

**M. G. Parker Memorial Library
Board of Library Trustees
Meeting Minutes September 11, 2013**

In Attendance: Chairwoman, Cheryl Storm, James Nolan, John Dyer, Clee Ace, Linda Trouville, Nanci Milone Hill, and Secretary Carole Hamilton

The meeting was called to order at 4:26pm by Chairwoman Cheryl Storm

Community Input: No Community Input

Review of the minutes from August 11, 2013. A motion to accept the minutes was made by Clee Ace seconded by John Dyer. The minutes were unanimously approved.

Review of the Bills: for August 15th thru September 5th. Motion was made to approve the bills by John Dyer seconded by James Ace. The bills were unanimously approved.

Review of the Payroll: August 4th through September 7th. There were no unusual weeks. Judy Deschenes is back part-time after a six-week medical leave. The new part-time, adult page, Ashley Laferriere has begun working. John Dyer made a motion to approve the payroll. It was seconded by Clee Ace. The payroll was unanimously approved.

Directors Report (Addendum Attached): The Director indicated that we have not received the trial sheets from Town Hall for the Library. As soon as they are received, they will be sent out to the Board. The Library Director's report included updates on the FY2014 budget, circulation and attendance, and other usage statistics.

There has been concern voiced by the staff regarding the cleaning company. A letter was sent to the company by the Director. The Director then met with the manager. It was decided that they would meet monthly to address any issues that arise.

Building Maintenance Director will contact Mike Buxton at the DPW regarding correcting the problem with the sidewalks around the building. Clee Ace brought up the possibility of collaborating with local artists. The Director has been approached by some local artists and will be working on a policy and schedule to bring to the trustees.

Unfinished Business- The Director presented a revised Circulation policy that would bring us in line with MVLC's policy of stopping a patron's card when their fines reach \$10.00. Discussion ensued about taking out museum passes. John Dyer moved to table the discussion unless fines are paid up completely. The director asked they taking the passes policy out of the Circulation policy, in order to approve the other changes, citing that the Friends are responsible for museum passes. Clee Ace moved to remove item 5 from the Circulation Policy Regarding Museum Passes. The motion was seconded by James Nolan. All were in favor and the change was unanimously approved.

New Business-No new business

Suggestion for next meeting- John Dyer would like a review of the staffing personal in the building. He would like the director to make a list of the staff and what department they are working in.

Chairman Cheryl Storm would like to invite the new town manager to the trustees meetings.


Next Meeting Scheduled for October 9, 2014

Hearing no objections Chairman Cheryl Storm adjourned the meeting.


Minutes Approved by:



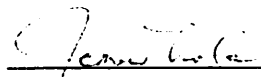
Cleo Ace, Trustee




Linda Trouville, Trustee



John Dyer, Trustee



James Nolan, Trustee



Cheryl Storm, Chair, 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 11, 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

UPDATE TO CIRCULATION POLICY

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.

FY2014 Budget

		FY2014 APPROPRIATION	FY2014 SPENT	FY2014 UNSPENT	FY2014 % UNSPENT
5110	Department Payroll	391,325.00	64,472.63	326,852.37	83.5%
5120	Temp. / PT Payroll	92,000.00	14,489.44	77,510.56	84.3%
5140	Longevity	5,250.00	1,025.00	4,225.00	80.5%
5210	Electricity	39,000.00	4,133.14	34,866.86	89.4%
5212	Gas	21,000.00	98.69	20,901.31	99.5%
5230	Water Charges	1,900.00	493.66	1,406.34	74.0%
5231	Sewer Charges	650.00	-	650.00	100.0%
5241	Service Contracts	75,000.00	46,784.37	28,215.63	37.6%
5291	Custodial & Housekeeping	4,000.00	243.24	3,756.76	93.9%
5340	Telephone	1,500.00	225.60	1,274.40	85.0%
5341	Postage	1,200.00	10.46	1,189.54	99.1%
5420	Office Supplies	1,700.00	600.49	1,099.51	64.7%
5421	Computer Supplies	2,000.00	-	2,000.00	100.0%
5423	Duplicating Supplies	300.00	-	300.00	100.0%
5430	Building Main. Expense	5,700.00	1,163.78	4,536.22	79.6%
5432	Security Equipment	300.00	-	300.00	100.0%
5433	Equipment Maint. Expense	800.00	-	800.00	100.0%
5581	Library Supplies	5,000.00	244.60	4,755.40	95.1%
5586	Library Programming	1,000.00	45.98	954.02	95.4%
5712	Mileage Reimbursement	400.00	88.71	311.29	77.8%
5730	Dues & Publications	87,000.00	11,819.64	75,180.36	86.4%
5884	Machinery & Equipment	1,000.00	-	1,000.00	100.0%
TOTAL APPROPRIATION		738,025.00	145,939.43	592,085.57	80.2%

