

**M. G. Parker Memorial Library  
Board of Library Trustees  
Meeting Minutes  
December 14, 2016**

The meeting was called to order at 4:30pm by Chairperson Linda Trouville

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

**Community Input-** There was no community input

**Review of the minutes** from October 12, 2016 a motion to accept the minutes was made by Monique Verville and seconded by James Nolan, unanimously approved.

**Review of Bills and Payroll-** Bills from the weeks of, 10/7/2016 to 12/12 2016 and Payroll from the weeks of, 10/10/2016 to 12/10/2016 a motion to accept was made by John Dyer and seconded by James Nolan, unanimously approved

**Budget and Financial Report – Addendum Attached-**

The Director presented a request to use the remaining Library Construction funds (\$2,661.31) and additional funds (\$1,318.69) from the library's revolving account to pay for repairs to the rubber membrane roof of the library. We were presented with a quote from Meadow Construction Company for these repairs totaling \$3,980.00, this company was selected because they did exceptional work repairing the slate and rubber roof of the historic building during the severe winter of 2015. Eric Jackson made a motion to use these funds, and seconded by to John Dyer, unanimously approved.

**Performance Overview- Addendum Attached-**

The Director explained the new roll-out of MVLC (Merrimack Valley Library Consortium) Overdrive Collection the benefit to having a full consortium advantage collection has already proved successful as there has been a 30% increase in the circulation of the Overdrive titles. There will be an increase in our membership dues for this new system for the first few years and then will level out.

A call for a vote on the Proposed Dates for Closing, a motion to accept was made by Eric Jackson and seconded by James Nolan, unanimously approved

**Directors Report- Addendum Attached-**

The library was picked by the Hannaford Supermarket as the recipient of a program to receive one dollar on every reusable supermarket bag that is sold at the local Hannaford's.

Diane Annunziato went to a meeting and brought booklets from Middlesex District Attorney Ann Millen "Opioid" prevention program, there was a discussion, The Director donated the use of our community room for a task force event.

**Unfinished Business - Continuing Business-**

Trustee Bylaws - The bylaws were reviewed Monique Verville made a motion to accept the bylaws as amended and was seconded by Eric Jackson, unanimously approved.

John Dyer made a motion to nominate James Nolan as Vice Chairman and was seconded by Monique Verville, unanimously approved.

**New Business-**

Circulating Hot Spot Policy- Director explained the new Hot Spot Policy. These are Hot Spots that are to circulate within the MG Parker Library but will be available to any patron within consortium as long as they are picked up and dropped off here. There was a discussion regarding the policy usage.

The Friends of the Library are paying for 50% of the monthly fees. A Motion to accept the Policy on WiFi Hot Spots with corrections was made by John Dyer and was seconded by James Nolan, unanimously approved.

Discussion regarding the Key span technology funds, Catherine Bence has worked out a projected plan to use these fund by the deadline that town hall has requested.

FY2018 Budget- Discussion regarding the proposed budget for 2018. The director explained that the \$30,000.00 which was added at the town meeting so the library could meet their municipal appropriation was added back into the line item for dues and publications. The money was originally taken from the funds used for contractual obligations. In the proposed FY2018 budget she has added this money back into the appropriate funds.

A motion was made by Eric Jackson to accept the proposed budget as amended and was seconded by Monque Verville, unanimously approved

Personnel Update- See Director's Report.

**Executive Session** – The chair announced the Board would go into Executive Session at 5:21pm for the purpose of discussing personnel matter, they came out of Executive Session at 5:45pm  
Reconvening at the hour and hearing no objection the Chair adjourned the meeting at 5:45pm

**Next Meeting-** January 11, 2017


**Suggestions for Next Meeting-** none

Minutes Approved by:

  
Linda Trouville, Chairperson

  
Monique Verville, Trustee

  
John Dyer, Trustee

  
James Nolan, Trustee

# BOARD OF LIBRARY TRUSTEES

Dracut M. G. Parker Memorial Library

28 Arlington St

Dracut, MA 01826

(978) 454-5474

Agenda for December 14, 2016, 2016 Board of Library Trustees  
4:30 PM. Director's Office, 2<sup>ND</sup> 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  
TRUSTEE BYLAW UPDATE

NEW BUSINESS  
CIRCULATING HOTSPOT POLICY  
FY2018 BUDGET DRAFT APPROVAL  
PERSONNEL UPDATE

EXECUTIVE SESSION – to discuss the reputation, character, physical condition or mental health of an individual.

