

**M. G. Parker Memorial Library
Board of Library Trustees
Meeting Minutes
December 9, 2015**

The meeting was called to order at 4:30pm by Trustee Cleo Ace, Chairperson Linda Trouville was absent

In Attendance: James Nolan, John Dyer, Eric Jackson, Cleo Ace and Director Nanci Milone Hill. Also in attendance was community member Julie Sheehan.

Community Input- There was no community input.

Review of the minutes – The minutes from the November 18, 2015 meeting were reviewed. A motion to accept the minutes was made by James Nolan and seconded by John Dyer - unanimously approved.

Review of Bills and Payroll- Bills from the weeks 11 /20/15 through 12/5/15 and Payroll from the weeks 11/9/2015 through 12/06/2015, 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. John Dyer asked if the total check-outs should equal the total check-ins and the Director explained that the two figures would most likely never match. This is because all of the books checked out are not necessarily checked back in during the same month.

Directors Report- Addendum Attached. The Director pointed out a correction in her report. Groveland was reported as the donor of the Playaways but they were actually donated by Wilmington. A correction in the report was also made as to the starting date for new staff members Ned Toomey and Cheryl Salem. Both started their new positions on Monday, December 7, 2015. Amy Spence started Tuesday, December 9, 2015.

Unfinished Business-

Review of Confidentiality Policy –John Dyer moved to accepted the revised policy as presented by the Director, seconded by Eric Jackson - unanimously approved

Review of Meeting Room Policy –John Dyer moved to accept as the changes as presented by the Director, seconded by James Nolan – unanimously approved

Continuing Business-

Staffing - Discussion regarding volunteers in the library and the tax deferred senior citizens.

John Dyer again asked the director to remind all employees to wear their identification name badges.

New Business-

Review of the Trustee Meeting Schedule and the Library Closings Schedules - a motion was made by James Nolan and seconded by Eric Jackson, that the Trustee Meeting Schedule and 2016 Closing Schedule, as presented by the Director, be accepted - unanimously approved.

Clee Ace announced she will not be taking out papers to run as a trustee for the next round. John Dyer thanked Clee for her years of service.

Next Meeting- Scheduled for January 13, 2016

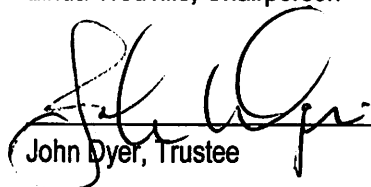
Suggestions for Next Meeting-

Clee Ace hearing no objection adjourned the meeting at 5:13pm

Minutes Approved by:

Absent

Linda Trouville, Chairperson



John Dyer, Trustee



Clee Ace, 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

Agenda for December 10, 2015 Trustees Meeting
4:30 PM. Director's Office, 2ND 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
CONFIDENTIALITY POLICY DRAFT REVIEW
MEETING ROOM POLICY DRAFT REVIEW

NEW BUSINESS
STAFFING UPDATE
APPROVAL OF 2016 TRUSTEE MEETING DATES
APPROVAL OF 2016 CLOSINGS & LATE OPENINGS

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– DECEMBER 2015

BUILDING

On Tuesday, December 1st, Mercier Electric came out to replace the reflector on the people counter. It appears to have worked and we have commenced with recording the count at the end of each day.

COLLECTIONS

We have sent the following *Defending Jacob* copies to other towns in Massachusetts:

- 3 paperback copies were sent to Mt. Ida College
- 1 CD copy is being sent to Ashfield
- 1 CD copy and 4 paperback copies are being sent to Lanesborough
- 4 paperback copies were sent to Middleborough
- 1 paperback copy was sent to Windsor
- 1 paperback copy was sent to Amherst
- 1 paperback copy was sent to Pine Manor College
- 15 paperback copies were sent to Framingham State
- 1 large print copy was sent to Pelham
- 1 CD copy was sent to Chelmsford
- 1 Playaway copy is being sent to Chelmsford
- 1 Playaway copy is being sent to Milford

Those donations leave us with 126 paperbacks, 6 large print copies, 1 Playaway, 6 CDs (not yet returned), and 55 paperbacks (not yet returned). We plan to make a *Book Club Kit* out of 15 paperbacks, 2 large print copies and 1 CD copy. The remaining copies will be given to the Friends of the Library to sell at their annual book sale.

