

**M. G. Parker Memorial Library  
Board of Library Trustees  
Meeting Minutes  
June 20, 2018**

The Meeting was called to order at 4:32pm by Chairperson Eric Jackson

**In Attendance:** Chairperson Eric Jackson, Linda Trouville, James Nolan, Monique Verville, Gretchen Mayall and Director Nanci Milone Hill.

**Community Input - None**

**Review of the minutes** – May 9, 2018 a motion to accept was made by James Nolan, seconded by Nanci informed the trustees that the program *Natural Approach to Mental Well Being* which met on June 5, 2018, was presented not as advertised and several attendees walked out and others made complaints, that the program was an advertisement for a chiropractor.

Nanci contacted Lowell General Circle Health Director who co-sponsored the event and explained that the program as it was presented was not the description the library was given to advertise. The Director of Circle Health said they would not be running this program again. Nanci wanted to bring this to the trustee's attention, in case anyone complained to them.

Monique Verville

**Review of Bills and Payroll-** Bills for the weeks of 5/6/2018 to 6/14/2018 and Payroll from 5/4/2018 to 6/16/2018. A motion to accept the bills and payroll was made by, Linda Trouville seconded by Monique Verville. Nanci talked about some of the purchases for our Library of Things Collection.

**Budget and Financial Report - Addendum Attached -**

**Performance Overview - Addendum Attached -**

**Directors Report - Addendum Attached –**

- Cheryl Salem made a presentation of the new Mobile Circulation Equipment that the library purchased which allows the staff to walk the stacks and pull books for patron holds and place them directly into the bins for transferring to other libraries. In addition Mobile Circ allows staff to also check out books in the stacks.
- Gretchen Mayall talked about having a lock box for the Book Nook, instead of the staff taking money at the circulation desk.

**Unfinished or Continuing Business -**

- Website Recommendation – Nanci reported that the Town Manager has signed the contract with Stirling Technologies. Prior to this Nanci agreed to go with virtual town hall for one year. The Town Manager changed his mind and signed the contract with Stirling Technologies using the WordPress system.

**New Business –**

- Burbio Project – Community Calendar: This is a project where the company lists everything in one calendar; the company pulls information from calendars for the entire town. This service is free. Nanci asked Burbio how the

company could offer the service for free and was told that businesses advertise on the calendar and this allows it to be free.

- Library of Things Borrowing Agreement – Review of form. A motion was made by Monique Verville to accept the agreement as presented, James Nolan seconded, unanimously approved.
- Early Closing for Town Meetings – Nanci discussed staying open on Monday nights during town meeting, Nanci will talk with the Town Manager.
- Nanci informed the trustees that the program *Natural Approach to Mental Well Being* which met on June 5, 2018, was not presented as advertised. Several attendees walked out and others made complaints, that the program was an advertisement for a chiropractor. Nanci contacted Lowell General's Circle Health Director who co-sponsored the event and explained that the program as it was presented was not the description the library was given to advertise. The Director of Circle Health said they would not be running this program again. Nanci wanted to bring this to the trustee's attention, in case anyone complained to them.

**Next Meeting** – Action: Eric to send email or letter to Town Manager stating the Trustees don't want to filter the library's public computers.

Eric Jackson made a motion to only meet over the summer if necessary, the Director or the Chair would need to call for a meeting, the motion was seconded by the James Nolan, unanimously approved.

**Suggestions for Next Meeting** – none

Hearing no objections Chairperson Eric Jackson adjourned the meeting at 5:19 pm

Minutes Approved by:

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Eric Jackson, Chair

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Monique Verville, Trustee

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Linda Trouville, Trustee

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James Nolan, Trustee

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Gretchen Mayall, Trustee