

**M. G. Parker Memorial Library
Board of Library Trustees
Meeting Minutes
September 14, 2016**

Chairperson Linda Trouville called the meeting to order at 4:33pm

In Attendance: James Nolan, Linda Trouville, John Dyer, Eric Jackson, Monique Verville, and Library Director, Nanci Milone Hill

Community Input- There was no community input

Review of the minutes A motion to accept the minutes from 6/8/2016 was made by Eric Jackson and seconded by John Dyer - unanimously approved.

Review of Bills and Payroll- Bills from the weeks of 6/5/2016 to 9/5/2016 and Payroll from the weeks of 6/5/2016 to 09/8/2016 were reviewed. A motion to accept was made by John Dyer and seconded by Monique Verville - unanimously approved

Budget and Financial Report – Addendum Attached

Performance Overview- Addendum Attached

Discussion regarding the patron attendance, John Dyer made a motion to send the patron attendance to the selectman's secretary James Nolan seconded - unanimously approved.

Directors Report- Addendum Attached

Discussion regarding the Hot Spots through T-Mobile

Discussion regarding newly hired staff

Discussion regarding reassigning student pages

Eric Jackson suggested the trustees write a letter to the staff in appreciation of the extraordinary job they did this summer when we were down three full-time staff members. Secretary Monique Verville will write the letter and the Trustees will sign it at their October meeting.

Unfinished Business-

Review of Director Evaluation - John Dyer made a motion to accept the new evaluation form and was seconded by Monique Verville - unanimously approved.

Continuing Business- none

New Business-

Review of Draft for Director Job Description - Table to the October meeting.

Discussion regarding the ARIS for Fiscal Year 2016, Nanci discussed how the ARIS report works and explained that some of this information is available on the MBLC website. She will send out a link to the information.

Circulation Policy – Nanci discussed a patron situation which has prompted a review of the policy as it regards to the requirement of a signature on the application for a library card. The policy has been updated and the requirement to sign has been removed. Additional policy updates were made to stay in line with the MBLC policies.

John Dyer moved to accept the changes to the Circulation Policy seconded by Eric Jackson - unanimously approved.
Review of the 5 Year Action Plan for the MG Parker Memorial Library which is due October 1, 2016. James Nolan made a motion to accept, seconded by Eric Jackson – unanimously approved.
John Dyer made a motion to send a letter to the Long-Range Planning committee. Nanci said she will write it and send it to all of the members of the committee on behalf of the Board of Trustees.
Discussion regarding hiring a temporary maintenance person for the six weeks that Dave Lamoreaux will be out on a leave of absence during the winter.

Next Meeting- October 12, 2016

Trustee By-law update

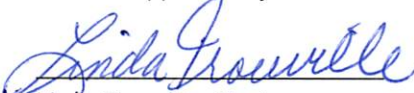
Draft for Director Job Description

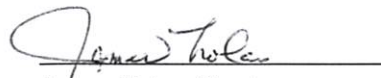
Suggestions for Next Meeting-


Budget Preparation

Without objections Chairperson Linda Trouville adjourned the meeting at 6:12pm

Minutes Approved by:


Linda Trouville, Chairperson


James Nolan, Trustee


John Dyer, Trustee


Monique Verville, Trustee


Eric Jackson, Trustee

BOARD OF LIBRARY TRUSTEES

Dracut M. G. Parker Memorial Library

28 Arlington St

Dracut, MA 01826

(978) 454-5474

Agenda for September 14, 2016 Board of Library Trustees
4:30 PM. Director's Office, 2ND Floor

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

TRUSTEE BYLAW UPDATE

DISCUSSION OF NEW DIRECTOR EVALUATION FORM

NEW BUSINESS

DIRECTOR'S JOB DESCRIPTION

REVIEW ARIS REPORT

REVIEW & APPROVAL OF LONG-RANGE PLAN FOR 2017-2022

LIBRARY CARD POLICY

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.

