

**M. G. Parker Memorial Library
Board of Library Trustees
Meeting Minutes
November 18, 2015**

The meeting was called to order at 4:37pm by Chairperson Linda Trouville

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

Community Input - There was no community input

Review of the minutes - A motion to accept the minutes was made by John Dyer and seconded by Cleo Ace, unanimously approved.

Review of Bills and Payroll - Bills from the weeks of, 10/15/2015 to 11/13/15 and Payroll from the weeks of, 10/12/2015 to 11/9/2015 were reviewed. A motion to accept was made by John Dyer and seconded by James Nolan, unanimously approved

Budget and Financial Report – Addendum Attached

Performance Overview - Addendum Attached

Directors Report- Addendum Attached-

Correction to report of the *Friends* (page 2, paragraph 3) “suggested \$2 per person with an \$8 cap per family” “The committee is looking into a one-day liquor license for Saturday evening”

Discussion regard circulation statistics

Discussion regarding an article from American Library Journal, a copy was handed out to each trustee entitled *Building a better Board of Trustees*

MVLC has withdrawn from MassLNC which included CWMars, NOBLE, and MVLC.

Discussion regarding MassLNC and the Evergreen System. MVLC is looking at new Library Software Systems, which means Evergreen most likely will be phasing out as MVLC reviews new software and decides on a new software system.

Discussion regarding how to promote the library.

Discussion regarding applying for grant money to market the library, the director pointed out we could apply for grant money to market the library, however this needs to be in our long range plan in order to apply for this grant money

Constant Contact - the Director reported to the board we now have 3000 emails in our Constant Contact account which sends out emails to library patrons about upcoming events at the Parker Library. Patron can "opt out" if they choose not to receive these emails.

Unfinished Business –

Long-Range Planning Update - Nothing new to discuss.

Continuing Business - None

New Business –

Draft updates to the Confidentiality Policy and Meeting Room Policy were presented to the trustees for review to be voted on at the next trustee meeting in December.

FY 2017 Library Budget draft was presented to the Trustees. Suggestions for changes were made. Approved with changes.

Next Meeting – December 9, 2015

Suggestions for Next Meeting –

Staffing update

Vote on Confidentiality and Meeting Room Policy updates.

Hearing no objection the chair adjourned the meeting at 5:39pm

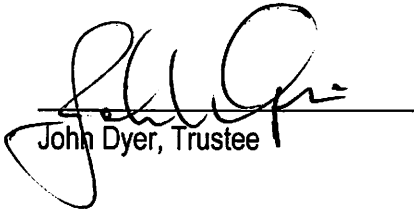
Minutes Approved by:



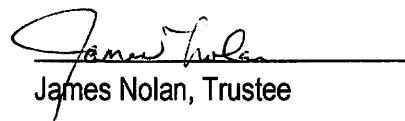
Linda Trouville, Chairperson



Cleo Ace, Trustee



John Dyer, Trustee



James Nolan, Trustee

absent

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 18, 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
LONG-RANGE PLANNING UPDATE

NEW BUSINESS

CONFIDENTIALITY POLICY - DRAFT

MEETING ROOM POLICY UPDATE – DRAFT

FY2017 LIBRARY BUDGET DRAFT

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
FY2016 Budget - Board Report

		FY2016 APPROPRIATION	FY2016 SPENT	FY2016 UNSPENT	FY2016 % UNSPENT
5110	Department Payroll	401,768.00	145,696.32		63.7%
5120	Temp. / PT Payroll	102,820.00	31,877.02		69.0%
5140	Longevity	4,025.00	1,075.00		73.3%
5210	Electricity	40,000.00	7,403.74		81.5%
5212	Gas	21,000.00	850.88		95.9%
5230	Water Charges	1,900.00	695.66		63.4%
5231	Sewer Charges	650.00	260.00		60.0%
5241	Service Contracts	65,000.00	51,162.34		21.3%
5291	Custodial & Housekeeping	4,000.00	1,572.33		60.7%
5340	Telephone	1,500.00	630.37		58.0%
5341	Postage	1,200.00	19.76		98.4%
5420	Office Supplies	1,700.00	820.07		51.8%
5421	Computer Supplies	2,000.00	114.99		94.3%
5423	Duplicating Supplies	300.00	119.56		60.1%
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	1,614.28		67.7%
5586	Library Programming	1,000.00	521.32		47.9%
5712	Mileage Reimbursement	2,000.00	1,004.98		49.8%
5730	Dues & Publications	100,000.00	44,581.24		55.4%
5884	Machinery & Equipment	1,000.00	-		100.0%
TOTAL APPROPRIATION		763,763.00	291,504.57	472,258.43	61.8%

