

**M. G. Parker Memorial Library
Board of Library Trustees
Meeting Minutes
October 8, 2014**

The meeting was called to order at 4:30 pm by Chairwoman Clee Ace

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

Community Input- There was no community input.

Review of the minutes from September 10, 2014 - a motion to accept the minutes was made by John Dyer and seconded by Eric Jackson, unanimously approved.

Review of Bills and Payroll- Bills from the weeks of September 11, 2014 to October 2, 2014 and Payroll from the weeks of, September 14, 2014 to October 4, 2014 were reviewed. A motion to accept was made by James Nolan and seconded by John Dyer, unanimously approved

Budget and Financial Report – Addendum Attached There was a discussion regarding the Friends of the Library Four Oaks Fundraiser.

Performance Overview- Addendum Attached-

Directors Report- Addendum Attached- Director Discussed using some of our revolving funds to have our technology infrastructure evaluated.

Unfinished Business-

Overdue Fines – 55 Dracut residents currently owe \$8,000.00. This number consists of people who owe at least \$100.00 in fines to Dracut, for at least 6 months. It does not include monies that are owed to us from residents of other towns, nor does it include monies owed to other towns by Dracut residents. The Director discussed these findings with the Town Manager. Mr. Duggan does not want to use police to notify patrons; instead he would like to use certified mail, there was a discussion about other possible ways to collect these fines. The Director will research other options a suggestion was made about using collection agencies.

Town Hall Parking Plan – There was nothing new about the parking plan, there was a discussion regarding the dangers of the library parking lot.

Snow Blower and Shed – Mike Buxton of the DPW will order the snow blower and shed and the library will pay the invoices from the Revolving Account.

State Aid Status – Discussion regarding the library's state aid. The Director gave an explanation to the trustees regarding state certification.

Continuing Business- none

New Business- Facebook Issue –Discussion
Personnel Staffing Discussion

Displays at DHS New Librarian at Dracut High School Christin Monahan asked if we would adopt a display in the new library at the high school.

Casual Fridays – Started September 26, 2014. The Town Manager approved Casual dress on Fridays. Jeans can be worn as long as they are clean and not torn. Library staff members may also wear jeans on their scheduled Saturdays.

“Guidelines for Staff Working Relationships” - John Dyer moved the trustees endorse this document, seconded by James Nolan, unanimously approved.

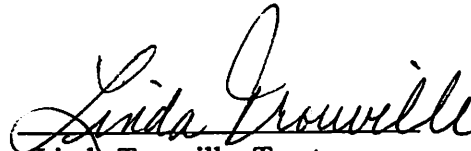
Next Meeting- November 12, 2014


Suggestions for Next Meeting-


Hearing no objection Chair Clee Ace adjourned the meeting at 5:37pm.


Minutes Approved by:


Clee Ace, Chairwoman


Linda Trouville, Trustee


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 October 8, 2014 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

**OVERDUE FINES
TOWN HALL PARKING PLAN
SNOW BLOWER AND SHED
STATE AID STATUS**

NEW BUSINESS

**FACEBOOK ISSUE
PERSONNEL
DISPLAYS AT DHS
CASUAL FRIDAYS**

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.

**M.G. Parker Memorial Library
FY2015 Operating Budget Update**

		FY2015 APPROPRIATION	FY2015 SPENT	FY2015 UNSPENT	FY2015 % UNSPENT
5110	Department Payroll	391,900.00	104,844.37		73.2%
5120	Temp. / PT Payroll	92,000.00	22,660.06		75.4%
5140	Longevity	4,600.00	1,075.00		76.6%
5210	Electricity	40,000.00	3,607.31		91.0%
5212	Gas	21,000.00	1,246.22		94.1%
5230	Water Charges	1,900.00	499.04		73.7%
5231	Sewer Charges	650.00	-		100.0%
5241	Service Contracts	75,000.00	50,743.75		32.3%
5291	Custodial & Housekeeping	4,000.00	109.89		97.3%
5340	Telephone	1,500.00	145.91		90.3%
5341	Postage	1,200.00	1.40		99.9%
5420	Office Supplies	1,700.00	850.21		50.0%
5421	Computer Supplies	2,000.00	1,004.67		49.8%
5423	Duplicating Supplies	300.00	-		100.0%
5430	Building Main. Expense	5,500.00	-		100.0%
5432	Security Equipment	300.00	-		100.0%
5433	Equipment Maint. Expense	800.00	-		100.0%
5581	Library Supplies	5,000.00	4,397.38		12.1%
5586	Library Programming	1,000.00	781.30		21.9%
5712	Mileage Reimbursement	400.00	292.20		27.0%
5730	Dues & Publications	85,000.00	21,371.89		74.9%
5884	Machinery & Equipment	1,000.00	107.99		89.2%
TOTAL APPROPRIATION		736,750.00	213,630.60	523,119.40	71.0%

