Meeting Room.
- Mess-free Tie Dye – Grades 1-5 on Monday, July 11th at 5:00 pm in the Children's Room.
- Essential Oils Workshop – Monday, July 11th at 6:00 pm in the Meeting Room.
- Davis Bates Performance – Tuesday, July 12th at 10:30 am in the Meeting Room.
- Stained Glass Trinket Box – Grades 1-5 on Tuesday, July 12th at 2:30 pm in the Children's Room.
- Monday, July 4th – Library Closed for Independence Day.

STAFF NEWS

As previously reported via email, Carole Hamilton took a fall at Town Hall on Friday, May 27th and fractured her fibula. She is currently out on workman's comp and is expected to be out for six weeks. She is sorely missed by all. On a happier note, Carole's son Christopher married his sweetheart Lucinda on Sunday, June 4th. Carole was able to attend.

The search committee for the position of Head of Technical Services has completed its interviews. Interviews were offered to six candidates and held on Friday, June 3rd. One candidate backed out after accepting an offer from another library. Members of the committee included the Director, Diane Annunziato, Penny Berube and Laura Sanscartier. The choice of a candidate was unanimous and the position has been tentatively offered pending the approval of Town Manager, James Duggan. I will update you via email as soon as the hire has been approved.

UPCOMING MEETINGS | WORKSHOPS | VACATIONS

Nanci

- MLA Executive Board Meeting – Friday, June 11th at 10:00 am.
- MBLC Trustee Orientation – Southbridge Public Library. Monday, 6.13 at 6:00 pm.
- "RA for All" Workshop – Thursday, 6/16. Beachwood Hotel in Worcester. All day.
- Long-Range Planning Committee – Thursday, 6/16 at 6:00 pm.
- ILS Search and Executive Board Meetings – Tuesday, 6/21 at 2:00 pm. MVLC.
- ALA Annual Conference in Orlando – Thursday, 6/23 through Tuesday, 6/28.
- Vacation – Tuesday, 6/28 through Wednesday, 7/6

Penny

- Greenmont School – Thursday, June 9th at 8:30 am.
- Campbell School – Thursday, June 15th at 8:30 am.

Ellie

- Vacation – Monday, 6/13 through Friday, 6/24.

Cheryl

- Vacation – Tuesday, 7/5 through Friday, 7/8.

Respectfully submitted,
Nanci Milone Hill
Library Director

**M.G. Parker Memorial Library
FY2016 Budget Report**

ACCOUNT #		FY2016 APPROPRIATION	FY2016 SPENT	FY2016 UNSPENT	FY2016 % UNSPENT
5110	Department Payroll	401,768.00	359,376.08	42,391.92	10.6%
5120	Temp. / PT Payroll	102,820.00	87,405.84	15,414.16	15.0%
5140	Longevity	4,025.00	1,925.00	2,100.00	52.2%
5210	Electricity	40,000.00	16,183.01	23,816.99	59.5%
5212	Gas	21,000.00	8,052.65	12,947.35	61.7%
5230	Water Charges	1,900.00	1,679.09	220.91	11.6%
5231	Sewer Charges	650.00	520.00	130.00	20.0%
5241	Service Contracts	65,000.00	75,926.55	(10,926.55)	-16.8%
5291	Custodial & Housekeeping	4,000.00	3,573.33	426.67	10.7%
5340	Telephone	1,500.00	1,600.27	(100.27)	-6.7%
5341	Postage	1,200.00	289.71	910.29	75.9%
5420	Office Supplies	1,700.00	1,699.16	0.84	0.0%
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	146.00	154.00	51.3%
5433	Equipment Maint. Expense	800.00	365.14	434.86	54.4%
5581	Library Supplies	5,000.00	2,647.48	2,352.52	47.1%
5586	Library Programming	1,000.00	590.33	409.67	41.0%
5712	Mileage Reimbursement	2,000.00	2,435.22	(435.22)	-21.8%
5730	Dues & Publications	100,000.00	90,453.89	9,546.11	9.5%
5884	Machinery & Equipment	1,000.00	-	1,000.00	100.0%
TOTAL APPROPRIATION		763,763.00	665,188.66	98,574.34	12.9%
RESERVE/REVOLVING FUNDS			SPENT		
22-3571-0000-5200		20,000.00	13,168.56	6,831.44	34.2%
22-3571-0000-5400		10,000.00	6,048.51	3,951.49	39.5%
TOTAL RESERVE/REVOLVING FUNDS		30,000.00	19,217.07	10,782.93	35.9%
TOTAL LIBRARY OPERATING		793,763.00	684,405.73	109,357.27	13.8%

