

**M. G. Parker Memorial Library
Board of Library Trustees
Meeting Minutes
July 8, 2015**

The meeting was called to order at 4:30pm by Chairperson Linda Trouville

In Attendance: Chairperson Linda Trouville, James Nolan, John Dyer, Clee Ace and Director Nanci Milone Hill, John Hassan, Friends of the Library President was also in attendance. Board member Eric Jackson was absent.

Community Input: There was no community input. Richard Russell an active FOL member recently passed. In lieu of flowers, his obituary specified that people should make donations to the Friends. There has been over \$700 collected to date. There was a discussion regarding renaming the book nook after Mr. Russell. The Friends will discuss this at their next meeting.

Review of the minutes: from 6/17/15. A motion to accept the minutes was made by Clee Ace and seconded by John Dyer. They were unanimously approved.

Review of Bills and Payroll: Bills from the weeks of 6/19/2015 to 7/2/15, and Payroll from the weeks of 6/14/2015 to 6/30/2015 were reviewed. A motion to accept was made by Clee Ace and seconded by John Dyer. They were unanimously approved. The Director mentioned that the town manager gave the non-union staff a two percent raise which was not in the proposed budget for FY16. She believes that we can cover it from the existing budget.

Budget and Financial Report: Addendum attached. There was a discussion regarding FY16 budget. John Dyer would like to see the line items further broken down. The director informed the board that she is unable to start the process until we get the final numbers from Town Hall.

Performance Overview: Addendum attached. Circulation comparisons to other towns of our size were presented as requested by the board at the June meeting.

Director's Report. Addendum attached.

Unfinished Business: Review of Policies.

Appropriate Use Policy – changes to page 1 bullet 8 to include for the safety of *“Patrons, visitors, and employees.”* Clee Ace moved we adopt Draft 2 of the Appropriate Use Policy seconded by James Nolan - unanimously approved.

Social Networking Policy- Change to page 2 bullet 2 to read *“Dracut Public Library.”* John Dyer made a motion to adopt, Clee Ace seconded – unanimously approved.

Clee Ace made the request that all policies we review be dated.

Continuing Business-

Chairperson Linda Trouville spoke with Assistant Town Manager regarding the director's review done in March 2015. Linda Trouville's evaluation will be added to the board's review. Clee Ace mentioned that the board would not be evaluating the director that the Town Manager would. The Director indicated that the board is supposed to review the director, per MBLC

and per the Town of Dracut bylaws. A discussion regarding how the board will conduct the director's review in subsequent years ensued. John Dyer suggested the director put together a form to review. The Director pointed out that the Trustees at other libraries take the Director's job description and make a review report based on that. The Director here does not have a job description. Cleo Ace believes that Human Resources may have one. Linda Trouville will make an appointment with the Town Manager to ask him if the town has plans to put something together to review the Director and to go over the Town bylaws that state that the Director is under the review of the Board. Town of Dracut By Laws with amendments through November 1, 2010, Chapter 11, page 50.

New Business:

Cleo Ace motioned to have no town meeting in August unless necessary, seconded by James Nolan. -unanimously approved.

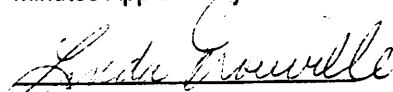
Next Meeting-

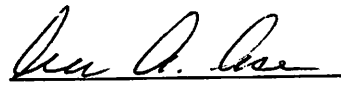
Status - Long Range Planning


Suggestions for Next Meeting-


Hearing no objections Chairman Linda Trouville called the meeting at 5:45pm.

Minutes Approved by:


Linda Trouville, Chairperson


Cleo Ace, Trustee


John Dyer, 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 July 8, 2015 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

LIBRARY USE POLICY DRAFT

SOCIAL MEDIA POLICY DRAFT

DIRECTOR'S EVALUATION

NEW BUSINESS

BOOK NOOK NAMING REQUEST

FY2017 BUDGET PREPARATION

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.

