

**M. G. Parker Memorial Library  
Board of Library Trustees  
Meeting Minutes  
October 14, 2015**

The meeting was called to order at 4:30pm by Chairperson Linda Trouville

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

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

**Review of the minutes** from September 9, 2015. A motion to accept the minutes was made by Eric Jackson and seconded by Clee Ace, unanimously approved.

**Review of Bills and Payroll** Bills from the weeks of September 14, 2015 to October 9, 2015 and Payroll from the weeks of September 7, 2015 to October 5, 2015 were reviewed. A motion to accept was made by Clee Ace and seconded by James Nolan, unanimously approved

Linda Trouville asked for a status of the cleaning company, Nanci Hill indicated that a new woman was hired to replace the woman who started with us, things are slowly improving.

**Budget and Financial Report** – Addendum Attached

**Performance Overview-** Addendum Attached

**Directors Report-** Addendum Attached

Discussion- The Director is putting together a building maintenance schedule

**Unfinished Business -**

Collection Development Policy Update

Reconsideration of Library Materials Policy Update

Library Bill of Rights

The Freedom to Read Statement

Bulletin Boards, Collection of Donations and Distribution of Free Materials

A motion was made by Clee Ace to adopt the corrected and amended policies as presented, seconded by James Nolan, unanimously approved.

**Continuing Business –**

Status of the Clock in the old building – Linda Trouville has not yet had the opportunity to discuss this with Harvey Gagnon. She will put it on her list of things to do.

FY17 Budget – The Director has received directions from the Town Manager and Finance Director. She will work on the FY17 Budget and bring a draft to the Trustees at their November meeting.


**New Business – None**


**Next Meeting – November 18, 2015** (Please note that this is the third Wednesday of the month, due to the Veteran's Day holiday).

**Suggestions for Next Meeting- None**

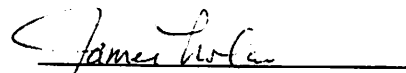
Hearing no objections the Chair adjourned the meeting at 5:11pm

Minutes Approved by:

  
Linda Trouville, Chairperson

  
Cleo Ace, Trustee

Absent  
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 14,2015 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**

**COLLECTION DEVELOPMENT POLICY UPDATE**

**BULLETIN BOARD POLICY UPDATE**

**CLOCK IN THE OLD BUIDLING**

**NEW BUSINESS**

**STAFF DEVELOPMENT REPORT**

**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.**

		FY2016 APPROPRIATION	FY2016 SPENT	FY2016 UNSPENT	FY2016 % UNSPENT
5110	Department Payroll	401,768.00	114,236.71		71.6%
5120	Temp. / PT Payroll	102,820.00	24,939.63		75.7%
5140	Longevity	4,025.00	1,075.00		73.3%
5210	Electricity	40,000.00	4,927.00		87.7%
5212	Gas	21,000.00	517.85		97.5%
5230	Water Charges	1,900.00	531.76		72.0%
5231	Sewer Charges	650.00	-		100.0%
5241	Service Contracts	65,000.00	45,370.56		30.2%
5291	Custodial & Housekeeping	4,000.00	183.99		95.4%
5340	Telephone	1,500.00	469.25		68.7%
5341	Postage	1,200.00	18.56		98.5%
5420	Office Supplies	1,700.00	665.74		60.8%
5421	Computer Supplies	2,000.00	99.00		95.1%
5423	Duplicating Supplies	300.00	-		100.0%
5430	Building Main. Expense	5,800.00	1,484.71		74.4%
5432	Security Equipment	300.00	-		100.0%
5433	Equipment Maint. Expense	800.00	-		100.0%
5581	Library Supplies	5,000.00	342.14		93.2%
5586	Library Programming	1,000.00	521.32		47.9%
5712	Mileage Reimbursement	2,000.00	567.18		71.6%
5730	Dues & Publications	100,000.00	37,545.98		62.5%
5884	Machinery & Equipment	1,000.00	-		100.0%
<b>TOTAL APPROPRIATION</b>		<b>763,763.00</b>	<b>233,496.38</b>	<b>530,266.62</b>	<b>69.4%</b>
<b>RESERVE/REVOLVING FUNDS</b>			<b>SPENT</b>		
22-3571-0000-5200		20,000.00	-		
22-3571-0000-5400		10,000.00	1,895.00		
<b>TOTAL RESERVE/REVOLVING FUNDS</b>		<b>30,000.00</b>	<b>1,895.00</b>		
<b>TOTAL LIBRARY OPERATING</b>		<b>793,763.00</b>	<b>235,391.38</b>	<b>530,266.62</b>	<b>69.4%</b>

