

**M. G. Parker Memorial Library
Board of Library Trustees
Meeting Minutes
September 12, 2018**

The meeting was called to order at 4:31 pm

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 – June 20, 2018 A motion was made to accept by James Nolan and seconded by Gretchen Mayall, unanimously approved.

Review of Bills and Payroll- Bills from June 14, to June 30, 2018 for FY18 and July 1, 2018 to September 6, 2018 for FY19 and Payroll from June 10, 2018 to June 30, 2018 for FY18 and July 1, 2018 to September 8, 2018 for FY19, A motion to accept Monique Verville the Bills and Payroll was made by seconded by Gretchen Mayall, unanimously approved.

Budget and Financial Report - Addendum Attached -

Performance Overview - Addendum Attached – July and August

The Children's Department reported that the participation in the reading program was up by 17% from last summer.

The director is looking at adding different Databases to our collection.

Online periodicals - The MVLC did a soft push on this but statistic show we have found that people have been checking them out.

Employee evaluations department heads are making notations on members of their department and Nanci is preparing to do them.

ARIS report has been completed for 2018 and sent to the Massachusetts Board of Library Commissioners.

Directors Report - Addendum Attached – July and August

- At September 11, 2018 at the MVLC Monthly Meeting if a library chooses to purchase computers through MVLC they will support the PCs. MVLC is also considering providing the internet for both Public Computers and Staff Computers.
- Discussion - regarding hiring a Full-time technology specialist. The director is working on putting together an RFP.
- The Director talked about Dracut Reads. Trustees volunteered to be judges for the Dracut Reads Bake Off.
- Gretchen Mayall explained how the Barnes and Noble fundraisers for the Friends of the Library.

Unfinished or Continuing Business - none

New Business –

- CE Funding Request – Original Cataloging will be needed with the new library of things. Our head of Technical Services. Made a motion made to use State Aid to pay for Laura Sanscartier to attend a catalog training by James Nolan and seconded by Monique Verville, unanimously approved.
- Library of Things Policy & Borrowing Agreement – A motion was made to accept the policies by Linda Trouville to accept the as present Gretchen Mayall seconded. A motion was made by Linda Trouville to change the library's fee

schedule to reflect the changes which were added by the acceptance of the fees outline in the Library of Things policy previously approved, seconded by Monique Verville, unanimously approved.

- Library Card Registration Policy – Change parent to parent or guardian in the new policy, A motion by Monique Verville and seconded by Linda Trouville, unanimously approved.

Next Meeting – October 10, 2018

Suggestions for Next Meeting – none

Hearing no objections Linda Trouville made a motion to close the meeting at 5:41pm.

Minutes Approved by:

Eric Jackson,

Monique Verville,

Linda Trouville,

James Nolan,

Gretchen Mayall,