**FY2015 Circulation Comparisons
MVL Similar-size Libraries**

System	Population	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Total
Westford \$64.43	21,951	36,045	28,152	25,856	25,098	22,877	25,245	25,195	25,971	30,020	26,902	23,918	295,279
Wilmington \$47.59	22,325	20,394	16,958	16,683	17,080	16,126	15,536	16,982	16,425	19,045	17,442	14,512	187,183
Burlington \$54.29	24,498	28,652	24,528	22,807	23,817	21,164	21,585	21,879	21,898	25,584	22,476	20,211	254,601
North Andover \$31.01	28,352	19,641	16,445	16,234	16,512	14,220	13,086	14,438	14,635	16,542	15,498	13,827	171,078
Tewksbury \$32.00	28,961	25,505	22,121	20,016	19,917	17,313	16,551	17,607	17,157	19,425	17,647	15,817	209,076
Dracut \$25.14	29,457	22,204	19,507	17,496	19,024	14,901	15,944	16,414	16,049	18,668	16,861	13,554	190,622

**M.G. Parker Memorial Library
Circulation Attendance
2006 - 2015**

CIRCULATION

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
January	8,102	16,424	17,818	21,186	20,677	20,724	20,196	15,948	10,095	17,363
February	7,917	15,700	18,760	21,967	21,459	19,668	21,812	20,938	19,392	16,767
March	10,320	17,832	19,914	23,674	22,823	23,655	22,865	20,555	20,874	19,447
April	762	15,922	18,689	22,166	19,967	20,477	21,206	21,352	18,769	17,450
May	14,145	15,606	17,778	20,116	18,720	19,380	21,591	18,292	17,828	14,475
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	
August	21,518	21,254	22,381	24,728	24,948	26,785	24,502	24,245	20,262	
September	15,278	15,410	19,691	20,258	20,451	20,246	18,531	19,893	11,510	
October	16,460	18,294	20,920	21,789	21,412	20,717	21,054	20,118	19,806	
November	15,010	15,481	18,505	19,889	20,308	21,280	17,517	17,146	15,042	
December	12,294	12,604	16,327	19,606	17,846	17,772	15,949	17,566	16,740	
TOTALS	161,383	205,765	237,907	270,025	257,300	257,775	252,415	232,520	210,907	

PATRON ATTENDANCE

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
January		12,011	12,492	12,750	12,352	10,869	12,191	12,089	10,684	9,102
February		10,354	13,144	13,183	12,100	11,140	13,141	11,826	12,525	9,770
March		12,687	14,532	14,634	14,649	13,842	13,703	12,568	12,404	10,993
April		11,682	13,726	14,478	12,367	12,767	12,756	13,252	11,331	10,839
May	9,336	10,780	12,172	11,898	11,582	11,969	12,138	11,271	10,664	10,664
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	
September	12,784	10,944	12,812	12,234	12,151	12,425	11,874	11,819	10,312	
October	13,231	12,553	13,158	12,883	12,529	12,960	11,979	11,012	11,832	
November	12,743	10,657	11,665	11,535	11,961	12,414	9,583	9,871	8,812	
December	9,809	9,036	10,415	11,145	10,065	10,879	10,455	9,699	9,111	
TOTALS	98,744	141,928	161,231	162,777	152,096	152,334	149,902	142,828	127,799	

**M.G. Parker Memorial Library
FY2015 Performance Overview**

	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15
First Time Checkout	18,985	16,409	14,641	15,771	12,168	13,116	13,734	13,064	15,551	13,953	11,068	14,346
Desk Renewal	982	1,109	869	909	689	861	806	839	829	815	713	761
OPAC Renewal	2,237	2,079	1,986	2,344	2,044	1,964	1,874	2,141	2,288	2,093	1,773	1,565
Overdrive / Audio	37	90	77	107	125	110	138	118	143	98	142	143
Overdrive / e-Books	184	283	229	236	277	287	370	282	294	214	343	355
Overdrive Streaming Video	NA	NA	NA	NA	NA	2	4	7	2	1	1	0
Overdrive / TOTAL	221	373	306	343	402	399	512	407	439	313	486	498
Freegal Downloadable Music	395	292	265	439	323	400	437	316	340	276	347	292
Total Checkouts	22,820	20,262	18,067	19,806	15,526	16,740	17,363	16,767	19,447	17,450	14,387	17,462
Total Checkins	21,948	20,468	18,585	18,543	15,042	17,608	15,574	15,600	18,738	16,984	14,475	15,749
Requests Placed at mdr	2,445	2,284	2,223	2,424	1,935	2,179	2,049	2,008	2,966	2,351	2,329	2,510
Requests Cancelled	431	399	338	324	333	378	258	292	376	269	408	368
Holds Fulfilled	2,227	2,164	2,114	2,231	1,730	2,000	2,113	1,921	2,176	2,273	1,918	2,165
Users Added	101	99	65	71	51	39	48	52	72	49	46	83
Copies Added	798	499	547	560	575	521	202	333	690	631	534	593
Bib Records Added	222	126	154	128	113	110	21	51	157	208	117	166
<i>Children's Programs</i>	48	23	19	20	7	21	10	18	18	15	0	0
Children's Attendance	1,571	641	441	414	165	319	155	300	384	372	0	0
<i>Young Adult Programs</i>	4	5	3	2	9	5	4	5	9	7	2	2
Young Adult Attendance	45	36	86	14	26	34	28	32	70	20	22	31
<i>Adult Programs</i>	2	0	9	20	10	9	6	13	8	1	8	9
Adult Attendance	87	0	101	171	101	164	53	108	44	80	60	125
<i>Community Meetings</i>	10	10	5	5	5	2	5	3	6	3	8	4
Community Meeting Attendance	73	65	96	81	2930*	27	46	44	58	47	803*	83
<i>Quiet Study Use</i>	58	50	56	61	46	71	54	56	79	38	73	79
Quiet Study Room Attendance	100	95	103	104	77	118	84	102	125	111	133	185
TOTAL Adult Volunteers	7	6	5	5	5	4	4	4	4	4	5	7
TOTAL Adult Vol. Hours	92	51	63	52	49	48	39	21	53	44	59	114