RESERVE/REVOLVING FUNDS		SPENT
22-3571-0000-5200	20,000.00	6,126.89
22-3571-0000-5400	10,000.00	1,895.00
TOTAL RESERVE/REVOLVING FUNDS	30,000.00	8,021.89

TOTAL LIBRARY OPERATING	793,763.00	299,526.46	472,258.43	61.8%
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Parker Memorial Library
DIRECTOR'S REPORT- NOVEMBER 2015

BUILDING

The DPW came on Thursday, October 15th to pick up all of our donations to the town auction, which was held on Saturday, October 24th at the old police station, next to Harmony Hall.

The lighting retrofit for the second floor started on Thursday, November 5th and concluded on Wednesday, November 10th. Mercier Electric also replaced the mildewed ceiling tiles in the lobby. On Thursday, November 11th, they replaced the broken parking lot light bulbs.

The Building Inspector came back on Thursday, November 11th at 9:30 am. We passed our inspection.

COLLECTIONS

Robin Siniaho from CWMARS sent out an email earlier this month, offering discarded DVDs to other libraries. I went through the list and requested any DVDs that were either classic movies or based on books. She sent us the following titles, which are being added to our collection:

- *Anna and the King*
- *Antwone Fisher*
- *Bend it Like Beckham*
- *Big Fish*
- *Bride & Prejudice*
- *Bridget Jones' Diary*
- *Horatio Hornblower: The Duel*
- *Horatio Hornblower: The Fire Ships*
- *I Am Legend*
- *K-Pax*
- *The Client*
- *The Pajama Game*
- *The Pursuit of Happiness*
- *The Rat Pack*
- *The Three Stooges: Spook Louder*
- *White Oleander*

The Newbury Town Library is starting a cake pan collection. We have given them any duplicates that we had of cake pans, to help them start their collection.

FRIENDS

The Friends met on Wednesday, October 28, 2015. During the meeting, they held a dedication for the Richard Russell Book Nook with Mrs. Russell, her family and friends.

The Friends will once again be holding their Holiday Raffle. Flyers for the raffle will go out around November 15th. The hours will be 9:00 am to 6:00 pm on Monday, Tuesday and Wednesday, and 9:00 pm to 4:00 pm on Thursday, Friday and Saturday. They have solicited forty businesses for donations to the raffle this year.

John Hassan spoke with the Stoughton Library regarding their miniature golf fundraiser. They charged \$5.00 per person with a cap of \$15.00 per family for their event. The Friends are still trying to decide how much they will charge. The Director feels that \$5.00 per person is too steep for this community. She has suggested \$3.00 per person, with a \$9.00 cap per family. The Friends have taken it under advisement. A sub-committee has been formed to work on this fundraiser. The sub-committee is made up of John Hassan, Gretchen Mayall, and Barbara Varnum. The committee is also looking in to a one-day liquor license for the Friday evening Friends and Sponsors Preview. They hope to have a beer and wine cash bar.

The Friends voted to open up their museum passes to members of other MVLC libraries, effective immediately. This should allow for greater use of the library passes that they purchase. Several other MVLC libraries allow Dracut and other residents to borrow their museum passes.

Suggestions for upcoming programs were given. They included a Barbershop Quartet and another *Dracut Reads* event in 2017.

The Friends membership drive will be held during the month of February 2016. They will have a free drawing again for anyone that signs up for a membership.

Due to the Thanksgiving holiday, the next Friends meeting will be held on Wednesday, November 18th. December's meeting will also be held a week earlier than usual, due to the Christmas holiday. The January meeting will be their annual meeting. They will have food at that meeting.

PROGRAMS

We have concluded our first ever town-wide read event and declare it a success. The books, audiobooks, and downloadable copies circulated a total of 608 times during the three-month long event. 698 people attended programs related to the book during those three months. Many patrons asked when we would be offering another community-wide reading program. During the first week in November, we posed the following question on the white board in the library's lobby: "What one book would you recommend that everyone in town read?" Nineteen people offered suggestions for titles. We will be adding them to our ongoing list of staff/patron recommendations.

