

**M. G. Parker Memorial Library
Board of Library Trustees
Meeting Minutes
September 9, 2015**

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

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

Community Input- There was no community input

Review of the minutes from July 8, 2015 a motion to accept the minutes was made by Clee Ace and seconded by Jim Nolan - unanimously approved.

Review of Bills and Payroll- Bills from the weeks of 7/10/15 to 9/3/15, and Payroll from the weeks of 7/1/15 to 9/6/15, a motion to accept was made by Jim Nolan and seconded by Eric Jackson - unanimously approved

Budget and Financial Report – Addendum Attached

Performance Overview- Addendum Attached

Directors Report- Addendum Attached

Unfinished Business -

Roof Tiles - the Director passed around photos of the tiles proposed as replacements for those that were ruined during last year's major snow storm. Clee Ace made a motion to approve the tiles, seconded by Eric Jackson – unanimously approved.

Director's Evaluation Form Draft – Linda Trouville suggested that a sub-committee be formed to research and put together a draft of a new form to be used for the Director's evaluation. The draft will then be brought back to the full board for approval. Linda and Jim Nolan volunteered to be a part of the committee. A motion was made by Eric Jackson to approve the sub-committee, seconded by Clee Ace – unanimously approved.

Long-Range Plan Committee Update – no news to report.

Clock in the Old Building – Clee Ace raised concern about the clock in the old building that is on long-term loan from Harvey Gagnon. She felt that it might be prudent to ask Harvey to make a decision as to what should happen to the clock after he is gone. Linda Trouville volunteered to speak with Harvey.

New Business-

Closing on October 1, 2015 for staff development – the Director asked permission to close the building on October 1st for all-day staff training. This is to be the first session of a year-long genre study, as dictated by the terms of the \$15,000 grant

that we were awarded by the Massachusetts Board of Library Commissioners with Chelmsford. A motion was made by Eric Jackson to approve the closing, seconded by Jim Nolan – unanimously approved.

Closing Saturday, December 26th and Saturday, January 2nd. – Since both Christmas and New Year's Day fall on Fridays this year, the Director asked for permission to close the building on the Saturday following both holidays. Town Hall is closed on Saturdays. A motion for approval was made by Eric Jackson and seconded by Clee Ace – unanimously approved.

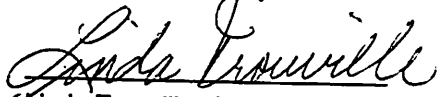
Drafts of updates on both the Collection Development Policy and the Bulletin Board Policy were handed out – to be discussed at the September meeting.

A discussion of the Massachusetts General Laws pertaining to public libraries was carried over as its inclusion was requested by John Dyer, who was not present.

Next Meeting- Wednesday, October 14, 2015.

Suggestions for Next Meeting- None.

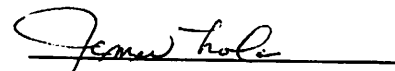
Minutes Approved by:


Linda Trouville, Chairperson


Clee Ace, Trustee

Absent


John Dyer, Trustee


James Nolan, Trustee


Eric 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 September 9, 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

ROOF TILES

DIRECTOR'S EVALUATION FORM DRAFT

LONG-RANGE PLAN COMMITTEE UPDATE

CLOCK IN THE OLD BUILDING

NEW BUSINESS

CLOSING ON OCTOBER 1, 2015 – STAFF DEVELOPMENT

CLOSING SATURDAY, DECEMBER 26, 2015

COLLECTION DEVELOPMENT POLICY UPDATE

BULLETIN BOARD POLICY UPDATE

DISCUSSION OF MASSACHUSETTS GENERAL LAWS PERTAINING TO PUBLIC LIBRARIES

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.

