

**M. G. Parker Memorial Library  
Board of Library Trustees  
Meeting Minutes  
December 11, 2013**

The meeting was called to order at 4:31pm by Chairwoman Cheryl Storm

In Attendance: Chairwoman Cheryl Storm, Trustees: James Nolan, Clee Ace, and Linda Trouville, Senior Reference Librarian Diane Annunziato and Director Nanci Milone Hill, also in attendance Community Member Amy Spence. John Dyer was absent.

Community Input- There was no community input

Review of the minutes from, November 13, 2013, a motion to accept the minutes was made by James Nolan and seconded by Clee Ace, unanimously approved.

Review of Bills - Bills from the weeks of 11/14/13 to 12/6/13, a motion to accept the bills was made by Clee Ace and seconded by James Nolan, unanimously approved

Review of Payroll – Payroll from the weeks of 11/10/13 to 12/7/13, a motion to accept was made by Clee Ace and seconded by James Nolan, unanimously approved.

Budget and Financial Report – Addendum Attached- Director reported that we are on track.

Performance Overview - Addendum Attached

Directors Report- Addendum Attached

New Business –

Director discussed the need for a policy regarding donation boxes such as Homeless Shelter Clothing and Food Pantry Boxes, the director suggested one box per organization, for one month in a year, booked six months in advance, with preference given to Dracut Organizations. Clee Ace did not want to discourage youngsters who frequently ask to put boxes out in the library. The director suggested she could send a letter to the schools letting them know of the policy. The director will put together a policy for the next meeting.

Calendar for 2014 was reviewed - Addendum

Proposed Library Closings for the calendar year were reviewed, discussion regarding closing the Saturday after Christmas, a motion to accept was made by Linda Trouville to accept the Closing dates for 2014 as printed, and seconded by Clee Ace, unanimously approved.

The director will be asking for an extension on the budget and will schedule an appointment with Ann Vandal to meet. The director explained that we cannot be level funded as suggested by town hall because we need to increase the budget for state aid by approximately \$6,000.00.

Capital Planning requests were made to all town departments. The director did not have any immediate suggestions for Capital Planning.

Director discussed the possibility of hiring an outside specialist to review our technology needs. Linda Trouville suggested using the public school's technology specialist Ken Moge, Linda Trouville said she will contact Mr. Moge on the library's behalf.

The director reported on the Nook and Kindles the library purchased for circulation and briefly outlined how the program will work; the director is working on the policy.

Clee Ace asked if there were any big ticket items the library needed. It was reported the staff has complained of failing hydraulic chairs.

Garden Club will no longer be meeting at the library.

The director asked the trustees what the possibility of taking the money we would use for the cleaning company and hiring a part-time custodian just to clean the building. Trustees agreed this might be a viable option.

Unfinished Business –

Shadowing Program - questions from John Dyer and Clee Ace were tabled as continuing business.

Staffing - Gemma Doyle the library's Young Adult Services Assistant has given her notice; Ms. Doyle's last day will be December 30, 2013. The position has been posted by the Human Resources Department. Clee Ace asked if there were many applicants back in May when Ms. Doyle was hired, the director indicated that there were many qualified candidates and hopefully some of them will reapply for the position

State Aid - The director reported that Dracut will be receiving state aid for next year; she also reported that the MBLC (Mass Board of Library Commissioners) asked the state for a significant increase in library funding.

Review of Trial Balance Sheets - the trustees would like to track the balances in each account and ask town hall what we can use the monies for.

Continuing Business-

New Business-

Next Meeting- January 8, 2014

Suggestions for Next Meeting - Shadowing Program, Collection Boxes, and Budget

Hearing no objections, the chair, Cheryl Storm, closed the meeting at 5:24pm.

