

**M. G. Parker Memorial Library  
Board of Library Trustees  
Meeting Minutes  
October 12, 2016**

The meeting was called to order at 4:41pm by Eric Jackson

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

**Community Input-** There was no community input

New Young Adult Librarian Catherine Cloutier was introduced to the trustees. There was a discussion about reaching out to the High School and Middle School Librarians to advertise Parker Library Young Adult programming.

**Review of the minutes** from September 14, 2016, John Dyer made a motion to accept the minutes, seconded by Eric Jackson, unanimously approved.

**Review of Bills and Payroll-** Bills from the weeks of 9/08/2016 to 10/7/2016, and Payroll from the weeks of, 9/12/2016 to 10/08/2016 a motion to accept was made by John Dyer and seconded by Eric Jackson unanimously approved

**Budget and Financial Report –** Addendum Attached - Discussion regarding the director filing for a waiver to the Massachusetts Board of Library Commissioners because our budget was cut by \$30,000.00 The Town Manager informed the director at the eleventh hour that the budget would be restored and would be placed on the warrant at the November town meeting.

**Performance Overview-** Addendum Attached -

**Directors Report-** Addendum Attached –

- Discussion regarding the front door to the building, a locksmith was called and they recommended we call a door company as the door is misaligned and the locks are working fine.
- New collection called *Bing Boxes* will be starting the week of October 17, 2018

**Unfinished Business –**

Board of Trustee By-Laws review

4.1 John Dyer posed add a vice chairman section

4.1 Vice Chair in the absence of the chair

6.1 Discussion regarding the library director having a contract, and the term ex-officio

8. Wording change

Eric Jackson moved to have the Board of Trustees By-laws amended for the next meeting per discussions and presented for approval, seconded by John Dyer, unanimously approved.

Review of Director's Job Description - Discussion John Dyer moved to accept the draft, seconded by James Nolan, unanimously approved.

Bing Box Policy Review – Discussion – Proposed change in wording, a motion was made by John Dyer to accept and was seconded by James Nolan, unanimously approved.

Updated Circulation Policy with amendments - John Dyer moved to accept the policy as amended, and was seconded by Eric Jackson, unanimously approved.

*Civics and Citizen Toolkit* Lending Policy – Review, discussion John Dyer moved to accept as presented, seconded by James Nolan, unanimously approved

Updated Library Staff Listing was presented to the Trustees.

Readers Advisory – The Director discussed the online Reader Advisory recommendations and four patrons have already signed up. Survey Monkey is the format that is being used to manage these recommendations.

Director informed the trustee that four of the library's part time employees have joined the SIEU (Service Employees International Union)

Our custodian David Lamourex will begin a six week leave of absence starting December 1, 2016

**Continuing Business** - none

**New Business** – none

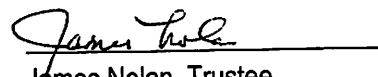
**Next Meeting** – November 16, 2016

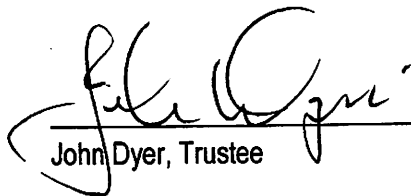
**Suggestions for Next Meeting** - Trustee By-Law and 2018 Budget Draft

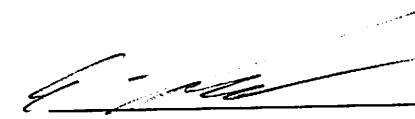
A motion to adjourn meeting was made by Eric Jackson and seconded by John Dyer, meeting was adjourned at 5:56pm

Minutes Approved by:

  
Linda Trouville, Chairperson

  
James Nolan, Trustee

  
John Dyer, Trustee

  
Eric Jackson, Trustee

  
Monique Verville, Trustee

# BOARD OF LIBRARY TRUSTEES

Dracut M. G. Parker Memorial Library

28 Arlington St  
Dracut, MA 01826  
(978) 454-5474

Agenda for October 12, 2016 Board of Library Trustees  
4:30 PM. Director's Office, 2<sup>ND</sup> 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

DIRECTOR JOB DESCRIPTION

NEW BUSINESS

CIRCULATING HOTSPOT POLICY

FY2018 BUDGET DISCUSSION | DRAFT

IMMIGRATION KIT CIRCULATION PROCEDURE

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.

Parker Memorial Library  
**DIRECTOR'S REPORT- OCTOBER 2016**

**BUDGET NEWS**

As you are aware, for FY2017, the library's State Aid was put into a separate account, to be expended by the Library. Our regular municipal appropriation was reduced by the amount of our state aid. We were left with a \$30,000 deficit which required us to apply for a waiver this year. Last Thursday, I received a call from Town Manager, James Duggan. Because receipts were higher than anticipated, he will be looking for authorization to add that \$30,000 back into our regular budget at the November 7<sup>th</sup> Town Meeting. This is excellent news as we will now be able to use our State Aid above and beyond the municipal appropriation, as required by Massachusetts state regulations. I thanked him profusely and hope that you will do the same when you see him next.