FY2016 Budget
Board Report

		FY2016 APPROPRIATION	FY2016 SPENT	FY2016 UNSPENT	FY2016 % UNSPENT
5110	Department Payroll	401,768.00	66,945.98		83.3%
5120	Temp. / PT Payroll	102,820.00	14,452.80		85.9%
5140	Longevity	4,025.00	-		100.0%
5210	Electricity	40,000.00	2,361.58		94.1%
5212	Gas	21,000.00	304.50		98.6%
5230	Water Charges	1,900.00	356.56		81.2%
5231	Sewer Charges	650.00	-		100.0%
5241	Service Contracts	65,000.00	42,749.81		34.2%
5291	Custodial & Housekeeping	4,000.00	151.73		96.2%
5340	Telephone	1,500.00	298.65		80.1%
5341	Postage	1,200.00	1.42		99.9%
5420	Office Supplies	1,700.00	565.76		66.7%
5421	Computer Supplies	2,000.00	-		100.0%
5423	Duplicating Supplies	300.00	-		100.0%
5430	Building Main. Expense	5,800.00	458.71		92.1%
5432	Security Equipment	300.00	-		100.0%
5433	Equipment Maint. Expense	800.00	-		100.0%
5581	Library Supplies	5,000.00	196.94		96.1%
5586	Library Programming	1,000.00	41.90		95.8%
5712	Mileage Reimbursement	2,000.00	269.23		86.5%
5730	Dues & Publications	100,000.00	20,345.86		79.7%
5884	Machinery & Equipment	1,000.00	-		100.0%
TOTAL APPROPRIATION		763,763.00	149,501.43	614,261.57	80.4%
RESERVE/REVOLVING FUNDS			SPENT		
2-3571-0000-5200		20,000.00	-		
2-3571-0000-5400		10,000.00	1,895.00		
TOTAL RESERVE/REVOLVING FUNDS		30,000.00	1,895.00		
TOTAL LIBRARY OPERATING		793,763.00	151,396.43	614,261.57	80.4%

M.G. Parker Memorial Library
Performance Metrics

CIRCULATION

	2009	2010	2011	2012	2013	2014	2015
January	21,186	20,677	20,724	20,196	15,948	10,095	17,363
February	21,967	21,459	19,668	21,812	20,938	19,392	16,767
March	23,674	22,823	23,655	22,865	20,555	20,874	19,447
April	22,166	19,967	20,477	21,206	21,352	18,769	17,450
May	20,116	18,720	19,380	21,591	18,292	17,828	14,475
June	26,120	23,094	22,471	22,115	19,635	19,241	15,749
July	28,526	25,595	24,600	25,077	16,832	21,348	18,257
August	24,728	24,948	26,785	24,502	24,245	20,262	22,428
September	20,258	20,451	20,246	18,531	19,893	11,510	
October	21,789	21,412	20,717	21,054	20,118	19,806	
November	19,889	20,308	21,280	17,517	17,146	15,042	
December	19,606	17,846	17,772	15,949	17,566	16,740	
TOTALS	270,025	257,300	257,775	252,415	232,520	210,907	

PATRON ATTENDANCE

	2009	2010	2011	2012	2013	2014	2015
January	12,750	12,352	10,869	12,191	12,089	10,684	9,102
February	13,183	12,100	11,140	13,141	11,826	12,525	9,770
March	14,634	14,649	13,842	13,703	12,568	12,404	10,993
April	14,478	12,367	12,767	12,756	13,252	11,331	10,839
May	11,898	11,582	11,969	12,138	11,271	10,664	10,664
June	15,650	13,046	13,063	12,114	10,779	10,849	9,780
July	17,236	14,440	14,343	14,768	14,321	16,025	10,597
August	15,151	14,854	15,663	15,200	14,321	12,361	12,268
September	12,234	12,151	12,425	11,874	11,819	10,312	
October	12,883	12,529	12,960	11,979	11,012	11,832	
November	11,535	11,961	12,414	9,583	9,871	8,812	
December	11,145	10,065	10,879	10,455	9,699	9,111	
TOTALS	162,777	152,096	152,334	149,902	142,828	127,799	

M.G. Parker Memorial Library
FY2016 Performance Overview

FY 2016 PERFORMANCE OVERVIEW

	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Jun-16
First Time Checkout	14,346	17,451				
Desk Renewal	761	1,077				
OPAC Renewal	1,565	2,185				
Overdrive / Audio	173	154				
Overdrive / e-Books	394	406				
Overdrive Streaming Video	2	4				
Overdrive / TOTAL	569	564				
Freegal Downloadable Music	238	256				
Freegal Streaming Music	778	895				
Freegal / TOTAL	1,016	1,151				
Total Checkouts	18,257	22,428				
Total Checkins	15,749	19,563				
Requests Placed at mdr	2,510	2,773				
Requests Cancelled	368	441				
Holds Fulfilled	2,165	2,310				
Users Added	89	116				
Copies Added	593	693				
Bib Records Added	166	120				
Children's Programs	31	16				
Children's Attendance	923	570				
Young Adult Programs	2	3				
Young Adult Attendance	14	91				
Adult Programs	12	12				
Adult Attendance	91	71				
Community Meetings	2	1				
Community Meeting Attendance	43	9				
Quiet Study Use	75	74				
Quiet Study Room Attendance	136	145				
TOTAL Adult Volunteers	8	4				
TOTAL Adult Vol. Hours	96	75				