BUDGET REPORT

ACCOUNT #		FY2016 APPROPRIATION	FY2016 SPENT	FY2016 UNSPENT	FY2016 % UNSPENT
5110	Department Payroll	401,768.00	393,815.32	7,952.68	2.0%
5120	Temp. / PT Payroll	102,820.00	98,795.32	4,024.68	3.9%
5140	Longevity	4,025.00	3,000.00	1,025.00	25.5%
5210	Electricity	40,000.00	19,645.35	20,354.65	50.9%
5212	Gas	21,000.00	9,347.48	11,652.52	55.5%
5230	Water Charges	1,900.00	2,018.19	(118.19)	-6.2%
5231	Sewer Charges	650.00	520.00	130.00	20.0%
5241	Service Contracts	65,000.00	80,965.30	(15,965.30)	-24.6%
5291	Custodial & Housekeeping	4,000.00	3,619.03	380.97	9.5%
5340	Telephone	1,500.00	1,794.72	(294.72)	-19.6%
5341	Postage	1,200.00	524.71	675.29	56.3%
5420	Office Supplies	1,700.00	1,920.94	(220.94)	-13.0%
5421	Computer Supplies	2,000.00	922.98	1,077.02	53.9%
5423	Duplicating Supplies	300.00	250.96	49.04	16.3%
5430	Building Main. Expense	5,800.00	9,377.93	(3,577.93)	-61.7%
5432	Security Equipment	300.00	146.00	154.00	51.3%
5433	Equipment Maint. Expense	800.00	365.14	434.86	54.4%
5581	Library Supplies	5,000.00	2,756.28	2,243.72	44.9%
5586	Library Programming	1,000.00	659.70	340.30	34.0%
5712	Mileage Reimbursement	2,000.00	2,956.97	(956.97)	-47.8%
5730	Dues & Publications	100,000.00	101,355.82	(1,355.82)	-1.4%
5884	Machinery & Equipment	1,000.00	255.75	744.25	74.4%
TOTAL APPROPRIATION		763,763.00	735,013.89	28,749.11	3.8%

RESERVE/REVOLVING FUNDS		SPENT			
22-3571-0000-5200		20,000.00	15,376.58	4,623.42	23.1%
22-3571-0000-5400		10,000.00	8,811.51	1,188.49	11.9%
TOTAL RESERVE/REVOLVING FUNDS		30,000.00	24,188.09	5,811.91	19.4%
TOTAL LIBRARY OPERATING		793,763.00	759,201.98	34,561.02	4.4%

**Comparative Circulation Patron Attendance
2006-2016**

CIRCULATION

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
January	8,102	16,424	17,818	21,186	20,677	20,724	20,196	15,948	10,095	17,363	17,323
February	7,917	15,700	18,760	21,967	21,459	19,668	21,812	20,938	19,392	16,767	17,189
March	10,320	17,832	19,914	23,674	22,823	23,655	22,865	20,555	20,874	19,447	18,221
April	762	15,922	18,689	22,166	19,967	20,477	21,206	21,352	18,769	17,450	17,338
May	14,145	15,606	17,778	20,116	18,720	19,380	21,591	18,292	17,828	14,475	16,264
June	19,006	18,555	18,436	26,120	23,094	22,471	22,115	19,635	19,241	15,749	17,045
July	20,571	22,683	28,688	28,526	25,595	24,600	25,077	16,832	21,348	18,257	17,765
August	21,518	21,254	22,381	24,728	24,948	26,785	24,502	24,245	20,262	22,428	19,345
September	15,278	15,410	19,691	20,258	20,451	20,246	18,531	19,893	11,510	17,843	
October	16,460	18,294	20,920	21,789	21,412	20,717	21,054	20,118	19,806	17,710	
November	15,010	15,481	18,505	19,889	20,308	21,280	17,517	17,146	15,042	16,339	
December	12,294	12,604	16,327	19,606	17,846	17,772	15,949	17,566	16,740	15,565	
TOTALS	161,383	205,765	237,907	270,025	257,300	257,775	252,415	232,520	210,907	209,393	140,490

PATRON ATTENDANCE

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
January		12,011	12,492	12,750	12,352	10,869	12,191	12,089	10,684	9,102	9,108
February		10,354	13,144	13,183	12,100	11,140	13,141	11,826	12,525	9,770	10,511
March		12,687	14,532	14,634	14,649	13,842	13,703	12,568	12,404	10,993	10,819
April		11,682	13,726	14,478	12,367	12,767	12,756	13,252	11,331	10,839	10,377
May	9,336	10,780	12,172	11,898	11,582	11,969	12,138	11,271	10,664	10,664	10,006
June	10,502	10,604	13,903	15,650	13,046	13,063	12,114	10,779	10,849	9,780	10,863
July	13,879	14,763	17,528	17,236	14,440	14,343	14,768	14,321	16,025	10,597	11,423
August	16,460	15,857	15,684	15,151	14,854	15,663	15,200	14,321	12,361	12,268	12,992
September	12,784	10,944	12,812	12,234	12,151	12,425	11,874	11,819	10,312	10,995	
October	13,231	12,553	13,158	12,883	12,529	12,960	11,979	11,012	11,832	11,992	
November	12,743	10,657	11,665	11,535	11,961	12,414	9,583	9,871	8,812	8,500	
December	9,809	9,036	10,415	11,145	10,065	10,879	10,455	9,699	9,111	10,729	
TOTALS	98,744	141,928	161,231	162,777	152,096	152,334	149,902	142,828	127,799	126,229	86,099