RESERVE/REVOLVING FUNDS	SPENT
571-0000-5200	-
571-0000-5400	-
TOTAL RESERVE/REVOLVING FUNDS	-

TOTAL LIBRARY OPERATING	738,025.00	145,939.43	592,085.57	80.2%
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Friends of the DRACUT PUBLIC LIBRARY

28 Arlington Street, Dracut, MA 01826

friends@dracutlibrary.org
www.dracutlibrary.org/friends

Friends Support the Library

- By their volunteering and fundraising efforts.
- By encouraging gifts, endowments, and bequests to the Library.

Friends Have Contributed

- Museum passes (i.e., New England Aquarium, Museum of Science, etc.)
- Programming for Adults, Children, and Teens
- An annual scholarship for a worthy college-bound student.

Friends Activities Include

Timely & Topical Programs	Friends' Book Store	Holiday Raffle
Family Pizza & a movie Nights	Annual Used Book Sale	Old Home Day

NAME _____ PHONE _____

ADDRESS _____

EMAIL _____

FRIENDS MEMBERSHIP APPLICATION

(Checks should be made out to *Friends of the Dracut Library*)

Would you like to help with Friends' activities? _____ YES _____ NO

Mail to:

Friends of the Dracut Library
Parker Memorial Library
28 Arlington Street
Dracut, MA 01826

MEMBERSHIP OPTIONS

\$10 College Student _____	\$50 Dear Friend _____
\$10 Senior _____	\$100 Benefactor _____
\$15 Individual _____	\$250 Lifetime _____
\$25 Family _____	Friends Scholarship _____

Parker Memorial Library. Information. Ideas. Experience.

28 Arlington St. Dracut, MA. 01826 | 978-454-5474 | www.dracutlibrary.org

OCTOBER IS LIBRARY CARD SIGN-UP MONTH

The Smartest Card

Get It. Use It.

@ the Parker Memorial Library... and at these fine Dracut establishments



Show your Dracut Library card during the month of October and receive a **20% discount** off your total order (*food only*). Only one library card is needed per table. Offer expires 10/31/13

91 Mill Street. Dracut, MA
978-957-4400



Show your Dracut Library card during the month of October and receive **\$5.00 off** your order of \$30.00 or more. Offer expires 10/31/13

101 Broadway Road. Dracut, MA
1734 Lakeview Ave. Dracut, MA

978-453-0083

Show your Dracut Library card during the month of October and receive a **20% discount** on any purchase. Offer expires 10/31/13

1734 Lakeview Ave. Dracut, MA
978-455-7315

*Check our web page for more exciting offers
from local businesses!*

www.dracutlibrary.org

**Parker Memorial Library
Circulation Policy**

I. CARD ELIGIBILITY AND REGISTRATION

A library card should be applied for – at least 20 minutes before the closing of the Library.

Youth under 16 years of age must have the permission of their parent or guardian.

A child must be able to write or print their name.

To register for a library card, a Dracut resident needs to:

- Present a current valid driver's license with a current Dracut address OR a current valid government issued photo ID with a current Dracut address.
- If neither a driver's license or a government-issued photo ID with a current Dracut address can be presented:
Present a current valid driver's license OR a government-issued photo ID AND present one of the following with a current Dracut address: property tax bill, car registration, excise tax bill, renter's lease, utility bill, or postmarked mail.

To register for a library card, a Dracut taxpayer needs to:

- Present a current valid driver's license with a current address AND a property tax bill.

To register for a Dracut-only library card, a Dracut taxpayer needs to:

- Purchase a Dracut library card (see Fine & Fee schedule)
- Present a current valid driver's license with a current address OR a current valid government-issued photo ID with a current address.

To register for a "MVLC" library card for inter-library loan, an out-of-state resident needs to:

- Purchase a MVLC library card (see Fine & Fee schedule)
- Present a current valid driver's license with a current address OR a current valid government-issued photo ID with a current address.

III. LOST CARD

If a *Parker Memorial Library* card is lost, a patron may apply for a new card by showing valid identification, paying a non-refundable replacement fee, and clearing any existing fines on their account.

IV. BORROWING

To borrow materials or access their account in Dracut, residents of Dracut or other Merrimack Valley Library Consortium (MVLC) communities need to:

- Provide their MVLC library card OR a current valid driver's license with a current address OR a current valid state ID card with current address.