TOP 10

DVDs	2,885
Adult Fiction	2,821
JE or JJ	2,638
Easy Readers	1,856
J DVDs	1,536
J Fiction	1,390
Freegal Music	1,115
J PB Fiction	867
YA Fiction	849
Music CDs	595

Parker Memorial Library
DIRECTOR'S REPORT- SEPTEMBER 2015

BUILDING

On Wednesday, August 12, 2015, Carole Hamilton and I met with the owner of TNT Cleaning Company to discuss our continuing concerns about the cleaning of the building. Of utmost concern was the fact that the woman who does the cleaning continues to bring her child with her to work. Other major concerns include the fact that the furniture is still not being vacuumed, and that the atrium window has not yet been washed. The owner assured us that he would be taking personal responsibility for what happens here from now on. The next day, we were informed that he had let the woman in question go. He is hiring a new cleaner and will be personally overseeing her training. Since the previous cleaner claimed to have lost a key to our building, we felt it necessary to change the security code to the building. Carole provided Signet with a list of Emergency Contacts and set up an appointment to reset the passcode on Monday, August 17, 2015. This is the passcode for TNT Security Company. The change does not affect the code that the staff or Trustees use to enter the building.

Meadow Construction Company, the company that will be repairing our slate roof, has gotten back to us with the answers to the following questions:

1. In your professional opinion are these slates the closest match we can get?
There are at least 3 different colored slate on that roof section. By appearance it seems that this was because of repairs performed over the years. The blending is not of a pattern indicative of being planned. In addition to that, the slate are of varying sizes. If we are to do our best to match existing, our recommendation would be to go back with unfading green blended with unfading grey/green and royal purple. See attached photo (from left to right in photo: royal purple, unfading grey/green, unfading green) with all of the slate being of the same size 10"/18" or 12"/18".

2. Will you be using any of the existing slates to blend the appearance, resulting in the variegated appearance of the existing roof?
The issue with doing that is uniformity. In trying to reuse the old slate where possible, you are essentially adding an additional color to the blend. Many of the slate on that roof are most likely from quarries that have long since closed. The variation in size would be an issue as well.

3. The green in the sample picture seems [for lack of a better description- very green]. Will these lighten over time to the grayish green of the tiles in the pictures of our existing roof?
They will not fade.

4. Do you have an estimated time it will take for completion?
1-2 weeks.

5. How much disruption, if any, do you anticipate with the library open during this construction?
Things like noise, trucks and or crews (fortunately this is on the opposite side of our main entrance to the building) I would think the library could stay open during construction but there will be some noise from demolition, hammering etc.
6. Will all demolition materials be removed from the site?
Yes

On August 21, 2015, the man who collects our trash damaged the dumpster. He broke three wheels on it while trying to muster it out of its corral in order to dump it into the truck. They sent someone to fix the it within two days.

The DPW came during the week of August 24, 2015 and put up the banner for our three-month long *Dracut Reads* program. The banner is located between the banners in the front of the old building. We thank the DPW for their efforts.

TNT sent people to wash the exterior windows on Thursday, August 27, 2015. They arrived without the necessary equipment to complete the task. They didn't bring a long enough ladder to wash the second floor exterior windows or the palladium windows. Carole called and spoke with the owner three times during the course of the day to report the continuing struggle. He said that he would come out and appraise the situation at a future date and, if necessary, send a crew out again to do the top part of the palladium windows and the second floor exterior windows. This has not yet been done. Carole emailed him again on Wednesday, September 2, 2015 to ask for a status update.

Mercier Electric came on Friday, August 28, 2015 and replaced all of the emergency light batteries and let us know that it should be done every three years. They also replaced the emergency exit light batteries. This was the last item that needed to be done before we called back the building inspector. We have given him a call and are awaiting a date and time for the final inspection of the building.

The quarterly sprinkler inspection is scheduled for Thursday, September 24, 2015 at 8:30 am.