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.

M.G. Parker Memorial Library  
Budget Report FY2017

		FY2017 APPROPRIATION	FY2017 SPENT	FY2017 UNSPENT	FY2017 % UNSPENT
5110	Department Payroll	406,446.00	167,775.91		58.7%
5120	Temp. / PT Payroll	120,000.00	46,693.91		61.1%
5140	Longevity	3,100.00	1,125.00		63.7%
5210	Electricity	30,000.00	8,328.70		72.2%
5212	Gas	15,000.00	2,554.50		83.0%
5230	Water Charges	1,900.00	811.53		57.3%
5231	Sewer Charges	650.00	260.00		60.0%
5241	Service Contracts	31,000.00	15,522.92		49.9%
5291	Custodial & Housekeeping	4,000.00	1,961.60		51.0%
5340	Telephone	1,500.00	734.37		51.0%
5341	Postage	1,000.00	67.79		93.2%
5420	Office Supplies	1,700.00	573.67		66.3%
5421	Computer Supplies	2,000.00	11.88		99.4%
5423	Duplicating Supplies	300.00	-		100.0%
5430	Building Main. Expense	5,800.00	7,365.10		-27.0%
5432	Security Equipment	300.00	-		100.0%
5433	Equipment Maint. Expense	800.00	-		100.0%
5581	Library Supplies	5,000.00	3,808.01		23.8%
5586	Library Programming	1,000.00	475.00		52.5%
5712	Mileage Reimbursement	2,000.00	858.34		57.1%
5730	Dues & Publications	130,000.00	77,859.58		40.1%
5884	Machinery & Equipment	1,000.00	-		100.0%
<b>TOTAL APPROPRIATION</b>		<b>764,496.00</b>	<b>336,787.81</b>	<b>427,708.19</b>	<b>55.9%</b>
<b>RESERVE/REVOLVING FUNDS</b>			<b>SPENT</b>		
22-3571-0000-5200			2,845.50		
22-3571-0000-5400			133.90		
<b>TOTAL RESERVE/REVOLVING FUNDS</b>		<b>-</b>	<b>2,979.40</b>		
<b>TOTAL LIBRARY OPERATING</b>		<b>764,496.00</b>	<b>339,767.21</b>	<b>427,708.19</b>	<b>55.9%</b>

M.G. Parker Memorial Library  
Comparative Circulation Patron Attendance

**CIRCULATION**

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
January	8,102	16,424	17,818	21,186	20,677	20,724	20,196	15,948	10,095	17,363	17,323
February	7,917	15,700	18,760	21,967	21,459	19,668	21,812	20,938	19,392	16,767	17,189
March	10,320	17,832	19,914	23,674	22,823	23,655	22,865	20,555	20,874	19,447	18,221
April	762	15,922	18,689	22,166	19,967	20,477	21,206	21,352	18,769	17,450	17,338
May	14,145	15,606	17,778	20,116	18,720	19,380	21,591	18,292	17,828	14,475	16,264
June	19,006	18,555	18,436	26,120	23,094	22,471	22,115	19,635	19,241	15,749	17,045
July	20,571	22,683	28,688	28,526	25,595	24,600	25,077	16,832	21,348	18,257	17,765
August	21,518	21,254	22,381	24,728	24,948	26,785	24,502	24,245	20,262	22,428	19,345
September	15,278	15,410	19,691	20,258	20,451	20,246	18,531	19,893	11,510	17,843	15,265
October	16,460	18,294	20,920	21,789	21,412	20,717	21,054	20,118	19,806	17,710	15,500
November	15,010	15,481	18,505	19,889	20,308	21,280	17,517	17,146	15,042	16,339	14,193
December	12,294	12,604	16,327	19,606	17,846	17,772	15,949	17,566	16,740	15,565	
<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>	<b>210,907</b>	<b>209,393</b>	<b>185,448</b>

