The meeting was called to order at 4:32pm by Chairwoman Cheryl Storm; Linda Trouville arrived at 4:38pm

Community Input- There was no community input

Review of the minutes from May 2013, adjustment of minutes was made. John Dyer made a motion to approve as corrected and was seconded by Clee Ace, unanimously accepted.

Review of Bills 5/14/13 to 6/5/13 John Dyer made a motion to accept and was seconded by Clee Ace, unanimously accepted.

Review of Payroll from 5/5/13 to 6/2/13 John Dyer made a motion to accept payroll and was seconded by James Nolan, unanimously accepted. Director reported we will start paying the YA Librarian out of the part-time payroll account starting 7/1/2013.

Budget and Financial Report- Fiscal Year is winding down and it looks like we will be coming in under budget. The Director expressed her wish that line items be adjusted to reflect the actual amounts we spend in each area.

Performance Overview -Numbers were down for the Month of May.

Summer Reading is starting on June 24th. The town DPW will lend the library hats, shovels and vests for the staff to wear for our kick-off, the theme for summer reading this year is “Dig into Reading”

Directors Report- Addendum Attached

Unfinished Business- none

Continuing Business-Discussion continued about the appropriation of state aid. Discussion regarding the report from Treasure Ann Vandal –Addendum Attached, the director recommended we pursue and have it reviewed by an attorney. The general consensus among the trustees was that the library should be getting the amount of state aid without appropriation. John Dyer recommended we forward the letter to Mass. Library Commissioner Diane Carty for review. A Motion was made to send the letter to the commissioner by John Dyer for review and comment, seconded by Clee Ace, motion unanimous.

New Business- Professional Development Day September 26, 2013, the building will close in the morning for staff to receive defibrillator training by the fire department and will open to the public at 1pm. John Dyer moved to close the library for training and was seconded by Clee Ace, approved unanimously. John Dyer asked if the trustees could attend training and director agreed.

The next meeting was tentatively set for July 10th.

Cheryl Storm asked for items for the next agenda, there were no suggestions.

Hearing no objection Chairwoman Cheryl Storm adjourned the meeting at 5:09pm
Minutes Approved by:

Clee Ace, Trustee

John Dyer, Trustee

Cheryl Storm, Chair, Trustee

Linda Trouville, Trustee

James Nolan, 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 June 12, 2013 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

STATUS OF STATE AID TO PUBLIC LIBRARIES DISCUSSION

NEW BUSINESS

PROFESSIONAL DEVELOPMENT MORNING

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.
<table>
<thead>
<tr>
<th>Code</th>
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**TOTAL APPROPRIATION**

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**RESERVE/REVOLVING FUNDS**

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**TOTAL RESERVE/REVOLVING FUNDS**

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**TOTAL LIBRARY OPERATING**

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Prepared by Nanci Milone Hill, Library Director

6/11/2013 7:52 AM
## PERFORMANCE OVERVIEW

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<th>Jul-12</th>
<th>Aug-12</th>
<th>Sep-12</th>
<th>Oct-12</th>
<th>Nov-12</th>
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<th>Feb-13</th>
<th>Mar-13</th>
<th>Apr-13</th>
<th>May-13</th>
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<tbody>
<tr>
<td><strong>First Time Checkout</strong></td>
<td>22,328</td>
<td>21,559</td>
<td>16,432</td>
<td>18,457</td>
<td>15,579</td>
<td>13,866</td>
<td>17,796</td>
<td>18,360</td>
<td>17,923</td>
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### Community Room Use

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**TOTAL Adult Volunteers**

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Prepared by Nanci Milone Hill, Library Director
**PERFORMANCE OVERVIEW**

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Prepared by Nanci Milone Hill, Library Director

6/18/2013 7:32 PM
DATE: May 31, 2013

TO: Board of Library Trustees

FROM: Ann Vandal, Finance Director/Treasurer

CC: Dennis E. Piendak, Town Manager
Linda Wright, Town Accountant
Nanci Milone-Hill - Library Director

RE: Library State Aid

John Dyer has requested that we provide clarification to the manner in which the Library State Aid is allocated. Library State Aid is received and deposited into a reserve account which is then transferred through the budget and Town Meeting process. The revenue received is transferred to the general fund and used to support the budget. The Library receives a yearly appropriation that takes these receipts into account.

It is my understanding that your interpretation of the manner in which you believe it should be handled differs from the actual procedures that have been used for the past 20 plus years. With this in mind, I have contacted our Auditor's who suggested that I contact the Department of Revenue Legal Department for an opinion. Today, I had a conversation with Attorney John Gannon at the Department of Revenue.

As a point of reference, I will summarize our discussion:

"The Town of Dracut receives the funds and places them in a separate account and then, through the budget process and Town Meeting the funds available from the previous fiscal year are transferred to support the operations of the Library. They are not directly transferred to the Library budget, it is clearly stated in the budget documents that the budget is supported by appropriation and state aid. This procedure has been in place for well over 20 years."