Minutes Approved by:



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Cleo Ace, Trustee



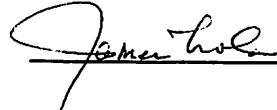
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Linda Trouville, Trustee

Absent

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John Dyer, Trustee



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James Nolan, Trustee



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Cheryl Storm, Chair, 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 January 15, 2013 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**

**LIBRARY SHADOWING PROGRAM**

**COLLECTION BOXES POLICY REVIEW**

**NEW BUSINESS**

**LIBRARY SHADOWING PROGRAM**

**COLLECTION BOXES POLICY REVIEW**

**DIRECTOR'S ANNUAL REVIEW PREPARATION**

**FY2015 BUDGET**

**EXECUTIVE SESSION**

**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.**

**FY2014 Budget Update**

		FY2014 APPROPRIATION	FY2014 SPENT	FY2014 UNSPENT	FY2014 % UNSPENT
5110	Department Payroll	391,900.00	181,915.12	209,984.88	53.6%
5120	Temp. / PT Payroll	92,000.00	43,620.27	48,379.73	52.6%
5140	Longevity	4,600.00	1,825.00	2,775.00	60.3%
5210	Electricity	39,000.00	19,982.43	19,017.57	48.8%
5212	Gas	21,000.00	2,848.40	18,151.60	86.4%
5230	Water Charges	1,900.00	493.66	1,406.34	74.0%
5231	Sewer Charges	650.00	266.50	383.50	59.0%
5241	Service Contracts	75,000.00	53,221.69	21,778.31	29.0%
5291	Custodial & Housekeeping	4,000.00	1,667.01	2,332.99	58.3%
5340	Telephone	1,500.00	871.66	628.34	41.9%
5341	Postage	1,200.00	262.22	937.78	78.1%
5420	Office Supplies	1,700.00	970.62	729.38	42.9%
5421	Computer Supplies	2,000.00	200.00	1,800.00	90.0%
5423	Duplicating Supplies	300.00	-	300.00	100.0%
5430	Building Main. Expense	5,700.00	1,163.78	4,536.22	79.6%
5432	Security Equipment	300.00	-	300.00	100.0%
5433	Equipment Maint. Expense	800.00	-	800.00	100.0%
5581	Library Supplies	5,000.00	2,755.28	2,244.72	44.9%
5586	Library Programming	1,000.00	475.74	524.26	52.4%
5712	Mileage Reimbursement	400.00	514.85	(114.85)	-28.7%
5730	Dues & Publications	87,000.00	37,995.64	49,004.36	56.3%
5884	Machinery & Equipment	1,000.00	-	1,000.00	100.0%
<b>TOTAL APPROPRIATION</b>		<b>737,950.00</b>	<b>351,049.87</b>	<b>386,900.13</b>	<b>52.4%</b>

RESERVE/REVOLVING FUNDS	SPENT
22-3571-0000-5200	6,331.00
22-3571-0000-5400	-
<b>TOTAL RESERVE/REVOLVING FUNDS</b>	<b>6,331.00</b>

<b>TOTAL LIBRARY OPERATING</b>	<b>737,950.00</b>	<b>357,380.87</b>	<b>386,900.13</b>	<b>52.4%</b>
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**Parker Memorial Library  
DIRECTOR'S REPORT— JANUARY 2014**

## **BUILDING MAINTENANCE**

Dave replaced 12 light bulbs in the building last month. We have a light out on the exterior front of the building (outside the foyer, far left). Investigation has proven that the fixture is faulty, is not repairable and must be replaced. There are also two lights out on the mezzanine "wheels", (one on each), due to needed repair of the fixtures.

Twenty, fifty-pound bags of de-icer were ordered and delivered in December. These took us through the snow storm this past week. Twenty-five more bags were ordered and will be delivered this week. We have used our "normal" amount of de-icer to date for the year. Forty more bags should see us through the season. (Seventy total.)

On Monday, December 30<sup>th</sup>, Dave discovered the floor of his office in the basement was wet. This was a result of a plugged downspout. Dave cleared the leaves from the downspout, unclogged the gutters, and dried out the basement with fans. This appears to have taken care of the problem.

The dissatisfaction with the cleaning of the building continues to be a major issue, for both patrons and staff. Inadequate vacuuming, fingerprints and streaks on the glass (stairways, etc.), dust on the shelves, and dirty and stinking bathrooms comprise some of the complaints.

