

**M. G. Parker Memorial Library
Board of Library Trustees
Meeting Minutes
November 12, 2014**

The meeting was called to order at 4:33 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 October 8, 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 October 10, 2014 to November 6, 2014 and Payroll from the weeks of October 5, 2014 to November 8, 2014. A motion to accept was made by James Nolan and seconded by Linda Trouville - unanimously approved.

Budget and Financial Report – Addendum Attached - Director Nanci Hill will be preparing the upcoming budget for FY16. She will be reworking the some of the line items.

Performance Overview- Addendum Attached - Comments and short discussion regarding the lower circulation numbers reflected in the monthly report.

Directors Report- Addendum Attached - Colleen Gary offered to help with a wine tasting book signing and John Dyer offered to help. Notice was taken by a patron of Librarian Cathy Bence's Veterans Day display with approving comments. There was a short discussion regarding the state of the Books & Brew book club.

Unfinished Business - Long Overdue Fines. Letters are being prepared to send out via certified mail to those patrons who have long overdue fines. Trustee would like the director to put together a draft policy and present it to them for approval.

Continuing Business - None

New Business - MVLC Limit Changes, the consortium has raised the limit to \$20.00
Incidents regarding a disgruntled patron – Discussion followed Clee Ace asked if we should send the patron a letter. Director Nanci Hill said she is working with the Town Manager to address this problem.
A procedure for when the security alarm goes was presented by the director, and will be posted at the rear entrance along with the *Code Areas* list.
The Trustees asked for an updated personnel list for next month, the director will prepare for the next meeting.

Next Meeting- December 10, 2014

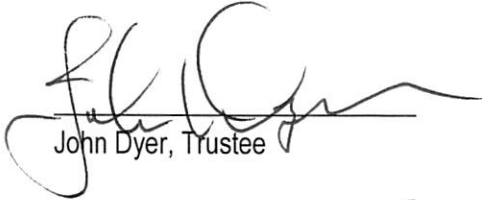
Suggestions for Next Meeting- Eric Jackson would like to discuss having a lock-in for teens at the next meeting.

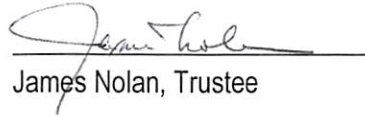
Hearing no objections Clee Ace Adjourned the meeting at 5:23pm

Minutes Approved by:


Cleo 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 November 12, 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

LONG OVERDUE FINES

NEW BUSINESS

MVLC LIMIT CHANGES

PATRON INCIDENT

JANUARY 22, 2015 LATE OPENING – STAFF MEETING/TRAINING

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.

FY2015 Budget Update
Board Report

	FY2015 APPROPRIATION	FY2015 SPENT	FY2015 UNSPENT	FY2015 % UNSPENT
5110 Department Payroll	399,800.00	134,433.22		66.4%
5120 Temp. / PT Payroll	92,000.00	28,172.28		69.4%
5140 Longevity	4,600.00	1,075.00		76.6%
5210 Electricity	40,000.00	4,703.26		88.2%
5212 Gas	21,000.00	2,188.84		89.6%
5230 Water Charges	1,900.00	992.70		47.8%
5231 Sewer Charges	650.00	-		100.0%
5241 Service Contracts	75,000.00	56,008.55		25.3%
5291 Custodial & Housekeeping	4,000.00	1,635.48		59.1%
5340 Telephone	1,500.00	279.37		81.4%
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	400.00		92.7%
5432 Security Equipment	300.00	-		100.0%
5433 Equipment Maint. Expense	800.00	-		100.0%
5581 Library Supplies	5,000.00	4,568.74		8.6%
5586 Library Programming	1,000.00	1,081.30		-8.1%
5712 Mileage Reimbursement	400.00	658.53		-64.6%
5730 Dues & Publications	90,000.00	32,254.42		64.2%
5884 Machinery & Equipment	1,000.00	107.99		89.2%
TOTAL APPROPRIATION	749,650.00	270,307.97	479,342.03	63.9%

RESERVE/REVOLVING FUNDS	SPENT
571-0000-5200	7,651.20
571-0000-5400	-
TOTAL RESERVE/REVOLVING FUNDS	7,651.20

TOTAL LIBRARY OPERATING	749,650.00	277,959.17	479,342.03	63.9%
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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	19,806
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	11,832
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	

FY 2015 PERFORMANCE OVERVIEW

	Jul-14	Aug-14	Sep-14	Oct-14
First Time Checkout	18,985	16,409	14,641	15,771
Desk Renewal	982	1,109	869	909
OPAC Renewal	2,237	2,079	1,986	2,344
Overdrive / Audio	37	90	77	107
Overdrive / e-Books	184	283	229	236
Overdrive / TOTAL	221	373	306	343
Freegal Downloadable Music	395	292	265	439
Total Checkouts	22,320	20,262	18,067	19,806
Total Checkins	21,348	20,468	18,585	18,543
Requests Placed at mdr	2,445	2,284	2,223	2,424
Requests Cancelled	431	399	338	324
Holds Fulfilled	2,227	2,164	2,114	2,231
Users Added	101	99	65	71
Copies Added	798	499	547	560
Bib Records Added	222	126	154	128
<i>Children's Programs</i>	48	23	19	20
Children's Attendance	1,571	641	441	414
<i>Young Adult Programs</i>	4	5	3	2
Young Adult Attendance	45	36	86	14
<i>Adult Programs</i>	2	0	9	20
Adult Attendance	87	0	101	171
<i>Community Meetings</i>	10	10	5	5
Community Meeting Attendance	73	65	96	81
<i>Quiet Study Use</i>	58	50	56	61
<i>Quiet Study Room Attendance</i>	100	95	103	104
TOTAL Adult Volunteers	7	6	5	5
TOTAL Adult Vol. Hours	92	51	63	52