To borrow materials or access their account in Dracut, residents of other MA communities need to:

- Provide a library card from their city or town of residence.
- Present a valid driver's license with current address OR a current valid government-issued ID with a current address.

Children who do not have their library card may not check out materials.

The Library assumes that the person using a library card is the owner of that card or has the permission of the owner to use the card.

Material	Borrowing Period	Borrowing Limit	Renewals
HOT Books	1 week	Unlimited	No
HOT DVDs	3 days	3 maximum	No
HOT CDs	3 days	3 maximum	No
Fiction Books	3 weeks	Unlimited	Twice
Non-Fiction Books	3 weeks	Variable **	Twice
Magazines	1 week	Unlimited	No
DVDs & VHS	1 week	Unlimited	Twice
Music CDs	3 weeks	Unlimited	Twice
Video Games	2 weeks	3 maximum	No
Museum Passes	See Section IV	2 per month	No

*** We ask that patrons check out only a reasonable number of books on a single subject at one time. The Library reserves the right to limit items to three per subject for school projects.*

After the 9 week borrowing period, a returned item must be shelved before being taken out again. It must remain on the shelf for 24 hours before being taken out by the patron who just returned the item.

An item is only renewable if no hold exists on the item.

V. MUSEUM PASS BORROWING

Museum passes are available to:

- Patrons with a current valid Parker Memorial Library card – including purchased library cards.
- Patrons with a current MVLC or Massachusetts library card and a current “individual” membership in the Friends of Dracut Library.

Patrons reserving passes must be 18 years of age or older, and their cards must have fines less than \$10.00.

Museum passes are reserved on a first-come, first-serve basis.

Families may reserve 1 pass per day and a total of 4 passes in a 60-day period.

Returnable passes are due back by 9:15 am the next day that the library is open. Passes may be returned in the book drop if the library is closed.

Please call the library if your plans change and you will not need the pass. If you reserved a pass online, you can cancel up to 24 hours in advance.

A “per day” fine (see Fine & Fee schedule) will be charged until the pass is returned. The patron is responsible for the replacement cost of lost or damaged passes.

VI. FINES & FEES

See Fine & Fee schedule

VII. REPLACEMENT COSTS

See Fine & Fee schedule

VIII. SPECIAL SERVICES

INTERLIBRARY LOAN (ILL)

Patrons may request that the Library locate and borrow for their use, a specific material that is not available in the Merrimack Valley Library Consortium (MVLC) or Virtual Catalog. ILL requests may take 2-3 months to arrive; and in some cases, an ILL request may not be available. Depending on the lending library, a processing fee may be applicable.

IX. HOLDS

Patrons may reserve a specific item that is checked-out by another patron. When the item is available, a patron will have 7 days to pick up those materials. HOT materials cannot be reserved.

X. DENIAL OF BORROWING PRIVILEGES

To ensure that no one patrons accrues excessively high fines, patrons will have their borrowing

privileges denied if fines accede \$10.00 or if their account has more than 1 item billed.

XI. RESPONSIBILITY

Library patrons are responsible for all materials checked out on their own cards or the cards of children for whom they have assumed responsibility.

If a patron allows others to check out materials on his or her card, those materials are still the responsibility of that patron.

XII. CONFIDENTIALITY OF USER RECORDS

See Confidentiality Policy

Approved by the Board of Trustees on February 8, 2011.

Ammended on January 11, 2012 and September 11, 2013.

Circulation Attendance

CIRCULATION

	2006	2007	2008	2009	2010	2011	2012	2013	% Change
January	8,102	16,424	17,818	21,186	20,677	20,724	20,196	15,948	-26.6%
February	7,917	15,700	18,760	21,967	21,459	19,668	21,812	20,938	-4.2%
March	10,320	17,832	19,914	23,674	22,823	23,655	22,865	20,555	-11.2%
April	762	15,922	18,689	22,166	19,967	20,477	21,206	21,352	0.7%
May	14,145	15,606	17,778	20,116	18,720	19,380	21,591	18,292	-18.0%
June	19,006	18,555	18,436	26,120	23,094	22,471	22,115	19,635	-12.6%
July	20,571	22,683	28,688	28,526	25,595	24,600	25,077	16,832	-49.0%
August	21,518	21,254	22,381	24,728	24,948	26,785	24,502	24,245	-1.1%
September	15,278	15,410	19,691	20,258	20,451	20,246	18,531		
October	16,460	18,294	20,920	21,789	21,412	20,717	21,054		
November	15,010	15,481	18,505	19,889	20,308	21,280	17,517		
December	12,294	12,604	16,327	19,606	17,846	17,772	15,949		
TOTALS	161,383	205,765	237,907	270,025	257,300	257,775	252,415		