I recently accepted a donation of 55 Playaway fiction titles from the Groveland Library. They will be added to our collection and available for check-out.

FRIENDS

The Friends will meet on Wednesday, December 16th at 6:00 pm. They will be meeting in the Director's Office, since the community room is being used for a Young Adult program. Their agenda is as follows:

- Treasurer's Report
- Secretary's Report
- Old Business

Defending Jacob final report

- Holiday Raffle Final Report
- Mini-Fold Fundraiser Discussion and Planning
- Annual Meeting / Elections
- Staff Breakfast
- New Business

Director's 2016 Proposed Budget

- Membership Drive (2/14/16 – 3/15/16)

PROGRAMS

- Teen Gaming Club – Mondays at 3:00 pm, on 12/14 & 12/21
- Super Science – Monday, 12/14 at 4:00 pm. Grades 2-5
- Bambinos – Tuesdays at 10:30 am, on 12/15 & 12/22
- Junior Friends of the Library - at 4:00 pm on Tuesday, 12/15
- Disney Party – at 4:30 pm on Tuesday, 12/15
- Adult Coloring Group – at 6:00 pm on Tuesday, 12/15
- Story Time for 2-year Olds – Wednesdays at 10:00 am, on 12/16
- Preschool Story Time – Wednesdays at 1:00 pm, on 12/16 and Thursdays at 10:30 am on 12/17
- SMASH – Wednesday, 12/16 at 4:30 pm
- Knitting Connection – Wednesdays at 6:30 pm on 12/16 & 12/23
- Duct Tape Bead Craft – for children in grades 1-5. Monday, 12/21 at 4:00 pm

SCHEDULE

This is a reminder that the Library will be closing at 12:00 pm on Thursday, 12/24. We will be closed on Friday, Saturday, & Sunday, December 25, 26 & 27. We will re-open at 8:30 am on Monday, December 28, per union contract and vote of the Board of Library Trustees.

STAFF

Cheryl Salem and Ned Toomey began their new duties on Monday, December 9th. We hired Amy Spence to replace Cheryl Salem as an Adult Page. She began on Tuesday, December 10th. Tyler Downey will replace Ned Toomey as a Library Assistant, beginning Saturday, December 12th.

Respectfully Submitted,

Nanci Milone Hill
Library Director

**M.G. Parker Memorial Library
Circulation Patron Attendance 2006-2015**

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	16,339
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	8,500
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
FY 2016 BUDGET UPDATE**

		FY2016 APPROPRIATION	FY2016 SPENT	FY2016 UNSPENT	FY2016 % UNSPENT
5110	Department Payroll	401,768.00	177,507.98		55.8%
5120	Temp. / PT Payroll	102,820.00	38,028.58		63.0%
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	1,181.78		94.4%
5230	Water Charges	1,900.00	859.56		54.8%
5231	Sewer Charges	650.00	260.00		60.0%
5241	Service Contracts	65,000.00	54,015.19		16.9%
5291	Custodial & Housekeeping	4,000.00	1,978.99		50.5%
5340	Telephone	1,500.00	784.49		47.7%
5341	Postage	1,200.00	22.70		98.1%
5420	Office Supplies	1,700.00	939.66		44.7%
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	1,876.92		62.5%
5586	Library Programming	1,000.00	590.33		41.0%
5712	Mileage Reimbursement	2,000.00	1,255.17		37.2%
5730	Dues & Publications	100,000.00	48,665.59		51.3%
5884	Machinery & Equipment	1,000.00	-		100.0%
TOTAL APPROPRIATION		763,763.00	338,164.94	425,598.06	55.7%

