

**M. G. Parker Memorial Library
Board of Library Trustees
Meeting Minutes
November 8, 2017**

The meeting was called to order at 4:30pm by Eric Jackson

In Attendance: Chairperson Eric Jackson, James Nolan, John Dyer, Monique Verville and Director Nanci Milone Hill. Linda Trouville was absent. Lydia Gravell, Head of Technical Services

Community Input – none

The director introduced Lydia Gravell, Head of Technical Services to the trustees. Lydia gave a little background about herself and her time here. The trustees asked a few questions about her work at the library.

The director suggested that she would like to bring a staff member to the monthly town hall department head meeting.

Review of the minutes – October 18, 2017, motion to accept minutes as presented, made by Monique seconded by James, approved.

Review of Bills and Payroll – Bills from 10/19/2017 to 11/3/17 Nanci explained that Conway Office bill us for the months of May to July because of our shortfall on meeting our contract because our printing was not working, they agreed to bill us for only one third of was owed. Payroll from 10/15/2017 to 11/4/2017 John Dyer made a motion seconded James Nolan.

Budget and Financial Report – Addendum Attached

Performance Overview- Addendum Attached

Directors Report- Addendum Attached

- John Dyer inquired about shutting down the lawn sprinkler for the winter.
- John Dyer asked the director to check the contact list for emergencies, as a former trustee was contacted. John Dyer asked a question regarding items due on a Sunday, Nanci said we are not open on Sunday so they should not be due that day. Nanci will check with MVLC why the date showed a Sunday.
- John Dyer asked if the donation letters for the miniature golf fundraiser were sent out. Nanci will check with the Friends of the Library.
- Nanci will be preparing an Incident Form for the staff to complete when and if an incident occurs with the public.

Unfinished Business - none

Continuing Business- Budget Request: The director is pushing to have the adult pages in the FY19 budget upgrade to library assistants because they do very little paging. Technology The director may argue to have another part-time custodian to eliminate the contracted cleaning company. The contract is up for the cleaning

New Business-

Nanci asked the trustees to allow the library to open late on December 1, 2017 because of the scheduled Legislative Breakfast. John Dyer moved to open at 10am and was seconded by Monique Verville, unanimously approved.

Next Meeting – Wednesday, December 13, 2017

Suggestions for Next Meeting – none

Hearing no objection Chairman Eric Jackson move to close the meeting at 5:19pm.

Minutes Approved by:

Eric Jackson, Chair

Monique Verville, Clerk

Absent
Linda Trouville, Vice-Chair

James Nolan, Trustee

John Dyer, Trustee