**BUILDING**

On Thursday, October 6<sup>th</sup>, Carole Hamilton and Diane Annunziato met with Tony from TNT Cleaning. The meeting was set up because we have continued to have thefts from the library. Some of the items that have gone missing include our Nikon camera, Legos, scarves, scissors, a hot glue gun, craft supplies, personal items from staff member's desks, and food from the refrigerator in the staff room. Additional security cameras have not yielded any information. It is our firm belief that these thefts are taking place after hours. Tony conceded that it could be a disgruntled former employee.

As a result of the meeting, TNT has agreed to the following actions:

- Carole will be getting a quote from Signet to reset the alarm codes and setting up the system so that we can pull reports on who enters and exits the building (by passwords) – two separate quotes. TNT is willing to pay for the cost of resetting the alarm codes.
- Carole will be getting a quote from the locksmith on rekeying the three main library entrances/exits. TNT is also willing to pay for this cost.
- All TNT cleaning staff will sign in and out any time that they enter/exit the building.

**FRIENDS**

In lieu of their annual holiday raffle, the Friends of the Library will be holding a Fall Raffle from October 19 – October 29<sup>th</sup>. Basket raffle tickets will be on sale in the Main Lobby during the day. Tickets will be 4 for \$1.00 and 25 for \$5.00. Raffle baskets will be on display on the Mezzanine level.

The next regular meeting of the Friends of the Dracut Library will be on Wednesday, October 26<sup>th</sup> at 6:30 pm.

## **INTERNSHIP PROGRAM**

We have agreed to be a mentor for Innovation Academy's high school internship program. The Innovation Academy Internship Program aims to provide students an opportunity to explore different career options while enabling them to gain workplace skills regardless of what career they choose to pursue. Interns are covered by IACS liability insurance while onsite. Our intern's name is Katie Therrien. She will be with us on Wednesdays from 1:00 pm to 5:00 pm from October 19<sup>th</sup> through May 17<sup>th</sup>. Diane Annunziato and Penny Berube will be overseeing Ms. Therrien's program.

## **PROGRAMS**

- YA Gaming Club – Mondays from 3:00 pm to 5:00 pm in the Meeting Room. 10/17.
- Grade 1 Book Club – Monday, 10/17 from 4:00 pm to 5:00 pm. *Duck Soup* by Jackie Urbanovic.
- Bambinos – Tuesdays at 10:30 am on 10/18, 10/25, 11/1.
- Junior Friends of the Library – Tuesdays from 4:00 pm to 5:00 pm on 10/18, 10/25, 11/1.
- Adult Coloring Group – Tuesday, 10/18 at 6:00 pm in the Old Library.
- Story Time for 2 year Olds – Wednesdays at 10:00 am on 10/19, 10/26, 11/2.
- Leftover Craft Day – Wednesday, 10/19 at 4:00 pm.
- The Knitting Connections – Wednesdays at 6:30 pm on 10/19, 10/26, 11/2.
- Preschool Story Time Session I – Thursdays at 9:30 am on 10/20, 10/27, 11/3.
- Preschool Story Time Session II – Thursdays at 10:30 am on 10/20, 10/27.
- Readers' Theater – Mondays at 4:00 pm on 10/24.
- Kindergarten Book Club – Mondays at 4:00 pm on 10/24.
- Readers' Theater Productions – Mondays at 5:00 pm on 10/24.
- Children's Halloween Party – Tuesday, 10/25 at 4:30 pm.
- Lego Club – Wednesdays at 4:00 pm on 10/26.
- Heartbeat, Warble, and the American Powwow: American Indian Music – Saturday, 10/29 at 1:30 pm.
- Parker Library Adult Writers Group – Wednesday, 11/2 at 6:30 pm. *This group is now full. No longer accepting new members.*
- Craft Day – Monday, 11/7 at 4:00 pm.

## **SCHEDULE CHANGES**

The Library will open at 1:00 pm on Thursday, October 13<sup>th</sup> due to our last Readers' Advisory grant meeting with the Chelmsford Public Library staff.

The Library will close at 6:00 pm on Monday, November 7<sup>th</sup> for fall Town Meeting.

The Library will be closed on Friday, November 11<sup>th</sup>, for Veterans Day.