THE TOWN OF DRACUT IS AN EQUAL OPPORTUNITY-AFFIRMATIVE ACTION EMPLOYER
Mr. Gannon’s response: “With respect to the state library aid, that aid should be placed into an offset account to partially fund library operations. Nonetheless, these funds are provided by the Commonwealth for operating and capital expenses of the library. M.G.L. c. 78, §19A, et seq. In calculating the library’s operating budget, the Town may consider such state aid to be revenue that can be dedicated toward the total allocation of the library budget. There is no requirement of the state library aid conditions that the state library aid be counted as supplemental revenue to the Town’s operating budget for the library. The Town may treat such aid as a portion of the entire operating and capital expenses amounts for the Town’s library budget.”

I trust that this answers any questions with regard to the accounting procedures used as it relates to Library State Aid. If you have any further questions, I would suggest that you contact John Gannon at the Department of Revenue. Thank you.

Sincerely,

[Signature]

Ann Vandal
Finance Director/Treasurer
BUILDING MAINTENANCE

The work that needed to be done on the roof units has been completed. The A/C now seems to be in working order.

Control Technologies has presented us with quotes for three projects that need to be completed. They are as follows:

- The expansion tank is leaking. After inspecting the tank, they determined that the tank was leaking due to the bushing that connects the air vent to the expansion tank being rusted out. The bushing needs to be replaced. Total price: $482.00

- AHU1 had a 91.8 degree supply air temp. The space temp was 66 degrees. They checked the heat valve to make sure that it wasn’t leaking. He checked the sensor and found it to be bad. The recommendation is to replace the supply air sensor. Total price: $580.00

- While checking the operation of the new controllers, they found that RTU#2 has the economizer unwired. In RTU#1, they found the contactors need to be replaced on the unit that is running. The recommendation is to install an actuator in the economizer so that they can regulate the outside air. Total price: $1,612.00

- Mercier Electric came out on June11th to replace the floor plugs and put in additional outlets.

- Cathy Bence and I are still working with Conway Office Supplies on replacing our photocopiers.

- I heard from Jason Mercier. He has pushed our application back to the utility company to see if we could adjust the application for this year's rates. He was able to have them change the $100.00 per fixture rebate to $200.00. They are also offering a 24 month, 0% interest if we pay through our utility bill. We will be meeting sometime next week to go over this new plan.
INCIDENTS

On Tuesday, June 4th, Kerry Zoghopoulos reported to Julie Sheehan, that her daughter had been playing with the library furniture and fell flat on her face on the rug. Ms. Zoghopoulos said that she was going to take her daughter to either the doctor’s office or the emergency room, to be checked for a broken nose. Julie followed up with a call to her that evening to see how her daughter was doing. She was told that they would be going to a specialist on Monday (June 10th) because their doctor examined her and thought she may have fractured her nose. Tuesday morning (June 11th), I called and left a message for Ms. Zoghopoulos. At the time of this report, I have not heard back from her.

COMMUNITY INVOLVEMENT

Conway Freight conducted a fundraiser last week. They called the Town Manager’s office because they wanted to donate 50% of the proceeds to the town. The Town Manager told them that they should contact the library because “they can use the money.” Diane McDermott from Conway Freight contacted Diane Annunziato. They donated $109.00 to us, which we will be handing over to the Friends of the Library.

FRIENDS OF THE DRACUT LIBRARY (FOL)

The Friends will be holding a Lowell Spinners Fundraiser. They are purchasing 100 tickets for $500.00. For every ticket they sell, they receive $2.00-$4.00, depending on the section of the seats. These tickets are good for the August 4th game at 5:05 pm.

AMERICAN LIBRARY ASSOCIATION ANNUAL CONFERENCE

I will be attending the ALA Annual Conference in Chicago from June 26th through July 2nd. I will be taking time off on July 3rd and 5th. I will be available via email, or phone, during that time. Diane Annunziato will be taking care of things here while I am gone.

Respectfully Submitted,

Nanci Milone Hill
Library Director
Customer Relationship Profile

MOSES GREELEY PARKER MEMORIAL
28 ARLINGTON ST
DRAUT MA 01826

Preferred Name
Name On Card
MOSES GREELEY PARKER MEMOR

Date Established
05/27/2004

Last Updated
06/01/2013

Branch Number

Officer

Teller

Tax ID Number: 04-3211183
Main Phone

Email Address: kevin@chrisolsonkevin.com
Keyword
Address Type: Customer Primary Address
Birth Date
Identification
Privacy Act
Reg O
Messages
No
Activities
No
Red Flag
No

MOSES GREELEY PARKER MEMORIAL

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Deposit Total: 122,952.42

Closing Account and Narrative

Name: Retail Online
Effective Date: 6/1/2013
Last Accessed: 6/1/2013

6/11/2013