BUDGET

At the June 1, 2015 Town Meeting, people voted to approve Article 11. Article 11 stated:

To see if the Town will vote to appropriate or transfer a sum of money from available "offset receipts" for the fiscal year beginning July 1, 2015 to be used in accordance with the provisions of General Laws, Chapter 44, Section 53E ½ or act in any other way relative thereto."

The motion itself covered revolving funds for the Library, the Council on Aging, and another group. The motion was approved, giving us \$20,000 in our revolving fund.

On June 3, 2015, I emailed James Duggan, Ann Vandal, and the trustees to express my concern over this. When Clee Ace, John Dyer and I had met with James Duggan and Ann Vandal to go over our Fiscal 2016 budget request, we told them that we wanted to increase our revolving fund use to \$30,000 this year. Ann

Vandal emailed me back at 10:17 am on June 3, 2015. She indicated in that email that I was indeed correct, and that the issue could be addressed at the November Town Meeting.

COLLECTION

The Pollard Library in Lowell has accepted our offer of 20 crates of microfilm. This collection contains images of over 25 years of published issues of the *Lowell Sun*, beginning in the 1970s. The Pollard will use this resource to replace their damaged and missing spools, as well as for back-up of their own collection. We are gratified to provide supplement to a collection that receives constant use in Lowell.

COMMUNITY

The American Red Cross held a Blood Drive at the Library on July 7, 2015. They collected 31 units of blood that day. They are thrilled to have exceeded their goal of 24 units, as summer is a time of greater need for blood donations. They extend their thanks and will be contacting us soon to arrange for future collection dates.

FRIENDS

Sadly, John Hassan's granddaughter, Julia Hassan, passed away in August. The staff donated to a collection. We received \$117.00, which was donated to the Autism Speaks Foundation in memory of Julia. A letter was sent to John and his family to let them know the donation was made, and to extend our sincerest sympathies. In addition, I sent a sympathy card to the Hassan's on behalf of the staff and trustees.

The Friends met on Wednesday, August 26, 2015. During that meeting, they finalized plans for Old Home Day, where they will once again have a table. They will be raffling off two book bags full of books. They will also be checking out *Dracut Reads* books to those who have library cards and would like to check out a copy. They will have a *Dracut Reads* poster with them, as well as copies of the program guide, bookmarks, and pins.

In addition to planning for Old Home Day, they are considering an indoor miniature golf fundraiser.

The next meeting of the Friends is scheduled for Wednesday, September 30, 2015 at 6:30 pm.

INCIDENTS

Defendants Donald R. Edmond and Kaitlyn Hudson, walked into Lawrence District Court on July 27, 2015. Kaitlyn surrendered herself (there was an outstanding warrant for her arrest). Satisfied that the D.A. had enough evidence, they asked to plead the case out. The court will be disposing of the case today. They have read our victim impact statement. They will be sending us a disposition letter on both defendants. This will tell us the terms of the agreement (i.e. probably, jail time, etc). However, it will be part of the plea agreements that neither of them will be allowed to set foot in our library or on library property for one calendar year.

Diane is going to call Lowell District Court to find out from an advocate the results of the case against these two which have already been disposed of there.

Jake Todisco is the defendant who still has a pending case in both Lowell and Lawrence District Courts. This is the case that Cathy and Diane need to appear for in Lowell on October 1st, as witnesses.

On August 6, 2015, we received a letter from Jonathan A. Blodgett, District Attorney. The letter informed us that the case of the Commonwealth vs. Kaitlyn Hudson (Lawrence District Court) may be resolved on September 15, 2015. We do not need to appear in court on that date. This is in regard to the incident of stolen property that occurred at the library on October 3, 2014.

On August 12, 2015, we received a letter from Jonathan A. Blodgett, District Attorney. The letter informed us that the case of the Commonwealth vs. Donald E. Remond, regarding the case of stolen property over \$250.00 that occurred at the library on October 3, 2014, has been dismissed (Lawrence District Court).

PROGRAMS

It was a busy summer at the Parker. 685 children participated in the Summer Reading Program this year. That is in addition to the 1,443 children that attended our Children's Room programs.

