

**M. G. Parker Memorial Library
Board of Library Trustees
Meeting Minutes
December 13, 2017**

The meeting was called to order by Chairperson Eric Jackson at 4:31pm

In Attendance: Chairperson Eric Jackson, James Nolan, John Dyer, Linda Trouville, Monique Verville and Director Nanci Milone Hill.

Community Input - none

Review of the minutes – From Regular Monthly meeting of November 8, 2017, a motion to accept the minutes as presented were made by John Dyer and seconded by Monique Verville, unanimously approved.

From Special Meeting of November 15, 2017, a motion to accept minutes as presented was made by John Dyer and seconded by Linda Trouville, unanimously approved.

Department Talk - Reference Department: Department Head Diane Annunziato spoke briefly about herself and presented the Trustees with an overview of what was going on in the Reference Department, including technology upgrades, printing, WiFi, copier and the quiet study areas. A pilot Genealogy program has been very popular and will be expanded in 2018. The library is looking to expand its non-traditional collections. There was a brief discussion regarding offering food at the library as well as expanding our areas for study and meeting space, along with a brief wish list.

Review of Bills and Payroll- Bills from 11/9/2017 to 12/7/2017 and Payroll from 11/05/2017 to 12/9/2017 a motion to accept was made by John Dyer seconded Monique Verville, unanimously approved.

Budget and Financial Report – Addendum Attached -

Performance Overview- Addendum Attached-

Directors Report- Addendum Attached-

Dracut Reads 2018 - *Animal, Vegetable, Miracle* by Barbara Kingsolver is the selected title and will run September and October 2018.

The building's WiFi isn't working as we hoped but our technology expert, Christine Letterman will be making recommendations to improve it.

There are two Page positions openings at the library and they have been posted. There are two additional positions one for Head of Technical Services and one for a part-time Young Adult Librarian, neither of which have been posted yet.

Unfinished Business-

FY2019 Budget Request Review – Due the week of December 18, 2017. John Dyer moved to approve the submission of the budget as presented and was seconded by Monique Verville, unanimously approved.

Report on MVLC Legislative Breakfast – Nanci reported that the Legislative Breakfast hosted at the MG Parker Library on December 1, 2017 was very successful.

Continuing Business- none

New Business –

- Closing Saturday, December 30, 2017 a motion was made by John Dyer to close the library on Saturday, 12/30/2017 and was seconded by Monique Verville, unanimously approved.
- FAX Policy Update – A request to update the library’s FAX policy, a motion was made by John Dyer to amend the policy as presented to “50 cents from 25 cents”, seconded by Monique Verville, unanimously approved.
- A discussion about the Young Adult Librarian position opening and the salary
- Review of Trustees Bylaws and Massachusetts General Laws regarding Trustees – Presented for review of Trustees
- Review and approval of Holiday Closing for calendar year 2018 – A motion to accept was made by Linda Trouville and seconded by John Dyer, unanimously approved
- Review and approval of Trustee Meeting Dates for 2018 – A motion to accept was made by Linda Trouville, seconded by Monique Verville, unanimously approved.

Next Meeting - January 10, 2018

Suggestions for Next Meeting - none

Hearing and seeing no objections Eric Jackson closed the meeting at 5:50pm.

Minutes Approved by:

Eric Jackson, Chair

Monique Verville, Clerk

Linda Trouville, Vice-Chair

James Nolan, Trustee

John Dyer, Trustee