RESERVE/REVOLVING FUNDS		SPENT	
22-3571-0000-5200	20,000.00	6,126.89	
22-3571-0000-5400	10,000.00	3,519.57	
TOTAL RESERVE/REVOLVING FUNDS		30,000.00	9,646.46

TOTAL LIBRARY OPERATING	793,763.00	347,811.40	425,598.06	55.7%
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**M.G. Parker Memorial Library
FY2016 Performance Overview**

	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	TOP 10
First Time Checkout	14,346	17,451	13,679	13,390	11,724					
Desk Renewal	761	1,077	774	827	780					BOCD 5,554
OPAC Renewal	1,565	2,185	1,976	1,941	1,980					Adult Fiction 2,746
Overdrive / Audio	173	154	63	100	154					Adult DVDs 2,466
Overdrive / e-Books	394	406	177	198	360					JE & JJ 1,771
Overdrive Streaming Video	2	4	3	0	3					Downloadable Music 1,338
Overdrive / TOTAL	569	564	243	298	517					Easy Readers 1,150
Freegal Downloadable Music	238	256	265	297	420					J DVDs 990
Freegal Streaming Music	778	895	906	957	918					J Fiction 708
Freegal / TOTAL	1,016	1,151	1,171	1,254	1,338					Overdrive Dowloads 517
Total Checkouts	18,257	22,428	17,843	17,710	16,339					Music CDs 477
Total Checkins	15,749	19,563	16,543	16,154	15,418					
Requests Placed at mdr	2,510	2,773	2,269	2,505	2,238					
Requests Cancelled	368	441	403	373	338					
Holds Fulfilled	2,165	2,310	2,076	2,147	1,777					
Users Added	83	116	57	67	58					
Copies Added	593	693	503	763	527					
Bib Records Added	166	120	719	145	102					
<i>Children's Programs</i>	31	16	19	28	19					
Children's Attendance	923	570	225	406	336					
<i>Young Adult Programs</i>	2	3	3	6	4					
Young Adult Attendance	14	91	28	61	23					
<i>Adult Programs</i>	12	12	15	19	10					
Adult Attendance	91	71	171	274	121					
<i>Community Meetings</i>	2	1	4	3	6					
Community Meeting Attendance	43	9	94	38	109					
<i>Quiet Study Use</i>	75	74	70	76	71					
<i>Quiet Study Room Attendance</i>	136	145	121	142	123					
TOTAL Adult Volunteers	8	4	5	3	5					
TOTAL Adult Vol. Hours	96	75	45	24	28					

**M.G. Parker Memorial Library
2016 Closings**

New Year's Day (observed)	Friday, January 1 st
New Year's Holiday	Saturday, January 2 nd
Martin Luther King's Birthday	Monday, January 18 th
President's Birthday	Monday, February 15 th
Good Friday (1/2 day – closing at 12:00 pm)	Friday, March 25 th
Patriot's Day	Monday, April 18 th
Memorial Day	Monday, May 30 th
Independence Day	Monday, July 4 th
Labor Day	Monday, September 5 th
Columbus Day	Monday, October 10 th
Veteran's Day (observed)	Friday, November 11 th
Thanksgiving Holiday (Early Closing – 4:30 pm)	Wednesday, November 23 rd
Thanksgiving Day	Thursday, November 24 th
Thanksgiving Holiday	Friday & Saturday, November 25 th & November 26 th
Christmas Holiday (1/2 day – closing at 12:00 pm)	Friday, December 23 rd
Christmas Eve	Saturday, December 24 th
Christmas Day (observed)	Monday, December 26 th

Other Closings

The Library is closed on Saturdays from Memorial to Labor Day.

The Library closes at 6pm for the June and November Town Meetings. June 6th and November 7th.

The Library will open at 1:00 pm on the Thursdays in 2016, for Staff Development: February 11th, April 7th, June 9th, August 11th, October 13th, December 8th