**PATRON ATTENDANCE**

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
January		12,011	12,492	12,750	12,352	10,869	12,191	12,089	10,684	9,102	9,108
February		10,354	13,144	13,183	12,100	11,140	13,141	11,826	12,525	9,770	10,511
March		12,687	14,532	14,634	14,649	13,842	13,703	12,568	12,404	10,993	10,819
April		11,682	13,726	14,478	12,367	12,767	12,756	13,252	11,331	10,839	10,377
May	9,336	10,780	12,172	11,898	11,582	11,969	12,138	11,271	10,664	10,664	10,006
June	10,502	10,604	13,903	15,650	13,046	13,063	12,114	10,779	10,849	9,780	10,863
July	13,879	14,763	17,528	17,236	14,440	14,343	14,768	14,321	16,025	10,597	11,423
August	16,460	15,857	15,684	15,151	14,854	15,663	15,200	14,321	12,361	12,268	12,992
September	12,784	10,944	12,812	12,234	12,151	12,425	11,874	11,819	10,312	10,995	11,006
October	13,231	12,553	13,158	12,883	12,529	12,960	11,979	11,012	11,832	11,992	10,554
November	12,743	10,657	11,665	11,535	11,961	12,414	9,583	9,871	8,812	8,500	9,554
December	9,809	9,036	10,415	11,145	10,065	10,879	10,455	9,699	9,111	10,729	
<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>	<b>127,799</b>	<b>126,229</b>	<b>117,213</b>

M.G. Parker Memorial Library  
Performance Metrics FY2017

	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	
First Time Checkout	13,338	14,299	11,086	11,034	10,155			<b>TOP 10 - OCT</b>
Desk Renewal	861	932	678	859	748			Adult DVDs 2,617
OPAC Renewal	1,853	2,449	1,888	1,948	1,803			Adult Fiction 2,336
Overdrive / Audio	189	192	177	218	228			JE or JJ Books 1,672
Overdrive / e-Books	393	354	310	460	490			Freegal Music 1,125
Overdrive Streaming Video	4	3	1	0	5			Easy Readers 1,020
Overdrive / TOTAL	586	549	488	678	723			J Fiction 868
Freegal Downloadable Music	253	319	328	304	274			J DVDs 813
Freegal Streaming Music	874	797	797	677	490			Overdrive 678
Freegal / TOTAL	1,127	1,116	1,125	981	764			Adult BOCD 514
<b>Total Checkouts</b>	<b>17,765</b>	<b>19,345</b>	<b>15,265</b>	<b>15,500</b>	<b>14,193</b>			Large Print 442
<b>Total Checkins</b>	<b>15,894</b>	<b>18,624</b>	<b>14,082</b>	<b>14,345</b>	<b>13,888</b>			
Requests Placed at mdr	2,387	2,425	2,251	2,323	2,033			<b>TOP 10 - NOV</b>
Requests Cancelled	357	331	348	322	272			
Holds Fulfilled	1,802	2,236	1,904	2,006	1,801			Adult DVDs 2,373
Users Added	70	63	60	54	59			Adult Fiction 2,142
Copies Added	387	409	550	601	430			JE or JJ Books 1,505
Bib Records Added	45	67	75	115	40			Easy Readers 870
Children's Programs	25	19	15	25	21			J Fiction 861
Children's Attendance	634	372	314	546	357			J DVDs 773
Young Adult Programs	7	1	2	4	4			Freegal Music 764
Young Adult Attendance	68	17	11	32	50			Overdrive 723
Adult Programs	9	9	14	12	11			Adult BOCD 518
Adult Attendance	58	58	124	123	113			LP Fiction 462
Community Meetings	1	0	3	6	7			
Community Meeting Attendance	12	0	193*	87	4212**			* State Primary
Quiet Study Use	90	74	65	76	106			** Presidential Election
Quiet Study Room Attendance	162	135	119	106	111			
<b>TOTAL Adult Volunteers</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>3</b>			
<b>TOTAL Adult Vol. Hours</b>	<b>24</b>	<b>34</b>	<b>52</b>	<b>49</b>	<b>19</b>			

Parker Memorial Library  
**DIRECTOR'S REPORT– DECEMBER 2016**

**BUILDING**

On October 25<sup>th</sup>, American Garage Door and Gas Company came to repair the front doors. Hopefully, this recent repair will give us another 10 years of wear and tear on the front doors.

On December 1<sup>st</sup>, we had to cordon off an area in the nonfiction stacks on the second floor. Dave Lamoreaux found some damaged tiles a couple of weeks before, which he could not identify as leaking from the roof, but it appeared that the rains the previous few days had caused more damage. A representative from Meadow Construction Company came out on December 2<sup>nd</sup> to take a look. They discovered five holes in the roof above where the leaking was taking place. They patched those areas and indicated that the repairs would be sufficient for the time being.