112 adults participated this year, reading a total of 381 books. 162 adults attended programs. Adult prizes this summer included \$25.00 gift certificates to Dunkin' Donuts, Mama's Italian Restaurant, Owen & Ollie's Pub & Restaurant, The Village Inn, Frobie's Café, and Market Basket. The winners were:

- Leandra McKinnon
- Leann Varnum
- Jennifer Knowlton
- Denise Galligan
- Ann Marie Buczek
- Michelle Ed

67 teens participated in this year's program, reading a total of 323 books. 104 teens attended programs. Teen prizes this summer included a Kindle Fire, (4) \$10.00 iTunes gift cards, (1) \$25.00 Sam's Club gift card, and (1) \$50.00 Walmart gift card. The winners were:

- Marina Morse
- Jeremy Beaton
- Maddy Keating
- Jacob Fascione
- Alyssa Karlson
- Dan Hogan
- Sophia Nguyen
- Mark Deveau

- Virginia Fernald

UPCOMING PROGRAMS

- *Dracut Reads*: Book Discussion – Saturday, September 19, 2015 at 10:00 am.
- *Dracut Reads*: CSI Dracut – Saturday, September 19, 2015 at 1:00 pm.
- YA Gaming Club – Monday, September 21, 2015 at 3:00 pm.
- *Dracut Reads*: Say No to Bullying Story Time – Monday, September 21, 2015 at 4:45 pm. Grades K-2.
- Family Pizza & a Movie: *Paddington* – Friday, September 25, 2015 at 5:30 pm.
- *Massacre on the Merrimack: Hannah Duston's Captivity and Revenge in Colonial America*, with author Jay Atkinson – Saturday, September 26, 2015 at 1:00 pm.
- *Dracut Reads*: Friendship Party – Monday, September 28, 2015 at 6:00 pm. Grades 1-5.
- *Dracut Reads*: Friendship Story Time – Wednesday, September 30, 2015 at 10:30 am.
- Super Science – Wednesday, September 30, 2015 at 4:00 pm.
- *Dracut Reads*: Crime Scene Library – Wednesday, September 30, 2015 at 4:00 pm. Grades 6-12.
- Spooky Photo Contest – Thursday, October 1, 2015 at 12:00 pm. Grades 6-12.
- *Dracut Reads*: Youth and Violence, a Discussion – Saturday, October 3, 2015 at 1:00 pm.
- YA Tabletop Games – Monday, October 5, 2015 at 3:00 pm.
- *Dracut Reads*: Forensic Genealogy: When CSI and History Meet – Monday, October 5, 2015 at 6:30 pm.
- *Dracut Reads*: Scooby Doo Cartoon Marathon – Tuesday, October 6, 2015 at 6:00 pm. Ages 5-10.
- Halloween Window Painting – Wednesday, October 7, 2015 at 3:00 pm. Grades 6-12.
- Parker Library Adult Writers Group – Wednesday, October 7, 2015 at 6:30 pm.
- *Dracut Reads*: Self Defense for Teens – Saturday, October 10, 2015 at 10:00 am. Grades 6-12.
- Halloween Costumery for Teens - Saturday, October 10, 2015 at 1:00 pm. Grades 6-12.
- *Dracut Reads*: Book Discussion – Saturday, October 10, 2015 at 1:00 pm.

STAFF

The staff bids goodbye to both Andrew Karlson and Shantelle Harty. Andrew is off to college and we wish him well. He has expressed an interest in filling in at the library during school vacations and summers. I have spoken with Town Hall and we have kept him on the payroll. Shantelle has taken a full-time job as a medical transcriptionist. We wish her the best in her new career.

The staff welcomes three new members. Brittany Eno is our new Adult Page. Brittany is a Dracut resident. She received her B.A. from UMass Lowell in 2009. Most recently, she worked for MedTronic in Peabody, MA, where she worked as the Surgical Solutions Senior Publication Coordinator.

We welcome two new Student Pages; Mridula Lumb and Lucas Faletra. Both are residents of Dracut. Mridula is a Junior at Dracut High School. She has previously volunteered in the Children's Room with

Miss Penny. Lucas is a Junior at the Greater Lowell Technical High School, where is a Skills USA Student Advisor. We are thrilled to have both of them here with us.

We were sad to learn that Anna Call will be leaving us on September 23, 2015, for a full-time position at the Nevins Memorial Library in Methuen. I have requested from the Town Manager that we be able to post this position. I am awaiting a response. We wish Anna the best of luck in her new position.

Respectfully Submitted,

Nanci Milone Hill
Library Director