PATRON ATTENDANCE

	2006	2007	2008	2009	2010	2011	2012	2013	% Change
January		12,011	12,492	12,750	12,352	10,869	12,191	12,089	-0.8%
February*		10,354	13,144	13,183	12,100	11,140	13,141	11,826	-11.1%
March		12,687	14,532	14,634	14,649	13,842	13,703	12,568	-9.0%
April		11,682	13,726	14,478	12,367	12,767	12,756	13,252	3.7%
May	9,336	10,780	12,172	11,898	11,582	11,969	12,138	11,271	-7.7%
June	10,502	10,604	13,903	15,650	13,046	13,063	12,114	10,779	-12.4%
July	13,879	14,763	17,528	17,236	14,440	14,343	14,768	14,321	-3.1%
August	16,460	15,857	15,684	15,151	14,854	15,663	15,200		
September	12,784	10,944	12,812	12,234	12,151	12,425	11,874		
October	13,231	12,553	13,158	12,883	12,529	12,960	11,979		
November	12,743	10,657	11,665	11,535	11,961	12,414	9,583		
December	9,809	9,036	10,415	11,145	10,065	10,879	10,455		
TOTALS	98,744	141,928	161,231	162,777	152,096	152,334	149,902		

FY2014 Performance Overview

FY 2014 PERFORMANCE OVERVIEW

	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13
First Time Checkout	24,837	19,852				
Desk Renewal	1,020	1,154				
OPAC Renewal	2,167	1,900				
Overdrive / Audio	114	100				
Overdrive / e-Books	378	317				
Overdrive / TOTAL	492	417				
Freegal Downloadable Music	295	486				
Total Checkouts	28,811	23,809				
Total Checkins	26,564	24,245				
Requests Placed at mdr	2,589	2,195				
Requests Cancelled	389	369				
Holds Fulfilled	2,226	2,035				
Users Added	122	114				
Copies Added	263	160				
Bib Records Added	143	2				
Quiet Study Use		68				
<i>Children's Programs</i>	30	12				
Children's Attendance	1,538	462				
<i>Young Adult Programs</i>	4	2				
Young Adult Attendance	54	18				
<i>Adult Programs</i>	8	11				
Adult Attendance	95	17				
<i>Community Meetings</i>	3	11				
Community Meeting Attendance	31	97				
<i>Quiet Study Use</i>	49	68				
<i>Quiet Study Room Attendance</i>	12	17				
TOTAL Adult Volunteers	4					
TOTAL Adult Vol. Hours	63					

TOP 10

Adult DVDs	4,492
JE or JJ Books	2,739
Adult Fiction	2,438
J DVD Feature	1,810
Easy Readers	1,647
J PB Fiction	1,274
J Fiction	1,034
Adult Music CDs	620
Adult Periodicals	588
Adult Books on CD	583
Freegal Music	486

Customer Relationship Profile

MOSES GREELEY PARKER MEMORIAL

Tax ID Number 04-3211183

Teller

28 ARLINGTON ST

Main Phone

DRACUT MA 01826

Email Address kevin@friendsofkevin.com

Keyword

Address Type Customer Primary
Address

Preferred Name

Birth Date

Name On Card MOSES GREELEY PARKER MEMOR

Identification

Date Established 05/27/2004

Privacy Act Do not share information

Last Updated 06/01/2013

Reg O

Branch Number

Messages No

Officer

Activities NoRed Flag No

Commercial / Non-Personal Account Relationships

Show All Related Customers

MOSES GREELEY PARKER MEMORIAL

Deposit Accounts	Account	Current Balance	Available Balance	Rate	Open / Renew Date	Maturity Date	Direct Deposit	Relationship
12 Month CD	<u>0103001938</u>	10,033.43	10,033.43	0.5000	9/5/2012	9/5/2013	No	Bus-Cmpy-Org
12 Month CD	<u>0206000056*</u>	Closed	0.00	0.5000	8/28/2012	8/28/2013	No	Bus-Cmpy-Org
18/65 Checking	<u>0275007276*</u>	92,537.75	92,537.75	0.0500	5/27/2004		No	Bus-Cmpy-Org
Diplomat Checking	<u>0275007821*</u>	14,273.45	13,931.45	0.2500	12/27/2006		No	Bus-Cmpy-Org
Free Business	<u>0275008035</u>	3,150.01	3,150.01	No Rate	6/11/2008		No	Bus-Cmpy-Org
Deposit Total		119,994.64	119,652.64					

* Indicates an account level address exists

Indicates multiple Recipient Accounts

Services

Name	Effective Date
Retail Online	6/1/2013 Last Accessed: 6/11/2013