**M.G. Parker Memorial Library  
Circulation Attendance Report**

**CIRCULATION**

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
January	8,102	16,424	17,818	21,186	20,677	20,724	20,196	15,948	10,095	17,363
February	7,917	15,700	18,760	21,967	21,459	19,668	21,812	20,938	19,392	16,767
March	10,320	17,832	19,914	23,674	22,823	23,655	22,865	20,555	20,874	19,447
April	762	15,922	18,689	22,166	19,967	20,477	21,206	21,352	18,769	17,450
May	14,145	15,606	17,778	20,116	18,720	19,380	21,591	18,292	17,828	14,475
June	19,006	18,555	18,436	26,120	23,094	22,471	22,115	19,635	19,241	15,749
July	20,571	22,683	28,688	28,526	25,595	24,600	25,077	16,832	21,348	18,257
August	21,518	21,254	22,381	24,728	24,948	26,785	24,502	24,245	20,262	22,428
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	
November	15,010	15,481	18,505	19,889	20,308	21,280	17,517	17,146	15,042	
December	12,294	12,604	16,327	19,606	17,846	17,772	15,949	17,566	16,740	
<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>	

**PATRON ATTENDANCE**

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
January		12,011	12,492	12,750	12,352	10,869	12,191	12,089	10,684	9,102
February		10,354	13,144	13,183	12,100	11,140	13,141	11,826	12,525	9,770
March		12,687	14,532	14,634	14,649	13,842	13,703	12,568	12,404	10,993
April		11,682	13,726	14,478	12,367	12,767	12,756	13,252	11,331	10,839
May	9,336	10,780	12,172	11,898	11,582	11,969	12,138	11,271	10,664	10,664
June	10,502	10,604	13,903	15,650	13,046	13,063	12,114	10,779	10,849	9,780
July	13,879	14,763	17,528	17,236	14,440	14,343	14,768	14,321	16,025	10,597
August	16,460	15,857	15,684	15,151	14,854	15,663	15,200	14,321	12,361	12,268
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	
November	12,743	10,657	11,665	11,535	11,961	12,414	9,583	9,871	8,812	
December	9,809	9,036	10,415	11,145	10,065	10,879	10,455	9,699	9,111	
<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>	

**M.G. Parker Memorial Library  
FY16 Performance Overview**

**FY 2016 PERFORMANCE OVERVIEW**

	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15
First Time Checkout	14,346	17,451	13,679			
Desk Renewal	761	1,077	774			
OPAC Renewal	1,565	2,185	1,976			
Overdrive / Audio	173	154	63			
Overdrive / e-Books	394	406	177			
Overdrive Streaming Video	2	4	3			
Overdrive / TOTAL	569	564	243			
Freegal Downloadable Music	238	256	265			
Freegal Streaming Music	778	895	906			
Freegal / TOTAL	1,016	1,151	1,171			
<b>Total Checkouts</b>	<b>18,257</b>	<b>22,428</b>	<b>17,843</b>			
<b>Total Checkins</b>	<b>15,749</b>	<b>19,563</b>	<b>16,543</b>			
Requests Placed at mdr	2,510	2,773	2,269			
Requests Cancelled	368	441	403			
Holds Fulfilled	2,165	2,310	2,076			
Users Added	83	116	57			
Copies Added	593	693	503			
Bib Records Added	166	120	719			
<i>Children's Programs</i>	31	16	19			
Children's Attendance	923	570	225			
<i>Young Adult Programs</i>	2	3	3			
Young Adult Attendance	14	91	28			
<i>Adult Programs</i>	12	12	15			
Adult Attendance	91	71	171			
<i>Community Meetings</i>	2	1	4			
Community Meeting Attendance	43	9	94			
<i>Quiet Study Use</i>	75	74	70			
Quiet Study Room Attendance	136	145	121			
TOTAL Adult Volunteers	8	4	5			
TOTAL Adult Vol. Hours	96	75	45			

**TOP 10**

DVDs	2,481
Adult Fiction	2,330
JE or JJ	2,082
Easy Readers	1,250
Freegal Music	1,171
J DVDs	997
J Fiction	819
Adult BOCD	528
YA Fiction	520
Music CDs	489

Parker Memorial Library  
DIRECTOR'S REPORT- OCTOBER 2015

**BUILDING**

Bedford Mechanical came out on Wednesday, September 16<sup>th</sup> to look at the leak in the lobby ceiling. The strainer body cap plug was dripping. They were able to fix the leak without much difficulty.