FY 2017 PERFORMANCE OVERVIEW

	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17
First Time Checkout	13,338	14,299							
Desk Renewal	861	932							
OPAC Renewal	1,853	2,449							
Overdrive / Audio	189	192							
Overdrive / e-Books	393	354							
Overdrive Streaming Video	4	3							
Overdrive / TOTAL	586	549							
Freegal Downloadable Music	253	319							
Freegal Streaming Music	874	797							
Freegal / TOTAL	1,127	1,116							
Total Checkouts	17,765	19,345							
Total Checkins	15,894	18,624							
Requests Placed at mdr	2,387	2,425							
Requests Cancelled	357	331							
Holds Fulfilled	1,802	2,236							
Users Added	70	63							
Copies Added	387	409							
Bib Records Added	45	67							
Children's Programs	25	19							
Children's Attendance	634	372							
Young Adult Programs	7	1							
Young Adult Attendance	68	17							
Adult Programs	9	9							
Adult Attendance	58	58							
Community Meetings	1	0							
Community Meeting Attendance	12	0							
Quiet Study Use	90	74							
Quiet Study Room Attendance	162	135							
TOTAL Adult Volunteers	4	4							
TOTAL Adult Vol. Hours	24	34							

TOP 10

Adult Fiction	2,705
Adult DVDs	2,564
JE or JJ Books	1,832
Easy Readers	1,428
J Fiction	1,354
Freegal Music	1,127
J DVDs	958
J PB Fiction	616
YA Fiction	590
Overdrive	586

Parker Memorial Library
DIRECTOR'S REPORT- SEPTEMBER 2016

Since we did not meet in July or August, I apologize for the length of this report. A lot has happened over the last couple of months and I want to make sure that the Trustees are updated accordingly.

I want to make sure to thank the staff, but particularly Diane Annunziato and Penny Berube, for stepping up to the plate and taking on extra shifts and responsibilities during the end of June, July and the beginning of August. We were down three full-time staff members during that time (not to mention that it was the end of the fiscal year). Without the help of our wonderful staff, we would not have been able to service our patrons so well, or indeed keep the library open, during our busiest time of the year.

BUILDING

On July 5th, Control Technologies came out to deal with the lack of cooling issue we were having in the Old Library section.

Control Technologies scheduled our annual preventative maintenance service call for July 19th but then needed to reschedule it for July 21st.

On July 21st, we were informed that National Grid would have to come out to work on the exterior premises to correct corrosion to some components buried beneath the lawn. The area they worked on was to the left of our driveway (as you are looking at the building from Arlington Street). They needed to dig a 2 x 2 hole and replace the corroded elements. They replaced the lawn where they had to dig. The work was done over a weekend, so there was no disruption to traffic.

Bedford Mechanical came out on July 21st to work on an issue with our HVAC system. On July 22nd, there was no AC in the building. The problem was two-fold. First, the motor for one of the blower fans on Roof Top #2 was "overamping", running constantly and making terrible noise, in essence burning out. Second, the JACE, (main controller for our HVAC system), locked up and the entire system shut down. Control Technologies came in to correct the problem.

Bedford Mechanical came back on July 25th to finish up with installation of the new motor for one of the blower fans in the HVAC unit on Roof #2.

At 4:15 am on Tuesday, September 13th, John Dyer, Jim Nolan and I all received calls from Signet that an alarm was going off in my office. I apologize to Jim and John that they received phone calls. When I got the first few calls, they were from a 1-800 number and I ignored them. After I listened to the voicemail I received and learned that the calls were from Signet, I called them back and asked them to discontinue calls regarding the alarm until 8:30 am. Since there was only an alarm going off in my office and not elsewhere in the building, I assumed that it must have been some kind of creature that set the alarm off. Had there been a person in the building, alarms would have gone off in several other locations. Thank you

to Jim Nolan for coming out to the library to meet the police. Thanks also to Jim and David Lamoreaux for going into the building to confirm that nothing was going on.

DONATIONS

Dracut resident, Michael B. Melanson, donated a signed copy of his book *Journey: an Irish American Odyssey* to the library. A thank you note has been sent.