TOP 10

- ADULT DVDs
- JE or JJ Books
- ADULT FICTION
- J DVDs
- J Easy Reader
- J FICTION
- ADULT BOCDs
- ADULT MUSIC CDs
- J Paperbacks
- LARGE PRINT

* Includes election

Parker Memorial Library
DIRECTOR'S REPORT- NOVEMBER 2014

BUILDING

Our snow blower has been ordered from Granz Power Equipment, as recommended by Mike Buxton.

The new vertical blind was installed in the Reference area on 10/20/14. It looks great and the staff is glad to be free of the glare.

Dave discovered the furnace wasn't working when he came in on Tuesday Morning, Oct. 21, 2014. Bedford Mechanical was called. Ignition connection at the transformer was loose. The flame for the burner was not lighting and the alarm was in lockout. Bedford Mechanical tightened the cable connection at the transformer, cycled the burner twice and that corrected the problem.

On 11/10/14 the staff entered the building to discover there was no heat. Bedford Mechanical was called. Chris seemed to feel that the ignition parts were dirty. They were cleaned and the furnace was restarted. That appeared to have taken care of the problem. They are going to review our recent service calls to determine if the ignition parts were cleaned on either of the two previous service calls. If so, they will get back to us as this may indicate a bigger problem.

On 11/8/14 the lights in the Reference area went out. They stayed off for about twenty minutes and then slowly came back on. This is indicative of our need to replace the lighting sconces. This is the second time that this has happened in the last two weeks.

The HP printer in the Circulation workroom has been printing with a large line running down the middle. The machine is no longer under contract with Conway. Cathy Bence cleaned it a few times but after a brief time it began printing with the line again. We are currently pricing another printer with Conway.

The Library will close at 4:30 pm on Wednesday, November 26th. It will remain closed until Monday, 12/1/14. This is in observance of the Thanksgiving holiday.

COMMUNITY

The Lowell Transitional Living Center will be placing a collection box in our foyer from 12/1/14 – 12/31/14.

On 10/23/14, Penny Berube entertained two student nurses from the University of Massachusetts, Lowell. She spent about 20 minutes with them. They wanted to know about the programs Penny has for children. She gave them each a copy of her September/October schedule and explained what each activity involved. They were quite surprised to see that even babies had a program. They also noticed the quantity and variety of activities. They didn't think other libraries did so much. They were interested in the demographics of Dracut and community support. They wondered if there was a fee to attend programs. They are interested in doing a health program here for children.

Cathy Bence also met with the two nursing students from UML. She talked to them about the history of Dracut and the availability of Community Services.

FRIENDS

The wine tasting/ Rebecca Duda book launch fundraiser previously set for December 11, 2014 has been canceled due to lack of volunteers to plan it. Diane Annunziato and I spoke with Colleen Garry at the ribbon cutting ceremony for Town Hall on 11/6/14. Colleen indicated that she might be willing to pull together some volunteers to plan the event. She also indicated that she may be willing to sponsor the wine for the event. She asked that I email her a reminder about the Friends meeting on 11/19/14. I did so and am awaiting a reply from her.

The Friends' Annual Wreath and Basket Raffle will take place from 12/3/14 – 12/13/14.

The next Friends of the Library meeting will be held on 11/19/14 at 6:00 pm in the Meeting Room. Both Diane and I will be attending.

INCIDENTS

We had an incident on 10/29/14 in the afternoon. A regular patron refused to put away his cell phone. He was talking very loudly on the phone and was extremely rude to the staff. This is not the first incident with this patron. Diane Annunziato wrote up an incident report. A copy of the report was emailed to each of you. I also met with James Duggan, Town Manager, to inform him of the situation.

PROGRAMS

Cribbage Club – Wednesday, 11/12/14 from 6:00 pm – 8:00 pm.

Family Pizza & a Movie Night – Friday, 11/21/14 from 5:30-7:30 pm in the Meeting Room. The movie being shown is *Maleficent*.

Teen Movie Night – Monday, 11/24/14 from 6:00 pm – 7:50 pm. The movie being shown is *If I Stay*.

Books & Brews – Monday, 11/24/14 from 6:00 pm – 8:00 pm at Owen & Ollie's. The title to be discussed is *The Weight of Blood* by Laura McHugh.

The Parker Adult Writer's Group – Wednesday, 12/3/14 from 6:00 pm – 8:00 pm.

STAFF NEWS

Amy Martel had her baby on 10/22/14. He was 8 plus pounds and is named Owen Patrick.

Cathy Bence went away on another Genealogical trip. She will be incorporating the new knowledge learned into her second Genealogical program, on December 2, 2014. The program will be focused on three Genealogical databases available for people to use here in the Library.

Two of our staff members will be participating in a Massachusetts Library System training called "The Accidental Supervisor" on Thursday, 11/13/14. The training is here at the Parker Library.

Diane Annunziato attended the New England Crime Bake conference from 11/7/14 – 11/9/14. She made the acquaintance of several new authors who are interested in coming to speak at the Parker, as well as renewed some old contacts.

Respectfully Submitted,

Nanci Milone Hill
Library Director