The town building inspector came out on Thursday, September 17<sup>th</sup> to re-inspect the building. He found that all of our exterior emergency lights were out. Several of our interior emergency exit signs were not working. He also found a missing ceiling tile in the stairwell by the Children's Room where a pipe was exposed and wasn't sealed with fire caulking. He also found that the lock on the Children's Room office door was not working. In addition, we do not have a sign in the community room listing the capacity. These items were not something that was reported to us when we were first inspected. Due to these issues, we once again failed our building inspection. As a result, Mercier Electric replaced all the exterior emergency lights as well as the batteries for all of our internal emergency exit signs. Dave Lamoreaux caulked the exposed pipe in the stairwell with flame retardant caulking and replaced the missing ceiling tile. Post Office Locksmith came out on September 21<sup>st</sup> to take apart the lock on the Children's Room office door. He found that a staple was jammed into the lock. Taking it out fixed the problem. Carole Hamilton will be contacting the building inspector to come out and re-inspect the building.

Meadow Construction came out on Monday, September 28<sup>th</sup> to repair and replace the slate tiles that came down during last winter's storm. Due to rain, they were unable to continue working. They came out and finished the repairs on Friday, October 2<sup>nd</sup>. All of the debris has been taken away.

Also on Monday, September 28<sup>th</sup>, ASAP came out to do our quarterly dry sprinkler inspection, which we passed.

Signet Security came out on October 2<sup>nd</sup> to check the control panel / keypad at the back door. The security code list that we had did not match with the keypad. The technician activated the area location button, which now allows us to see where the alarm is going off. This visit was at no charge to us.

Mercier Electric submitted their updated quote for the LED up light retrofitting project in connection with National Grid. The total stayed at \$13,351. Today, we received the application from Mercier for the rebate. I signed it and now the application will be submitted to National Grid. It takes 3-4 weeks to be approved. Once that has happened, the work will be scheduled.

During the first week in October, TNT Cleaning conducted the semi-annual interior window cleaning.

## **COMMUNITY**

As the Library Director, I often only have direct contact with patrons who are angry about having to pay fines or unhappy for some other reason. It is such a pleasure when I do get positive reinforcement from those we serve. I received two this month:

*"It's largely thanks to you (the library) that I got to be Dr. Findlay. I studied here ...wrote my whole dissertation here. I'm so impressed with your programming, adult and children's. You are so valuable to this community!"* – reported at the Reference Desk.

*"I am so impressed with the programming that you are doing. You usually have to go into Boston to hear this quality of speakers."* – a patron that attended our panel discussion on youth and violence.

## **FRIENDS**

The Friends last met on Wednesday, September 30<sup>th</sup>. They are planning a mini-golf fundraiser for the weekend of March 12<sup>th</sup> – 13<sup>th</sup>. They are working with a company that sets up mini-golf courses inside libraries for Friends' fundraisers. The company comes in and sets up an 18-hole golf course that takes about 45 minutes to play. There are 4-5 players per group, which means that they can accommodate 30-50 players per hour. They offer 27 unique holes to choose from, depending on your space needs. The company stays on site to help with the flow of the play by bringing groups to the open holes. The weekend will consist of an evening of mini-golf for sponsors, Trustees, staff and Friends of the library, followed by a community event the next day. They will be seeking a one-day liquor license for the Saturday evening of the event. They will be getting business sponsors for each hole to pay for the event and help raise money. They have not yet decided if they will charge community members or ask for donations from them to play.

The next meeting will be held on Wednesday, October 28<sup>th</sup> at 6:30 pm in the Meeting Room.

## **INCIDENTS**

I have received a letter from the Commonwealth of Massachusetts Office of the District Attorney for the Essex District. The letter is dated September 16, 2015. The purpose of the letter was to inform us that Kaitlyn Hudson, the defendant who is charged with stealing property in excess of \$250.00 from the Library, failed to appear in court on September 15, 2015. A warrant has been issued for her arrest. The office will inform me if and when the default is removed.