* Includes election

Top Circulating Items

Adult DVDs	2,717	J Easy Reader	1,437	Adult BOCD	634
Adult Fiction	2,342	J DVDs	1,055	YA Fiction	597
JE or JJ Books	1,932	J Fiction	1,040	Adult Music CDs	577

Parker Memorial Library
DIRECTOR'S REPORT– JULY 2015

BUILDING

On Monday, June 22nd, Jeff Hall from ASAP Sprinkler Corporation came out to give us a quote on some sprinkler work. The rusted pipe in our sprinkler control system needed to be repaired. On Monday, June 29th, Jimmy from ASAP came and drained down both the wet and dry systems. He replaced the gauges and tested the system afterwards. He also posted some signage that needed to be replaced to pass our building inspection. The total cost was \$1,055.00. We will be paying for this out of our FY2015 Revolving Account.

On Monday, June 22nd, Dennis Keraghan from Mercier Electric came to replace the elevator room exhaust fan. The cost for labor and repairs came to \$1,933.66. This was part of the work that needed to be done in order for us to pass our building inspection. It has been paid for out of our FY2015 Revolving Account.

On Thursday, June 25th, Dave Lamoreaux noticed that the exterior covered outlet to the front door of the old building, facing Arlington Street, was vandalized. It was hanging from the building and the cover was on the ground. As he tried to lift the box, it shorted out. He marked off the area with yellow tape. In addition, we have two lights in the building that Dave thinks need attention. He has put new bulbs in these sockets, but they are not working. One is in the mezzanine on the second set of wheel lights. The other is a recessed light in the children's room over the circulation desk. On Friday, June 26th, Jason Mercier from Mercier Electric came out to check on the work that needs to be done. Jason is going to email us a quote for all of the work that needs to be done. Once this work is completed, we will contact the Building Inspector to schedule our re-inspection.

TECHNOLOGY

We have recently procured 18 "Launchpads." "Launch pads" are the first-ever, secure, pre-loaded learning tablets created just for children in a circulation environment. These are durable tablet computers for children ranging from preschool to elementary age that come pre-loaded with a variety of specialized apps for fun and learning. The titles, which were chosen by our Children's Librarian, Penny Berube, include:

- Alien Takeover
- Animals on the Bus
- Cook it Up
- Giddy-Up Let's Create
- Go Garden..Grow
- Hop On
- I Can Build That
- I See the Science
- Let's go Underwater

- On the Job
- Out of This World
- Pizza Party
- Prehistoric Playground
- Problem Solver
- Super Science
- What a Dream
- Word Search
- You Auto Know

Diane Annunziato and Penny are currently working on a procedure for check-out, which will mimic our e-Reader lending policy. Deric Wilson is currently working on cataloging them. We expect to be able to offer them for check-out starting in August.

Tricia Smith has donated two e-reader donations (including accessories). One is a nook "color" and the other is a nook white "touch." They have been wiped and de-registered so that we can lend them out to patrons. We will be sending her a thank you note.

We have purchased extra (larger) monitors for both Carole Hamilton and Deric Wilson. These will be especially helpful to them as we move towards using the Evergreen Acquisitions module this fiscal year. Having two screens makes the Evergreen batch edit process almost ten times faster and easier. The batch edit process often demands that you export lists and re-import them in different windows to move information around. The extra screen makes it possible to keep track of this. It also goes a long way to allow them to view selection lists in iPage as well as Evergreen. It is also helping a great deal with the re-barcoding of music CDs project that Deric is now involved in.