RESERVE/REVOLVING FUNDS		SPENT
22-3571-0000-5200		6,192.00
22-3571-0000-5400		-
TOTAL RESERVE/REVOLVING FUNDS		6,192.00

TOTAL LIBRARY OPERATING	736,750.00	219,822.60	523,119.40	71.0%
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FY 2014 PERFORMANCE OVERVIEW

	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	TOP 10	
First Time Checkout	15,584	15,405	16,999	15,207	14,390	16,072	18,985	16,409	14,641	ADULT FICTION	2,929
Desk Renewal	869	846	913	847	678	738	982	1,109	869	ADULT MUSIC CD	2,741
OPAC Renewal	1,943	1,939	2,179	2,124	1,931	1,726	2,237	2,079	1,986	JE or JJ Books	2,205
Overdrive / Audio	136	105	88	107	113	97	37	90	77	J DVDs	1,288
Overdrive / e-Books	267	262	560	237	383	282	184	283	229	J Easy Reader	1,231
Overdrive / TOTAL	403	367	648	344	496	379	221	373	306	ADULT DVDs	847
Freegal Downloadable Music	238	215	235	247	333	326	395	292	265	J Fiction	788
Total Checkouts	18,395	19,392	20,874	18,769	17,828	19,241	22,820	20,262	18,067	ADULT BOCDS	725
Total Checkins	17,324	17,744	20,390	18,479	17,433	17,131	21,348	20,468	18,585	J Paperbacks	541
										LARGE PRINT	539
Requests Placed at mdr	2,333	2,093	2,416	1,954	1,923	2,320	2,445	2,284	2,223		
Requests Cancelled	372	288	314	316	275	286	431	399	338		
Holds Fulfilled	2,150	1,984	2,211	2,009	1,861	2,051	2,227	2,164	2,114		
Users Added	46	75	90	68	50	93	101	99	65		
Copies Added	371	610	473	549	815	589	798	499	547		
Bib Records Added	58	97	93	139	153	99	222	126	154		
Children's Programs	7	18	10	15	1	3	48	23	19		
Children's Attendance	178	340	249	367	145	99	1,571	641	441		
Young Adult Programs	4	2	4	2	2	2	4	5	3		
Young Adult Attendance	18	17	16	12	12	10	45	36	86		
Adult Programs	10	13	8	5	5	7	2	0	9		
Adult Attendance	62	65	103	77	71	64	87	0	101		
Community Meetings	1	8	18	10	6	8	10	10	5		
Community Meeting Attendance	3	81	226	87	11555*	112	73	65	96	* Includes election	
Quiet Study Use	33	53	58	56	34	36	58	50	56		
Quiet Study Room Attendance	60	75	152	128	68	61	100	95	103		
TOTAL Adult Volunteers	5	7	7	7	5	7	7	6	5		
TOTAL Adult Vol. Hours	39	77	83	124	65	101	92	51	63		

CIRCULATION

	2006	2007	2008	2009	2010	2011	2012	2013	2014
January	8,102	16,424	17,818	21,186	20,677	20,724	20,196	15,948	10,095
February	7,917	15,700	18,760	21,967	21,459	19,668	21,812	20,938	19,392
March	10,320	17,832	19,914	23,674	22,823	23,655	22,865	20,555	20,874
April	762	15,922	18,689	22,166	19,967	20,477	21,206	21,352	18,769
May	14,145	15,606	17,778	20,116	18,720	19,380	21,591	18,292	17,828
June	19,006	18,555	18,436	26,120	23,094	22,471	22,115	19,635	19,241
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	
November	15,010	15,481	18,505	19,889	20,308	21,280	17,517	17,146	
December	12,294	12,604	16,327	19,606	17,846	17,772	15,949	17,566	
TOTALS	161,383	205,765	237,907	270,025	257,300	257,775	252,415	232,520	