FRIENDS

We have the opportunity to get 10 free Wi-Fi hotspots from T-Mobile. Not only would this allow us to provide much better Wi-Fi within the building, it would allow us to circulate hotspots to our patrons. Though the hotspots themselves are free, there is a monthly charge for each unit. The total annual cost for 10 hotspots is roughly \$4,000. The Friends of the Library voted to pick up half of the cost of these hotspots. We wish to thank them for their generous help.

The Friends will once again have a table at Dracut's Old Home Day, on Saturday, September 10th. Please be sure to stop by and thank them for all of their support.

The next meeting of the FOL will be on Wednesday, September 28th at 6:30 pm in the Meeting Room. All are welcome to attend.

PROGRAMS

- Sat 9/10 - *Rescue Road: One Man, Thirty Thousand Dogs, and a Million Miles on the Last Hope Highway* with author, Peter Zheutlin. 1:30 pm to 3:00 pm in the Meeting Room
- Mon 9/12 - Teen Gaming Meets from 3:30 pm to 5:30 pm in the Meeting Room
- Tues. 9/13 - *"My Journey through War and Peace: Explorations of a Young Filmmaker, Feminist, and Spiritual Seeker"* with Author Melissa Burch. 6:30 pm to 8:00 pm in the Meeting Room.
- Wed 9/14 - Story Time for 2 year olds from 10:00 am to 11:00 am in the Meeting Room
- Wed 9/14 - Parker Library Adult Writers Group meets 6:30 pm to 8:30 pm in the Meeting Room.
- Wed 9/14 - The Knitting Connection meets 6:30 pm to 8:15 pm in the Old Library
- Sat 9/17 - Jumpin' Jumba Concert from 1:00 pm to 3:00 pm in the Meeting Room. Jumpin' Juba mixes regional blues and roots-y rock styles from Chicago, Memphis, and New Orleans.
- Mon 9/19 - 1st Grade Book Club - meets 4:00 pm to 5:00 pm in the Meeting Room
- Mon 9/19 - Teen Gaming Club meets at 3:00 pm in the Meeting Room
- Tues 9/20 - Bambinos meet from 10:30 am to 11:00 am in the Meeting Room
- Tues 9/20 - Junior Friends of the Library meet from 4:00 pm to 5:00 pm in the Meeting Room
- Tues 9/20 - Adult Coloring Group meets from 6:00 pm to 7:30 pm in the Old Library
- Wed 9/21 - Story Time for 2 year olds meets from 10:00 am to 11:00 am in the Meeting Room
- Wed 9/21 - Shrinky Dinks for Children in Grades 1-5. Meets 4:00 pm to 5:00 pm in the Meeting Room
- Wed 9/21 - The Knitting Club meets from 6:30 pm to 8:15 pm in the Old Library

- Thurs 9/22 - Preschool Story Time meets from 10:30 am to 11:15 am in the Meeting Room
- Fri 9/23 - Alice in Wonderland Tea Party for Children ages 2-5. Meets 10:30 am to 11:00 am in the Children's Room
- Sat 9/24 - *Hiking the Pacific Crest Trail* with Wendy Thacker from 2:00 pm to 3:30 pm
- Mon 9/26 - Kindergarten Book Club meets from 5:00 pm to 6:00 pm in the Meeting Room
- Tues 9/27 - Junior Friends of the Library meet from 4:00 pm to 5:00 pm in the Children's Room
- Wed 9/28 - Story Time for 2 year olds meets from 10:00 am to 11:00 am in the Meeting Room
- Wed 9/28 - Lego Club meets from 4:00 pm to 5:00 pm in the Meeting Room
- Wed 9/28 - The Knitting Club meets from 6:30 pm to 8:15 pm in the Old Library
- Wed 9/28 - Bookmark Contest for Children in Grades 2-5 ends
- Thurs 9/29 - Preschool Story Time meets from 10:30 am to 11:15 am in the Meeting Room
- Sat 10/1 - Pumpkin Decorating Contest for students in grades 2-5 in the Children's Room
- Sat 10/1 - *All the President's Men*. Presented by the Delvina Theater Company from 2:00 pm to 4:00 pm in the Meeting Room
- Mon 10/3 - Teen Gaming Club meets at 3:00 pm in the Meeting Room
- Tues 10/4 - Bambinos meet from 10:30 am to 11:00 am in the Meeting Room
- Tues 10/4 - Junior Friends of the Library meet from 4:00 pm to 5:00 pm in the Children's Room
- Wed 10/5 - Story Time for 2 year olds from 10:00 am to 11:00 am in the Meeting Room (Amber)
- Wed 10/5 - Cardboard Construction for students in grades 1-5. Meets 4:00 pm to 5:00 pm in the Meeting Room
- Wed 10/5 - Parker Library Adult Writers Group meets from 6:30 pm to 8:30 pm in the Meeting Room
- Wed 10/5 - The Knitting Connection meets 6:30 pm to 8:15 pm in the Old Library
- Thurs 10/6 - Preschool Story Time meets from 10:30 am to 11:15 am in the Meeting Room