We have been doing some exciting things with social media. I have begun putting all of the adult titles that we order on our Pinterest page. We now have Pinterest boards for "Coming June 2015," "Coming July 2015," and "Coming August 2015." Cathy Bence has placed links to these boards on our library's homepage. Once you visit the Pinterest board, you can click on a title and be brought to the record for that book in our catalog. It is my hope that promoting these boards will allow our patrons to know what titles are forthcoming, the better to place holds on those items sooner. I have already heard back from several patrons about how excited they are about these boards. This exercise is also helping us to make sure we order forthcoming titles at least three months in advance. Doing so reduced the chance that the titles we want will be on backorder, resulting in longer wait times for our patrons.

I have been experimenting with sharing our Constant Contact posts with our social media sites. On July 1st, I sent out our Summer Reading Newsletter via Constant Contact. Using their "promote with social media" tab, I was able to share that newsletter on both the Dracut Library's Facebook page and the Friends of Dracut Library's Facebook page.

FRIENDS

The Friends met last on Wednesday, June 24th.

There are currently 84 paid Friends members.

The Book Nook has taken in \$1,000 more than they had at this time last year.

John Hassan and another Friend set up a table at the Conway Freight "Safety Day." They gave away Friends information and received one new member. They expect that Conway will be giving them another donation. They felt very positive about the experience.

The Friends are once again planning to have a table at Old Home Day this year. Following the plan put in place last year, they will have information and bracelets to give away, as well as raffles for two "Friends" bags full of books. We will also provide them with publicity materials for our "Dracut Reads" program. Old Home Day is scheduled for September 12th this year.

As of the meeting date, the Friends had received \$655.00 in donations in memory of Richard J. Russell.

It was decided to repeat last year's October Restaurant Fundraiser. They will look into options for a restaurant to partner with. Owen & Ollie's was mentioned as a possibility.

A "Friends" Yard Sale on the Parker front lawn on the same date as the church yard sale next door was discussed. It was felt that this would benefit both the church and the library as the publicity would be greater and those attending one sale would naturally drift to the other sale. The Friends will bring items from their own homes, and have a table of books for sale. Gretchen will be checking with the church to be sure they are in agreement.

A DVD/CD disc cleaning/repair fundraiser was discussed. The Friends would purchase the cleaning materials for use with the new library VennMill Hybrid 2.0 machine, and designate a date and hours for one of the Friends to be available to clean/refinish patron DVDs/CDs at a nominal cost per disc. Diane will be reporting to them next month on the materials cost. A decision will be made as to whether this is a viable fundraiser at that time. If they go ahead with this and it is successful, it can become a regular service several times a year.

The Friends discussed participating in the "Cradles to Crayons" Pajama program this fall. They are getting more information, but expect to take part.

The offer of a donation of books to the Friends from the Dracut High School Librarian was discussed. There was some concern that the books would be of poor quality, castoffs in poor condition. It was decided that the Friends would send some people to check out their condition/quality.

There will be no July meeting. The next meeting will be held on Wednesday, August 24th at 6:30 pm.

PROGRAMS

The following programs are scheduled from July 8, 2015 – August 12, 2015:

