

**M. G. Parker Memorial Library  
Board of Library Trustees  
Meeting Minutes  
December 12, 2018**

The meeting was called to order at 4:32pm

**In Attendance:** Eric Jackson, Chair, Linda Trouville, James Nolan, Monique Verville, Gretchen Mayall, and Director Nanci Milone Hill

**Community Input** – None

**Review of the minutes** – Review of the minutes of the November 14, 2018 meeting of the Board of Library Trustees. A motion was made by Gretchen Mayall to accept the minutes as presented, seconded by Linda Trouville, unanimously approved.

**Review of Bills and Payroll-** Review of the bills from November 15, 2018 to December 6, 2018 and the payroll from November 11, 2018 to December 8, 2018. A motion was made by James Nolan, seconded by Gretchen Mayall, unanimously approved.

**Budget and Financial Report** - Addendum Attached

**Performance Overview** - Addendum Attached

**Directors Report** - Addendum Attached

New Staff Listing  
Trustee Schedule

**Unfinished or Continuing Business** - None

**New Business** –

- FY2020 Budget Review Draft of level service with payroll and contract increases. These do increase the budget by approximately \$30,000.00.
- Nanci put together a recommendation to present to the Town Manager for a Full-time IT/Technician Librarian. She is recommending that the Library pay half the salary from State Aid and the town would pay for the other half plus the benefits. She also put together a second recommendation to Job Share a position with a neighboring town. The Town of Tewksbury is one possibility. The Trustees voiced that they would be in favor of either option. A Motion was made by Monique Verville, to use half the state Aid to support for up to three years, seconded by Gretchen Mayall, unanimously approved.
- A motion was made to accept the Budget Draft as presented by Monique Verville, seconded by Gretchen Mayall, unanimously approved.
- A motion was made to present to the Town Manager an amended requested for the Gas and Electricity line items by Linda Trouville, and seconded by James Nolan, unanimously approved.
- Reviewed the Director's draft of the new Food & Drink Policy. A motion was made to accept the new Food and Drink Policy by Monique Verville, seconded by Linda Trouville, unanimously approved.

- 2019 Holiday and Other Closings were presented by the Director. A motion was made to accept the dates by Monique Verville, seconded by Jim Nolan, unanimously accepted.
- Exhibit Policy is tabled to next month.

**Next Meeting** – January 9, 2019

**Suggestions for Next Meeting** – Review of the Library Director will be presented.

Here no objections Chairperson Eric Jackson adjourned the meeting at 5:09 pm

Minutes Approved by:

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Eric Jackson,

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Monique Verville,

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Linda Trouville,

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James Nolan,

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Gretchen Mayall,