## **TEAM LEADERS**

I have started meeting with the library's team leaders every Monday 2:00 pm. Participants include Penny Berube, Diane Annunziato, Ellie Szafran and Lydia Gravel. This hour every week provides us with the opportunity to discuss what is happening in our various departments, plan for programming needs, discuss scheduling challenges, and provide each other with feedback on any issues that have arisen.

The Children's Department now has 16 members in its Junior Friends group. Half of those are new members.

The Children's Department has started two new book groups that have become very popular. These are a Kindergarten book group, led by Amber Bouchard, and a 1<sup>st</sup> grade book group, led by Penny Berube. These groups are both limited to 15 people each and have been filled to capacity thus far.

The Preschool story time sessions have been so popular that Penny has had to split them into two separate groups.

Penny is starting a Readers' Theater Group that will meet during the Kindergarten Book Club. This program will be for older siblings and will meet in the Old Library. The group will rehearse the play and then perform it for their parents and younger siblings at the end of the hour.

Penny has also started doing coding with the children. She is using a robotic mouse that travels 5" at a time. She has been using a scratch coding program that is free from MIT. Coding has become very popular. She is ordering some coding books to go along with the programming.

The Reference Department is currently weeding the cookbook section. Once that is completed, they will move on to sports, then literature and poetry. Our new Young Adult Librarian, Catherine Cloutier has started and we're thrilled to have her.

The Technical Services Department is currently working on cataloging our new Civics and Citizenship kits, preparing to catalog our hot-spots, and retro-cataloging our DVD television series so that entire seasons circulate together, as required by MVLC.

The Circulation Department has been busy training our new Adult Pages. The staff is pleased to welcome YoungOak Lim and Elizabeth Taylor-Wiggins.

## **UPCOMING MEETINGS | WORKSHOPS | VACATIONS**

### Nanci

- MLA Executive Board Meeting – Friday, October 7<sup>th</sup> at 10:00 am in Worcester.
- New England Library Association Annual Conference – Sunday, 10/15 – Tuesday, 10/18 in Danvers.
- ILS Selection Committee meeting – Tuesday, 10/25 at MVLC in North Andover. 2:00 pm - 4:30 pm
- MIIA training in Carver on Overcoming Departmental Divisions – Wednesday, 10/26 in Carver, MA.

- MLA Legislative Committee meeting – Friday, 10/28 at 10:00 am. MLN Offices, Natick.
- Fred Prior workshop on Becoming Great Leaders. Wednesday, November 9<sup>th</sup>. Woburn. All day.

### Diane

- ALA Webinar "The Library's Legal Answers for Meeting Rooms" – Friday, October 14<sup>th</sup> from 2:30 pm to 4:30 pm
- New England Library Association Annual Conference – Sunday, 10/15 – Monday, 10/17 in Danvers.
- MLA Intellectual Freedom/Social Responsibilities Round Table Meeting – Monday, 10/24 from 9:00 am to 11:00 am at MLS in Marlborough
- Fred Prior workshop on Becoming Great Leaders. Wednesday, November 9<sup>th</sup>. Woburn. All day.

### Cathy

- "Learning in the Library, Parts 1 & 2" – Thursday, October 6<sup>th</sup> at MLS in Marlborough from 9:30 am to 3:30 pm.
- On Vacation – the week of October 31<sup>st</sup>.

### Lydia

- Tech Services Committee meeting – Thursday, October 6<sup>th</sup> in Tewksbury from 10:00 am to 11:00 am.

### Penny

- Massachusetts STEM Summit at the DCU Center in Worcester – Tuesday, 11/1 all day.
- New Books: New series – Monday, 11/7 at the Georgetown Peabody Library from 10:00 am to 12:00 pm.

### Ellie

- Fred Prior training on "Developing Emotional Intelligence" – Tuesday, November 15<sup>th</sup>. All day in Woburn.

## **WRITERS GROUP PUBLICATION**

A group of five people has developed out of the Parker Memorial Writing Group to produce a publication of works. They hope to produce a publication in the spring of 2017.

The group met the first week of September and decided they will meet once per month for the next eight months. Each meeting will consist of constructive criticism of each other's pieces, edits to the schedule and printing plan as needed, as well as further discussion of marketing as the publication draws closer to completion.

The group has agreed that they will publish a volume of approximately 30,000 words. Each author will produce an average of 6,000 words. These could be the product of one longer piece, or two to three shorter pieces. Three members have already submitted pieces to the group for critique, and they were discussed at the first meeting. The next meeting is currently scheduled for October 18, 2016 in the library's Quiet Study Room 2.

#### **NEXT MEETING**

The next meeting of the Parker Library Board of Library Trustees will be on Wednesday, November 9<sup>th</sup> at 4:30 pm in the Director's Office.