PATRON ATTENDANCE

	2006	2007	2008	2009	2010	2011	2012	2013	2014
January		12,011	12,492	12,750	12,352	10,869	12,191	12,089	10,684
February*		10,354	13,144	13,183	12,100	11,140	13,141	11,826	12,525
March		12,687	14,532	14,634	14,649	13,842	13,703	12,568	12,404
April		11,682	13,726	14,478	12,367	12,767	12,756	13,252	11,331
May	9,336	10,780	12,172	11,898	11,582	11,969	12,138	11,271	10,664
June	10,502	10,604	13,903	15,650	13,046	13,063	12,114	10,779	10,849
July	13,879	14,763	17,528	17,236	14,440	14,343	14,768	14,321	16,025
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	
November	12,743	10,657	11,665	11,535	11,961	12,414	9,583	9,871	
December	9,809	9,036	10,415	11,145	10,065	10,879	10,455	9,699	
TOTALS	98,744	141,928	161,231	162,777	152,096	152,334	149,902	142,828	

Parker Memorial Library
DIRECTOR'S REPORT- OCTOBER 2014

BUILDING

The toilet seat in the second floor ladies room was broken on September 19th. Dave went out and purchased a new seat to replace it.

Dave came in on September 23rd and noted that the furnace wasn't working. Bedford Mechanical was called. They were able to locate the problem. Two wires in the box had shaken loose and were no longer connected. They repaired them. The furnace is now working fine.

The cleaning crew misplaced their building key. After speaking with the owner, we found out that they had accidentally thrown it away. We issued them another key and reminded them to be more careful.

COMMUNITY

On September 24th, Carole spoke with Gary Muse from Dracut Access TV. He indicated that he would love to sit down with the Director about a partnership with DATV. He mentioned that if we became members (\$10.00/year) we could borrow their equipment and receive training on how to use it. He also said that if we let the station know what programs/events we are running, they will put them on their "Bulletin Board." He indicated that we could send him PDF fliers for them to run.

A Director "Coffee Chat" was held on Monday, October 6th at 2:00 pm. No one showed. Two more chats will be held, on Wednesday, October 22nd at 6:00 pm, and on Saturday, October 25th at 11:00 am.

FRIENDS

The Friends met last on September 24th. They will be holding a fundraiser on October 20th and 21st at Four Oakes Country Club. Anyone who dines there for lunch or dinner on either day, and mentions the "Friends of Dracut Library" to their server will be supporting the Friends. 10% of their purchase (excluding tax & tip) will be donated to the Friends.

The Friends will meet next on Wednesday, 10/22/14 at 6:30 pm in the Meeting Room.

INCIDENTS

On September 29th, Dave reported that a motor vehicle drove around the building on the grass and into the bushes on the walkway to the town hall, knocking a bush into the fence. Diane took a look at it and reported that the wheel base was narrow and looked like maybe an RV. Dave called the police to report the incident. The police said that they thought that someone had lost control of the car. No real damage was done.

On October 3rd, Ellie noticed three young adults acting strangely. The female in the group spent quite a bit of time in the 1st floor bathroom, then ran out of the emergency door. Ellie followed her outside and saw her get into a car. She was able to write down the first few numbers of the license plate. Later on, Methuen police called and spoke with Diane. They had pulled a car over in Methuen. When they examined the automobile, they found quite a few DVDs (still in security cases) with the Parker Library labels on them. They gave Diane the titles that were apprehended. By looking up each title, she was able to ascertain that none of them had been checked out, but had been stolen. She was also able to tell the police the total cost of the materials, (just over \$400.00). Together, Diane, Ellie, and Cathy were able to view video coverage and confirm that the three people in question have been visiting the library quite a bit over the past two weeks. On Monday, Diane visited the police department. She filed a request for the incident report. She also inquired when we might be able to get our materials back. The officer indicated that though they are pieces of evidence, he thought that they might be able to take photographs of them and return our property sooner. The District Attorney will now need to decide if there is enough evidence to charge the three young adults.

On October 4th, two young boys presented themselves at the Reference Desk asking to use the computers. One indicated that he was ten. The other said he was nine. When asked where their parents were, they indicated that they had been dropped off by an older sister. Penny tried to contact the boys' mother. Because she was unable to get through to her, she called the police. When the police arrived and questioned the boys, they discovered that they were not brothers but friends. Furthermore, they both admitted to only being nine. The police took the boys into custody. When Diane visited the police station on Monday (for the previous incident), she also filled out a request to get a copy of this incident.