## **COMMUNITY OUTREACH**

We celebrated two weddings in December. On December 9<sup>th</sup> and 31<sup>st</sup>, wedding parties congregated in front of the fireplace in the Old Library, where vows were exchanged.

The Donation boxes in the Library foyer and circulation area were filled and emptied numerous times during the month. Our Patrons continue to be extremely generous with both clothing and food for those in need.

A beautiful and fragrant floral arrangement was brought in for the staff from a long-time patron. This was in gratitude for all the services they provide to the community and for the personal attention that she feels she has received. The flowers were made the focus of a display in the main lobby, to allow everyone to share in the enjoyment.

Our regular "Pizza and a Movie" program on December 20<sup>th</sup>, was again a huge success, with a total 39 patrons attending. The family PG rated, "Rise of the Guardians" was screened, and pizza was enjoyed by all.

The Children's Christmas and New Year's Parties were fully subscribed with 100 in attendance. The Christmas Crafts program netted another 54. A festive time was had by children and parents equally.

"Ms. Snickers" continues to be a focal point for families in the Children's Room. We expect that we will be acquiring our own "Hamster Librarian" when Snickers returns to the Boxford Town Library.

### **FRIENDS OF THE DRACUT LIBRARY (FOL)**

The Friends Annual Holiday Raffle ran from December 1<sup>st</sup> through 14<sup>th</sup>. A record \$1,750 was raised from the raffle of about 28 wreaths and baskets. In future it is agreed that the raffle will continue to be held in the mezzanine rather than the Community Meeting Room, as it is a far better location.

The Holiday Staff Breakfast, which was hosted by the Friends on December 19<sup>th</sup>, was very well received. The food, much of which was personally prepared by Friends members, was not only delicious, but also took into consideration the various dietary limitations of staff members.

The next FOL meeting will be held on Wednesday, January 22<sup>nd</sup>, at 6:30 pm.

### **STAFF**

Gemma Doyle, our part-time, Young Adult Assistant, left our employ at close of business, Monday, December 30, 2013. The position has been posted.

The displays created by our inventive staff continue to be a huge hit with the patrons. The December reindeer drew a lot of attention from all ages and was the source of much merriment.

The Library will close be closed for Martin Luther King Day on Monday, January 20<sup>th</sup>. It will reopen at 8:30am on Tuesday, January 21<sup>st</sup>.

Respectfully Submitted,

Diane Annunziato for Nanci Milone Hill

Library Director

**CIRCULATION**

	2006	2007	2008	2009	2010	2011	2012	2013	2014	% Change
January	8,102	16,424	17,818	21,186	20,677	20,724	20,196	15,948		-26.6%
February	7,917	15,700	18,760	21,967	21,459	19,668	21,812	20,938		-4.2%
March	10,320	17,832	19,914	23,674	22,823	23,655	22,865	20,555		-11.2%
April	762	15,922	18,689	22,166	19,967	20,477	21,206	21,352		0.7%
May	14,145	15,606	17,778	20,116	18,720	19,380	21,591	18,292		-18.0%
June	19,006	18,555	18,436	26,120	23,094	22,471	22,115	19,635		-12.6%
July	20,571	22,683	28,688	28,526	25,595	24,600	25,077	16,832		-49.0%
August	21,518	21,254	22,381	24,728	24,948	26,785	24,502	24,245		-1.1%
September	15,278	15,410	19,691	20,258	20,451	20,246	18,531	19,893		6.8%
October	16,460	18,294	20,920	21,789	21,412	20,717	21,054	20,118		-4.7%
November	15,010	15,481	18,505	19,889	20,308	21,280	17,517	17,146		-2.2%
December	12,294	12,604	16,327	19,606	17,846	17,772	15,949	17,566		9.2%
<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>		