UPCOMING PROGRAMS

- Teen Gaming Club – Mondays, November 23rd, December 7th, December 14th, and December 21st from 3:00 pm to 5:00 pm.
- Crafts for Grades 1 to 5 – Monday, November 23rd from 4:00 pm to 5:00 pm.
- Readers' Theater for ages 7 to 12 – Monday, November 23rd from 5:45 pm to 7:00 pm
- Children's Thanksgiving Party for ages 2 to 8 – Tuesday, November 24th from 4:30 pm to 5:15 pm.
- Parker Library Adult Writer's Group – Wednesday, December 2nd from 6:00 pm to 8:00 pm.
- Holiday Window Painting for Teens – Monday, December 7th from 3:00 pm to 5:00 pm.
- Super Science for Children – Monday, December 14th from 4:00 pm to 4:45 pm.
- Adult Coloring Group – Tuesday, December 15th from 6:00 pm to 7:30 pm.
- Teen Smash Tournament – Wednesday, December 16th from 4:30 pm to 7:30 pm.

SCHEDULES

Per union contract and vote of the Board of Trustees, the Library will close at 4:30 pm on Thursday, December 24th and will remain closed through Saturday, December 26th. We will re-open at 8:30 am on Monday, December 28th.

STAFF

After 19 years of service, we bid a fond farewell to Julie Sheehan. We hosted a farewell coffee that was open to the public, on November 11, 2015 at 1:00 pm. Existing and former staff members, town employees, trustees and friends all participated. Cake was served, along with coffee and tea. Over 50 individuals showed up to wish Julie the best on her retirement. A giant poster was created for patrons to sign, and many individuals brought gifts. Allison Hughes presented Julie with a certificate of appreciation from the Board of Selectmen. Cecilia Mansini presented her with a lifetime membership to the Friends of Dracut Library.

We received three resumes for consideration of the part-time Young Adult Librarian position vacated by Anna Call. We have offered the position to Ned Toomey, who currently works in Circulation as a part-time Circulation Assistant III.

We received twenty-three resumes in consideration for the full-time Assistant Circulation Librarian position vacated by Julie Sheehan. We interviewed 10 candidates and narrowed down the field to three finalists. We have offered the position to Cheryl Salem, who currently works as an adult page.

The promotions of Ned Toomey and Cheryl Salem leave us with two vacancies in the Circulation Department. I have asked the Town Manager for permission to post those two vacancies and am awaiting approval.

Respectfully Submitted,

Nanci Milone Hill
Library Director

M.G. Parker Memorial Library
Circulation Attendance History

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	17,710
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	
TOTALS	161,383	205,765	237,907	270,025	257,300	257,775	252,415	232,520	210,907	

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	11,992
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	
TOTALS	98,744	141,928	161,231	162,777	152,096	152,334	149,902	142,828	127,799	

M.G. Parker Memorial Library
FY2016 Performance Overview

	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15
First Time Checkout	14,346	17,451	13,679	13,390		
Desk Renewal	761	1,077	774	827		
OPAC Renewal	1,565	2,185	1,976	1,941		
Overdrive / Audio	173	154	63	100		
Overdrive / e-Books	394	406	177	198		
Overdrive Streaming Video	2	4	3	0		
Overdrive / TOTAL	569	564	243	298		
Freegal Downloadable Music	238	256	265	297		
Freegal Streaming Music	778	895	906	957		
Freegal / TOTAL	1,016	1,151	1,171	1,254		
Total Checkouts	18,257	22,428	17,843	17,710		
Total Checkins	15,749	19,563	16,543	16,154		
Requests Placed at mdr	2,510	2,773	2,269	2,505		
Requests Cancelled	368	441	403	373		
Holds Fulfilled	2,165	2,310	2,076	2,147		
Users Added	83	116	57	67		
Copies Added	593	693	503	763		
Bib Records Added	166	120	719	145		
<i>Children's Programs</i>	31	16	19	28		
Children's Attendance	923	570	225	406		
<i>Young Adult Programs</i>	2	3	3	6		
Young Adult Attendance	14	91	28	61		
<i>Adult Programs</i>	12	12	15	19		
Adult Attendance	91	71	171	274		
<i>Community Meetings</i>	2	1	4	3		
Community Meeting Attendance	43	9	94	38		
<i>Quiet Study Use</i>	75	74	70	76		
<i>Quiet Study Room Attendance</i>	136	145	121	142		
TOTAL Adult Volunteers	8	4	5	3		
TOTAL Adult Vol. Hours	96	75	45	24		

TOP 10

DVDs	2,721
Adult Fiction	2,317
JE or JJ	1,887
Easy Readers	1,156
J DVDs	1,050
J Fiction	848
Adult BOCD	632
Large Print	509
YA Fiction	443
J PB Fiction	438