**M.G. Parker Memorial Library
Materials Budget FY2016**

	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	\$ 24,277.56	\$ 722.44
Adult Nonfiction	\$ -			\$ -	\$ 14,400.00	\$ 15,138.93	\$ (738.93)
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	\$ 6,890.92	\$ 5,109.08
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	\$ 1,035.21	\$ 1,364.79
Children	\$ 10,090.88	\$ 9,483.48	\$ 9,139.11	\$ 9,571.16	\$ 12,600.00	\$ 11,307.70	\$ 1,292.30
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	\$ 11,548.32	\$ (2,048.32)
Music CDs	\$ 884.08	\$ 216.77	\$ 1,012.26	\$ 704.37	\$ 1,000.00	\$ 1,009.33	\$ (9.33)
DVDs	\$ 11,675.74	\$ 10,077.27	\$ 8,463.55	\$ 10,072.19	\$ 12,100.00	\$ 8,061.23	\$ 4,038.77
Games	\$ 746.65	\$ -	\$ -	\$ 248.88	\$ -	\$ -	\$ -
TOTAL	\$ 78,620.88	\$ 74,984.22	\$ 85,663.98	\$ 79,756.36	\$ 100,000.00	\$ 90,453.89	\$ 9,546.11

**M.G. Parker Memorial Library
Performance Overview FY2016**

	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	TOP 10
First Time Checkout	14,346	17,451	13,679	13,390	11,724	11,700	13,012	13,026	14,093	13,040	11,407	
Desk Renewal	761	1,077	774	827	780	750	814	979	866	738	811	DVDs 2,947
OPAC Renewal	1,565	2,185	1,976	1,941	1,980	1,809	1,982	1,943	2,107	1,986	2,204	Fiction 2,336
Overdrive / Audio	173	154	63	100	154	150	162	110	130	132	202	JE or JJ 1,628
Overdrive / e-Books	394	406	177	198	360	324	374	316	266	273	304	Freegal 1,334
Overdrive Streaming	2	4	3	0	3	1	4	2	6	4	2	ER 1,012
Overdrive / TOTAL	569	564	243	298	517	475	540	428	402	409	508	J FIC 763
Freegal Downloads	238	256	265	297	420	266	320	249	205	281	309	J DVDs 758
Freegal Streaming	778	895	906	957	918	565	655	564	548	884	1,025	BOCD 601
Freegal / TOTAL	1,016	1,151	1,171	1,254	1,338	831	975	813	753	1,165	1,334	Overdrive 508
Total Checkouts	18,257	22,428	17,843	17,710	16,339	15,565	17,323	17,189	18,221	17,338	16,264	LP 570
Total Checkins	15,749	19,563	16,543	16,154	15,418	14,678	14,878	16,125	17,478	15,778	15,737	
Requests Placed at mdr	2,510	2,773	2,269	2,505	2,238	2,119	2,905	2,565	2,643	2,483	2,415	
Requests Cancelled	368	441	403	373	338	342	391	378	369	361	307	
Holds Fulfilled	2,165	2,310	2,076	2,147	1,777	2,066	2,303	2,139	2,167	2,198	1,998	
Users Added	83	116	57	67	58	29	45	61	68	69	49	
Copies Added	593	693	503	763	527	676	321	483	631	769	341	
Bib Records Added	166	120	719	145	102	127	56	102	114	196	56	
Children's Programs	31	16	19	28	19	21	17	16	27	12	4	
Children's Attendance	923	570	225	406	336	360	283	315	541	229	127	
Young Adult Programs	2	3	3	6	4	3	3	4	4	2	4	
Young Adult Attendance	14	91	28	61	23	17	22	30	28	16	15	
Adult Programs	12	12	15	19	10	8	9	9	14	14	9	
Adult Attendance	91	71	171	274	121	43	83	121	421	153	*282	
Community Meetings	2	1	4	3	6	4	4	5	7	1	6	
Meeting Attendance	43	9	94	38	109	51	39	40	68	18	**1546	
Quiet Study Use	75	74	70	76	71	73	75	67	88	92	65	
Quiet Study Attendance	136	145	121	142	123	110	133	141	177	176	102	
TOTAL Adult Volunteers	8	4	5	3	5	3	4	4	5	6	8	
TOTAL Adult Vol. Hours	96	75	45	24	28	20	36	38	58	81	92	

* Rena Finder program

** Town Election