- Mad Science Lab Works. Wednesday, 7/8/15 at 2:30 pm. Grades 1-5.
- Parker Library Adult Writer's Group. Wednesdays at 6:30 pm. 7/8/15 & 8/5/15.
- Hero Story Time. Thursdays, at 10:30 am on 7/9/15, 7/16/15, 7/23, 7/30/15 & 8/6/15. Children ages 2 – Kindergarten.
- Bingo. Thursday. Thursday, 7/9/15 at 2:30 pm. Grades 1-5.
- Bambinos Story Time. Fridays at 10:00 am on 7/10/15, 7/17/15, 7/24/15 & 7/31/15. Children under the age of 2.
- Lego Club. Fridays at 2:30 pm on 7/10/15, 7/17/15, 7/24/15 & 8/7/15. Grades 1-5.
- Superhero Day. Monday, 7/13/15 from 10:30 am – 11:30 am. Ages 2-7.
- Friendship Bracelets. Monday, 7/13/15. Two sessions. 2:30 pm and 4:00 pm. Grades 1-5.
- The Greg and Axle Show. Tuesday, 7/14/15 at 10:30 am.
- Tween Book Group. Tuesday, 7/14/15 at 6:00 pm. Ages 6-15.
- Pinto Bella Hoops. Wednesday, 7/15/15 at 2:30 pm.
- Smash! Wednesday, 7/15/15 at 4:30 pm. Young Adults.
- Tile Art Necklaces. Monday, 7/20/15. Two sessions. 2:30 pm and 4:00 pm. Grades 1-5.
- Escape the Ordinary Film Festival: *The Time Traveler's Wife*. Monday, 7/20/15 at 6:00 pm. Adults.
- The Great Rolando. Tuesday, 7/21/15 at 10:30 am.
- Adult Coloring Group. Tuesday, 7/21/15 at 6:00 pm.
- Dream Catchers. Monday, 7/27/15. Two sessions. 2:30 pm and 4:00 pm. Grades 1-5.
- Escape the Ordinary Film Festival: *The Pianist*. Monday, 7/27/15 at 6:00 pm. Adults.
- Creature Teachers. Tuesday, 7/28/15 at 10:30 am.
- Tween Movie: *Because of Winn-Dixie*. Tuesday, 7/28/15 at 5:30 pm. Ages 6-15.
- Mad Science Space Travel. Wednesday, 7/29/15 at 2:30 pm. Grades 1-5.
- Christmas in July. Thursday, 7/30/15 at 2:30 pm. Grades 1-5.
- Pendant Crafts. Monday, 8/3/15. Two sessions. 2:30 pm & 4:00 pm. Grades 1-5.
- Escape the Ordinary Film Festival: *Norma Rae*. 6:00 pm. Adults.
- Egg Drop Contest. Wednesday, 8/5/15 at 6:30 pm.
- Ronald McDonald. Friday, 8/7/15 at 10:30 am.
- Carnival Day. Monday, 8/10/15 from 10:30 am – 11:30 pm. Ages 2-8.
- Magnet Craft. Monday, 8/10/15. Two sessions. 2:30 pm & 4:00 pm. Grades 1-5.
- Escape the Ordinary Film Festival: *The Imitation Game*. 6:00 pm. Adults.
- Farmer Minor & Daisy. Tuesday, 8/11/15 at 10:30 am.
- Tween Book Club. Tuesday, 8/11/15 at 6:00 pm. Ages 6-15.
- Mad Science Lab Works. Wednesday, 8/12/15 at 2:30 pm. Grades 1-5.

MVLC

The Merrimack Valley Library Consortium moved its headquarters from 1600 Osgood Street in North Andover, to 4 High Street in North Andover over the weekend of June 26th. The move was managed with little disruption of patron services.

As of July 1st, all MVLC libraries will be offering Freegal. Freegal is a free, downloadable music service. The Parker Library has been offering this service over the past year, with an average of 250 patron downloads per month. With the new contract, brokered by MVLC, our patrons will not only receive 5 free music downloads per month, but also 3 hours of free streaming music per day.

In May, MVLC changed their Overdrive policy to allow for more frequent purchasing of bestsellers and for a smaller holds to title ratio for the purchase of additional copies. It is hoped that these changes will lessen the wait time for popular titles. Beginning in July, overdrive downloads will be set to check-out for three weeks so that they match the loan period for physical items. This was in response to patron's requests for longer lending periods. Up until this point, patrons had to choose whether or not they wanted to check out the downloaded item for one, two, or three weeks. Patrons choosing to check out materials for longer than one week will still be able to return the items early, should they finish before the due date. We will see how this goes and re-asses in six months.

STAFF NEWS

On Tuesday, June 23rd, Diane Annunziato and Cathy Bence appeared as witnesses in Lowell District Court in the DVD theft case against Jake Todisco. The defendant's attorney was unable to appear in court on that day. The case was continued to October 1st at 8:30 am.

As of July 1st, our part-time employees will be able to accrue one hour of sick time for every thirty hours they work. Our part-timers will be able to accrue up to five days of sick time per year.

On July 1st, I assumed my new responsibilities as Vice-President/President-Elect of the Massachusetts Library Association. I became Past-President of the Merrimack Valley Library Consortium.

Our part-time Young Adult Librarian, Anna Call, has hit the ground running. She has partnered with an outside group to offer a regular *Smash* program here at the Library. She is running a summer reading incentive program with our teens, and is responsible for the wonderful superhero-themed teen display in our lobby. In addition, she has put together a staff-only blog and is instructing all staff members on its use. This blog will replace the notebook that we currently use to convey important information among the staff.

Respectfully Submitted,

Nanci Milone Hill
Library Director