STAFF NEWS

There have been several staff changes over the last two months. We bid goodbye to student Page, Michael Salem, who is off to college. Michael is looking forward to returning during school vacations and in the summer. Unfortunately, we had to let Mridula Lumb go. Michael and Mridula have been replaced by student pages, Katie Krikoris and Marina Morse.

We also bid farewell to two adult pages recently. Roger Schwitalla left on September 5th to live for an indefinite amount of time on a farm in Sweden, with his wife. Christine Guile left us to be home with her children. Her son is entering Kindergarten and only attends school for half days. She felt she needed to be home with him in the afternoons. We have conducted interviews for Roger and Christine's positions. These are both 18-hour per week positions. We received 17 applications and interviewed 7 candidates. Elizabeth Taylor-Wiggins and YoungOak Lim will start their training as Adult Pages next week.

Ned Toomey, our Young Adult Librarian, also left us. Ned has been enrolled in an online graduate program, as well as working part-time here and at the Nevins Library in Methuen. He is trying to transfer to Simmons College Graduate School of Library and Information Science and felt that keeping this job was

just too much for him. We received 3 applications for the position and interviewed two candidates. Catherine Cloutier will begin as our new Young Adult Librarian on September 26th.

On Thursday, September 1st, Diane Annunziato and I planned a potluck celebration for the staff in order to thank them for all of their hard work this summer. Diane and I took care of the paper goods, desserts and beverages, while other staff members brought appetizers and main dishes. In addition, Diane and I hired a massage therapist to do five-minute chair massages for the staff. A wonderful time was had by all.

TECHNOLOGY

The Town has hired Nathan Guilmette as their Technology Specialist. Nathan is visiting each town department to assess their technology and needs. I have asked him to take a look at and weigh in on our 5-year Technology Plan, which is now two years old and outdated.

We are working with T-Mobile to get 10 free hotspots. While the hotspots are free, there is a monthly fee. We will be keeping 2 of them for library use. The other 8 will circulate to our patrons. I have contacted other libraries that circulate hotspots for copies of their hotspot policies. Diane Annunziato and I will work on a draft policy to bring to you in October.

UPCOMING MEETINGS | WORKSHOPS | VACATIONS

Nanci

- Friday, 9/2 – MLA Administrative Board Conference Call from 10:00 am to 11:00 am.
- Friday, 9/2 – MVLC Director's Round Table to discuss Staffing and Scheduling issues. 12:00 pm to 2:00 pm in Tewksbury.
- Wednesday, 9/14 – Step II Grievance meeting at Town Hall. 11:00 am.
- Tuesday, 9/20 – MVLC Membership meeting in Andover from 1:30 pm – 4:30 pm
- Wednesday, 9/21 – Out for doctor's appointments
- Friday, 9/23 – MLA Long-Range Planning Retreat at Tower Hill Botanical Gardens from 10:00 am to 3:00 pm.
- Tuesday, 9/27 – MLS Readers' Advisory Round Table meeting, here in Dracut. 9:30 am to 12:00 pm.
- Friday, 9/30 – Out for doctor's appointments

Diane

- Thurs 9/8 - Homelessness & Libraries Webinar from 1:30 pm - 2:30 pm
- Wednesday, 9/14 – Step II Grievance meeting at Town Hall. 11:00 am.
- Thursday, 9/15 – MVLC Reference Committee meeting from 10:00 am – 12:00 pm at MVLC offices in Andover.
- Tues 9/27 - MLA Intellectual Freedom/Social Responsibilities Round Table Meeting at MLS in Marlborough from 10:00 am – 12:00 pm
- Fri 9/30 - MLA Conference Committee Meeting at MLS in Marlborough from 10:00 am – 12:00 pm.

- Tues - 10/4 - Assistant Director's Forum in Reading from 12:00 pm to 2:00 pm.

Penny

- Mon 10/3 - Penny at Summer Reading Wrap up and Look Ahead, Newburyport Public Library from 10:00 am to 12:00 pm

Respectfully submitted,
Nanci Milone Hill
Library Director