**PATRON ATTENDANCE**

	2006	2007	2008	2009	2010	2011	2012	2013	2014	% Change
January		12,011	12,492	12,750	12,352	10,869	12,191	12,089		-0.8%
February*		10,354	13,144	13,183	12,100	11,140	13,141	11,826		-11.1%
March		12,687	14,532	14,634	14,649	13,842	13,703	12,568		-9.0%
April		11,682	13,726	14,478	12,367	12,767	12,756	13,252		3.7%
May	9,336	10,780	12,172	11,898	11,582	11,969	12,138	11,271		-7.7%
June	10,502	10,604	13,903	15,650	13,046	13,063	12,114	10,779		-12.4%
July	13,879	14,763	17,528	17,236	14,440	14,343	14,768	14,321		-3.1%
August	16,460	15,857	15,684	15,151	14,854	15,663	15,200	14,321		-6.1%
September	12,784	10,944	12,812	12,234	12,151	12,425	11,874	11,819		-0.5%
October	13,231	12,553	13,158	12,883	12,529	12,960	11,979	11,012		-8.8%
November	12,743	10,657	11,665	11,535	11,961	12,414	9,583	9,871		2.9%
December	9,809	9,036	10,415	11,145	10,065	10,879	10,455	9,699		-7.8%
<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>		



**FY 2014 PERFORMANCE OVERVIEW**

	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13
First Time Checkout	24,837	19,852	16,457	17,076	14,361	14,535
Desk Renewal	1,020	1,154	730	856	693	871
OPAC Renewal	2,167	1,900	1,780	2,186	2,092	2,160
Overdrive / Audio	114	100	91	101	116	105
Overdrive / e-Books	378	317	262	284	245	267
Overdrive / TOTAL	492	417	353	385	361	372
Freegal Downloadable Music	295	486	220	u	u	214
Total Checkouts	28,811	23,809	19,893	20,118	17,146	17,566
Total Checkins	26,564	24,245	20,383	20,095	17,336	19,026
Requests Placed at mdr	2,589	2,195	2,065	252	2,082	1,921
Requests Cancelled	389	369	309	339	306	295
Holds Fulfilled	2,226	2,035	1,970	2,262	1,826	1,948
Users Added	122	114	86	54	64	40
Copies Added	263	160	695	856	626	563
Bib Records Added	143	2	85	192	181	112
Quiet Study Use	44	68	63	43	36	26
<i>Children's Programs</i>	30	12	8	10	8	26
Children's Attendance	1,538	462	306	415	219	465
<i>Young Adult Programs</i>	4	2	3	5	5	5
Young Adult Attendance	54	18	30	33	37	19
<i>Adult Programs</i>	8	11	5	18	9	5
Adult Attendance	95	17	96	233	105	67
<i>Community Meetings</i>	3	11	10	6	8	11
Community Meeting Attendance	31	97	2251*	98	88	104
<i>Quiet Study Use</i>	49	68	63	43	36	26
<i>Quiet Study Room Attendance</i>	12	17	252	87	63	45
TOTAL Adult Volunteers	4	5	5	5	5	5
TOTAL Adult Vol. Hours	63	56	61	51	51	33

**TOP 10**

Adult DVDs	3,868
JE or JJ Books	2,053
Adult Fiction	1,731
Adult Nonfiction	1,476
Easy Readers	864
J Fiction	733
Adult BOCD	613
Adult Periodicals	479
Adult Music CDs	624
J PB Fiction	483
Adult Large Print	22