## **MBLC**

At their October 1<sup>st</sup> meeting, the Massachusetts Board of Library Commissioners accepted the report of Recommendations of the State Aid Review Committee. These recommendations, which are available as a PDF on the State Aid web page ([http://mblc.state.ma.us/grants/state\\_aid/index.php](http://mblc.state.ma.us/grants/state_aid/index.php)) or through the State Aid Review LibGuide ([http://guides.mblc.state.ma.us/state\\_aid\\_review](http://guides.mblc.state.ma.us/state_aid_review)) are now open to public comment. The MBLC will hold a series of meetings in the month of October where we welcome your feedback and additional suggestions for the State Aid to Public Libraries program:



- 10/08 – Flint Public Library, Middleton 10:30am - 12:00pm
- 10/13 – MBLC Office, Boston 10:30am - 12:00pm
- 10/14 – CLAMS Office, Hyannis 12:00pm - 1:30pm
- 10/19 – MLS Office, Marlborough 10:00am - 11:30am
- 10/20 – Chicopee Public Library 10:30am - 12:00pm

In short, the recommendations are:

- More flexibility in the *Hours Open* requirement. The committee suggests changing the current requirement for Hours Open from Labor Day to Memorial Day to any nine consecutive months. This would be beneficial for libraries that have a large change in the number of residents during the summer months or libraries that have increased attendance due to summer programming.
- A change in the Materials Expenditure Requirement to allow libraries to count a percentage (to be determined) of the cost of providing technology for director use by patrons.
- To retire the formula currently used for the Municipal Appropriate Requirement so that the MAR would be calculated solely according to MGL, c. 78, s. 19A:  
*No city or town shall receive any money under this section in any year when the appropriation of said city or town for free public library services is below an amount equal to the average of its appropriation for free public library service for the three years immediately preceding, increased by two and one half per cent of said average.*
- Create a process that establishes steps and a timeframe for waiver communities to meet their MAR.

## PROGRAMS

We began our first ever one town/one book program on September 1st. Since then, we have circulated 421 paper copies of *Defending Jacob*. That number includes the circulation of 20 large print copies. In addition, we have circulated 24 copies of the title on CD and 9 copies of the title on Playaway. Our patrons have downloaded 14 copies of the eBook and 3 copies of the audio. That's a total of 471 circulations, or 38% of our total circulation during the month of September.

23 people attended the *CSI Dracut* program on Saturday, September 19<sup>th</sup>. 33 people attended our panel discussion on youth and violence that was led by Hank Phillip Ryan on Saturday, October 3<sup>rd</sup>. 8 people attended Cathy Bence's program on Forensic Genealogy that was held on Monday, October 5<sup>th</sup>.

The Backyard Astronomy program that was held on Wednesday, September 23<sup>rd</sup> was a huge success. 59 people (both adults and children) attended. Everyone was excited to learn about our new telescope and look forward to being able to begin checking it out.

The Smash program continues to attract large crowds of teens. There were 19 participants at the program on Saturday, September 12, 2015. Upcoming programs include:

- *Dracut Reads Event: Stealing from the Dead: Ideas and Where We Get Them* (Crime Panel Discussion) – Saturday, October 17<sup>th</sup> at 1:00 pm.

- *Dracut Reads* book discussions – at the Council on Aging. Monday, October 19<sup>th</sup> at 10:00 am. Monday, October 19<sup>th</sup> at 6:30 pm at the Library.
- Adult Coloring Group – Tuesday, October 20<sup>th</sup> at 6:00 pm in the Old Library.
- *Dracut Reads Event: Mass Murder with Christopher Daley* – Tuesday, October 20<sup>th</sup> at 6:30 pm in the Meeting Room.
- *Dracut Reads Event: Meet the Author, William Landay* – Saturday, October 24<sup>th</sup> at 1:00 pm in the Meeting Room.

## STAFF

We have two current openings. The first is Anna Call's replacement as the part-time Young Adult Librarian. We have received 3 resumes in consideration. We will be interviewing two of the 3 applicants. The second position is that of Assistant Circulation Librarian, currently held by Julie Sheehan. Julie will be retiring in November after 19 years of service with the town. We will all be very sad to see her go, but she promises that she will be back to volunteer at the Library. We have received 21 resumes for consideration. Over the remainder of the week, we will be going through them and narrowing down the field as we decide who to offer interviews to. We hope to have the position filled by the time that Julie leaves us.

Cathy Bence and I will be attending the New England Library Association's Annual Conference from Sunday, October 25<sup>th</sup> through Tuesday, October 27<sup>th</sup>. The conference is being held at the Radisson Hotel Downtown in Manchester, NH.

The Town Manager has directed all Department Heads to begin conducting performance reviews on our staff members. He has provided us with an evaluation form to use. They are to be completed by December 1<sup>st</sup>. Staff is to be evaluated on the following criteria:

- Job knowledge
- Accountability / Dependability
- Teamwork and Cooperation
- Customer Service / Hospitality
- Interpersonal / Communication Skills
- Productivity
- Judgment / Problem Solving

Department Heads are to discuss goals and objectives, job duties and performance expectations, as well as any appropriate action with each individual.

Respectfully Submitted,

Nanci Milone Hill  
Library Director

10/14/15