Respectfully submitted,  
Nanci Milone Hill  
Library Director



M.G. Parker Memorial Library  
FY2017 Budget Report

		FY2017 APPROPRIATION	FY2017 SPENT	FY2017 UNSPENT	FY2017 % UNSPENT
5110	Department Payroll	406,446.00	103,323.70		74.6%
5120	Temp. / PT Payroll	120,000.00	27,287.08		77.3%
5140	Longevity	3,100.00	1,075.00		65.3%
5210	Electricity	30,000.00	4,002.13		86.7%
5212	Gas	15,000.00	552.72		96.3%
5230	Water Charges	1,900.00	497.35		73.8%
5231	Sewer Charges	650.00	-		100.0%
5241	Service Contracts	31,000.00	10,312.53		66.7%
5291	Custodial & Housekeeping	4,000.00	1,339.67		66.5%
5340	Telephone	1,500.00	438.43		70.8%
5341	Postage	1,000.00	-		100.0%
5420	Office Supplies	1,700.00	554.02		67.4%
5421	Computer Supplies	2,000.00	-		100.0%
5423	Duplicating Supplies	300.00	-		100.0%
5430	Building Main. Expense	5,800.00	7,365.10		-27.0%
5432	Security Equipment	300.00	-		100.0%
5433	Equipment Maint. Expense	800.00	-		100.0%
5581	Library Supplies	5,000.00	2,549.24		49.0%
5586	Library Programming	1,000.00	475.00		52.5%
5712	Mileage Reimbursement	2,000.00	185.98		90.7%
5730	Dues & Publications	100,000.00	58,652.11		41.3%
5884	Machinery & Equipment	1,000.00	-		100.0%
<b>TOTAL APPROPRIATION</b>		<b>734,496.00</b>	<b>218,610.06</b>	<b>515,885.94</b>	<b>70.2%</b>

RESERVE/REVOLVING FUNDS	SPENT
22-3571-0000-520	238.00
22-3571-0000-540	-
<b>TOTAL RESERVE/R. EVOLVING FUNDS</b>	<b>- 238.00</b>

<b>TOTAL LIBRARY OPERATING</b>	<b>734,496.00</b>	<b>218,848.06</b>	<b>515,885.94</b>	<b>70.2%</b>
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M.G. Parker Memorial Library  
Comparative Circulation 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	15,265
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	
<b>TOTALS</b>	<b>161,383</b>	<b>205,765</b>	<b>237,907</b>	<b>270,025</b>	<b>257,300</b>	<b>257,775</b>	<b>252,415</b>	<b>232,520</b>	<b>210,907</b>	<b>209,393</b>	<b>155,755</b>

**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	11,006
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	
<b>TOTALS</b>	<b>98,744</b>	<b>141,928</b>	<b>161,231</b>	<b>162,777</b>	<b>152,096</b>	<b>152,334</b>	<b>149,902</b>	<b>142,828</b>	<b>127,799</b>	<b>126,229</b>	<b>97,105</b>

M.G. Parker Memorial Library  
FY2017 Performance Overview

	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	TOP 10
First Time Checkout	13,338	14,299	11,086								
Desk Renewal	861	932	678								Adult DVDs 2,531
OPAC Renewal	1,853	2,449	1,888								Adult Fiction 2,404
Overdrive / Audio	189	192	177								JE or JJ Books 1,556
Overdrive / e-Books	393	354	310								Freegal Music 1,125
Overdrive Streaming Video	4	3	1								J Fiction 907
Overdrive / TOTAL	586	549	488								Easy Readers 893
Freegal Downloadable Music	253	319	328								J DVDs 764
Freegal Streaming Music	874	797	797								Adult BOCD 505
Freegal / TOTAL	1,127	1,116	1,125								Overdrive 488
<b>Total Checkouts</b>	<b>17,765</b>	<b>19,345</b>	<b>15,265</b>								Large Print 485
<b>Total Checkins</b>	<b>15,894</b>	<b>18,624</b>	<b>14,082</b>								
Requests Placed at mdr	2,387	2,425	2,251								
Requests Cancelled	357	331	348								
Holds Fulfilled	1,802	2,236	1,904								
Users Added	70	63	60								
Copies Added	387	409	550								
Bib Records Added	45	67	75								
Children's Programs	25	19	15								
Children's Attendance	634	372	314								
Young Adult Programs	7	1	2								
Young Adult Attendance	68	17	11								
Adult Programs	9	9	14								
Adult Attendance	58	58	124								
Community Meetings	1	0	3								
Community Meeting Attendance	12	0	193*								
Quiet Study Use	90	74	65								
Quiet Study Room Attendance	162	135	119								
TOTAL Adult Volunteers	4	4	4								
TOTAL Adult Vol. Hours	24	34	52								

Prepared by Nanci Milone Hill, Library Director