**Library FY2015 Budget Recommendations**

	FY2011 Appropriation	FY2011 Expended	FY2012 Appropriation	FY2012 Expended	FY2013 Appropriation	Fy2013 Expended	FY2014 Appropriation	FY2015 Proposed
5110 Department Payroll	\$ 381,400.00	\$ 368,056.95	\$ 383,175.00	\$ 373,556.52	\$ 391,325.00	\$ 341,620.12	\$ 391,300.00	\$ 395,260.00
5120 Temp. / PT Payroll	\$ 95,000.00	\$ 76,898.09	\$ 92,000.00	\$ 84,623.42	\$ 92,000.00	\$ 84,718.69	\$ 92,000.00	\$ 93,706.00
5150 Longevity	\$ 4,700.00	\$ 4,700.00	\$ 4,600.00	\$ 5,125.00	\$ 5,250.00	\$ 5,475.00	\$ 4,350.00	\$ 4,600.00
5210 Electricity	\$ 37,000.00	\$ 43,507.05	\$ 37,000.00	\$ 43,726.66	\$ 39,000.00	\$ 37,643.59	\$ 40,000.00	\$ 39,000.00
5212 Gas	\$ 23,000.00	\$ 17,115.03	\$ 21,000.00	\$ 14,419.36	\$ 21,000.00	\$ 10,859.20	\$ 21,000.00	\$ 21,000.00
5230 Water Charges	\$ 1,750.00	\$ 2,039.20	\$ 1,900.00	\$ 2,006.92	\$ 1,900.00	\$ 1,980.02	\$ 1,900.00	\$ 1,900.00
5231 Sewer Charges	\$ 400.00	\$ 569.25	\$ 650.00	\$ 528.25	\$ 650.00	\$ 565.50	\$ 650.00	\$ 650.00
5241 Service Contracts	\$ 81,000.00	\$ 76,359.67	\$ 81,000.00	\$ 69,874.53	\$ 75,000.00	\$ 66,152.68	\$ 75,000.00	\$ 75,595.00
5291 Custodial & Housekeeping	\$ 4,000.00	\$ 3,341.12	\$ 4,000.00	\$ 3,004.60	\$ 4,000.00	\$ 3,848.03	\$ 4,000.00	\$ 4,000.00
5340 Telephone	\$ 1,500.00	\$ 1,170.13	\$ 1,500.00	\$ 1,122.26	\$ 1,500.00	\$ 1,160.92	\$ 1,500.00	\$ 1,500.00
5341 Postage	\$ 1,200.00	\$ 534.46	\$ 1,200.00	\$ 90.79	\$ 1,200.00	\$ 710.16	\$ 1,200.00	\$ 1,200.00
5420 Office Supplies	\$ 1,700.00	\$ 2,983.32	\$ 1,700.00	\$ 1,325.70	\$ 1,700.00	\$ 2,127.77	\$ 1,700.00	\$ 1,700.00
5421 Computer Supplies	\$ 2,000.00	\$ 4,313.42	\$ 2,000.00	\$ 229.65	\$ 2,000.00	\$ 279.17	\$ 2,000.00	\$ 2,000.00
5423 Duplicating Supplies	\$ 500.00	\$ 90.36	\$ 300.00	\$ -	\$ 300.00	\$ -	\$ 300.00	\$ 300.00
5430 Building Main. Expense	\$ 4,000.00	\$ 11,150.90	\$ 5,200.00	\$ 7,898.50	\$ 5,700.00	\$ 18,692.38	\$ 5,500.00	\$ 5,800.00
5432 Alarm System	\$ 300.00	\$ 2,471.55	\$ 300.00	\$ 1,430.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
5433 Equipment Maint. Expense	\$ 800.00	\$ 675.00	\$ 800.00	\$ 3,370.74	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00
5529 Library Supplies	\$ 5,000.00	\$ 5,327.92	\$ 5,000.00	\$ 3,373.94	\$ 5,000.00	\$ 6,416.82	\$ 5,000.00	\$ 5,000.00
5586 Library Programming	\$ 1,000.00	\$ 1,314.60	\$ 1,000.00	\$ 209.23	\$ 1,000.00	\$ 1,220.97	\$ 1,000.00	\$ 1,000.00
5710 In-State Travel	\$ 400.00	\$ 303.02	\$ 400.00	\$ 124.00	\$ 400.00	\$ 883.52	\$ 400.00	\$ 400.00
5730 Dues & Publications	\$ 86,500.00	\$ 86,607.64	\$ 80,000.00	\$ 83,100.28	\$ 87,000.00	\$ 83,755.93	\$ 85,000.00	\$ 98,279.00
5884 Machinery & Equipment	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 3,470.83	\$ 1,000.00	\$ 2,379.98	\$ 1,000.00	\$ 1,000.00
	\$ 734,150.00	\$ 709,528.68	\$ 725,725.00	\$ 702,611.18	\$ 738,025.00	\$ 671,590.45	\$ 736,500.00	\$ 755,990.00

**FY2015MAR:** \$ 755,990.00  
**Material % (13%)** \$ 98,278.70