PROGRAMS

The Parker Library Adult Writer's Group has been meeting for a little over a year. There is currently a group of 4 to 5 participants. Others drop in and out. At this point, the group is considering self-publishing a compendium of some of their work. They are currently looking at a target date sometime in the fall/winter of 2015-2016.

- Preschool Science Centers– Friday, 10/10/14 at 10:30 am.
- Old Fashioned Monster Movie Marathon – Saturday, 10/11/14 from 10:00 am to 3:30 pm. We will be showing *Frankenstein* (1931), *The Invisible Man* (1933), *War of the Worlds* (1953), and *The Creature from the Black Lagoon* (1954).
- Bambinos Story Time – for children under the age of 2, meets Tuesdays, 10/14/14, 10/21/14, and 10/28/14, at 10:30 am.
- Junior Friends of the Library – meets Tuesdays, 10/14/14 & 10/21/14 at 4:00 pm. Also meets on Tuesday, 10/28/14 at 3:15 pm, to help with the Halloween party.
- Fantastic 4s and 5s – meets Wednesdays, 10/15/14, 10/22/14, & 10/29/14, at 1:00 pm, and Thursdays 10/16/14, 10/23/14, & 10/30/14 at 10:30 am.
- Basic Zentangles – Supported in part by a grant from the Dracut Cultural Council. Ages 15 & up. Saturday, 10/18/14 at 1:00 pm.

- Busy Bees 2s and 3s – meets Mondays, 10/20/14 & 10/27/14, at 10:30 am.
- YA Gaming Club – meets Mondays, 10/20/14 & 11/3/14, at 3:00 pm.
- Pete Seeger Music Program – with Phil Rosenthal on Tuesday, 10/21/14 at 6:30 pm. Supported by the Friends of Dracut Library.
- The Delvina Theater Company Presents: Jack the Ripper – on Saturday, 10/25/14 at 2:00 pm. Supported by the Friends of Dracut Library.
- Snap Circuits – for children in grades 1-5. Monday, 10/27/14 at 4:00 pm.
- Michael Nethercott: Storytelling & Book Signing – *The Haunting Ballad*. Monday, 10/27/14 at 7:00 pm.
- Children's Halloween Party – Tuesday, 10/28/14 at 4:00 pm.
- The Gravestone Girls Present a Virtual Tour of Dracut's Cemeteries - Wednesday, 10/29/14 at 6:30 pm.

STAFF NEWS

- Amy Martell will be taking a leave of absence without pay in order to have her baby. She will be gone for twelve weeks. We will be utilizing Ned Toomey and Shantelle Harty to fill in her shifts in the Children's Room.
- Jeanne Lesniak gave her two week notice. Her last day will be Friday, 10/10/14. The job has been posted on the Town's website and on the Board of Library Commissioner's website.
- On Tuesday, 9/30/14, Diane, Julie, and Judy attended a Readers' Advisory Training, given by Duncan Smith (of NoveList) at MVLC.
- Nanci and Diane met with three staff members and their union representative on 10/1/14.
- Nanci met with two staff members, their union representative, and the Director of Human Resources, on 10/8/14.
- Nanci will be attending the New England Library Association's Annual Conference from Sunday, 10/19/14 – Tuesday, 10/21/14.
- Judy Deschanes has given verbal notice that she intends to leave her position in January. She has indicated that she will give us a month's notice in writing so that we can have time to hire someone to replace her. Once I receive her written notice, I will ask the Town Manager for permission to post the position.

Respectfully Submitted,

Nanci Milone Hill
Library Director

Guidelines for Staff Working Relationships

M.G. Parker Memorial Library

- The primary goal for all staff is excellent public service. The patron always comes first.
- Cooperation, respect, mutual support and harmony must characterize all staff relations at all times.
- We are one library. We must work together as a team. Territorial behavior will not be tolerated.
- Staff will not interfere with each other when providing public service. Assistance should be given only when asked.
- Monthly Department Head meetings will be the appropriate forum for discussion of procedural problems and conflicts in the provision of services to the public.
- Staff will refrain from criticizing each other's work habits or style of public service. At no time will staff complain to each other about another employee's work habits.
- Personal conversations at the service desks should be of limited duration. At no time should personal conversations take place in the presence of patrons.
- Staff will engage each other in a professional, polite and respectful fashion. Raised voices, sharp retorts or any other form of emotional outbreak will not be allowed.
- Any breach of these guidelines will be considered cause for progressive discipline.

Adopted by the Board of Library Trustees
on 10/8/14