Bedford Mechanical came out on December 8<sup>th</sup> to perform routine maintenance on our HVAC system.

**COMMUNITY**

Hannaford's has chosen us as the January recipient of the "Hannaford Helps Reusable Bag Program." During the month of January, for each "Hannaford Helps Reusable Bag with the good karma message sold at the Hannaford store located at 301 Pleasant Street in Dracut, the library will receive \$1.00. They have provided us with a specially designed marketing toolkit to help us in our outreach efforts.

On December 12<sup>th</sup>, I received an email from Dracut health agent, Casey Mellin. Starting in 2017, Casey would like to form a collaborative regarding substance abuse and prevention with some emphasis on opioids. His hope is that the group will consist of several parties including people from the school system, the Board of Health, regional collaborative coordinators, police, veterans, the Council on Aging, and the Library. The purpose of the collaborative will be to exchange ideas and concerns. Meetings will take place every two to three months. He has asked me to be a part of the collaborative and I have accepted. I feel that there is much that the library can do to provide and link to resources for those in our community suffering from substance abuse.

**FRIENDS**

The Friends held their annual raffle from October 19<sup>th</sup> – October 29<sup>th</sup>. They made \$1,873.00. If you subtract their costs, which totaled \$86.00, they brought in a grand total of \$1,787.00. That is \$66.00 more than they brought in with the raffle last year.

The last account statement that I have received from Kevin Willet, treasurer for the friends, was through September 30, 2016. As of that time, they had \$21,052.90 in their Diplomat checking account with Washington Savings Bank.

The next regular monthly meeting of the Friends will take place on Wednesday, December 21<sup>st</sup> at 6:30 pm. I will be in attendance to present them with our annual budget request.

## **PROGRAMS**

- Preschool Story Time Session I – meets Thursdays from 9:30 am to 10:15 am in the Meeting Room. Meets on 12/15, 12/22,
- Preschool Story Time Session II – meets Thursdays from 10:30 am to 11:15 am in the Meeting Room. Meets on 12/15, 12/22,
- YA Gaming Club - meets on Mondays from 3:00 pm to 5:00 pm in the Meeting Room. Meets 12/19
- Bambinos Story Time for children under the age of 2. Meets Tuesdays from 10:30 am to 11:00 am in the Meeting Room. Meets 12/20
- Junior Friends of the Library – meets Tuesdays from 4:00 pm to 5:00 pm in the Children's Room. Meets 12/20
- Adult Coloring Group – meets Tuesdays from 6:00 pm to 7:00 pm in the Old Library. Meets 12/20
- Story Time for 2-Year Olds – meets Wednesdays from 10:00 am to 10:45 am in the Meeting Room. Meets 12/21
- The Knitting Connection – meets Wednesdays from 6:30 pm to 8:15 pm in the Old Library. Meets 12/21
- Polar Express Party – Tuesday, 12/27 from 10:30 am to 11:30 am in the Meeting Room.
- Legos Club – meets Wednesdays from 1:30 pm to 2:30 pm in the Meeting Room. Meets 12/28
- Finding Dory Movie – Thursday, 12/29 from 10:00 am to 12:00 pm in the Meeting Room.
- Winter Crafts – Friday, 12/30 from 10:00 am to 12:00 pm in the Meeting Room. For students in Kindergarten through Grade 5.

## **STAFF NEWS**

We were all sad to see Dave Lamoreaux leave the Parker Library. Dave really took care of us here, always going above and beyond what was expected of him. Luckily for us, Dave recommended someone that he knew for the position. We interviewed and hired Richard (Dick) Kasilowski to replace Dave. Dick comes to us with 30 years of experience as a custodian with the Lowell Public School System. Though his first day was not to be until Wednesday, December 7<sup>th</sup>, he showed up early on the morning of Monday, December 4<sup>th</sup> to shovel us out after the first snow storm. Though Dave could never be replaced, we are happy to have Dick on board and feel he will be an asset to the library.

Elizabeth Taylor-Wiggins left us on Monday, December 12<sup>th</sup>. This left us with an opening for an 18-hour per week adult page. With the approval of the town manager, the position has been posted. Circulation Library Assistant, Amy Spence, has picked up Elizabeth's hours through the end of the calendar year.

## **TECHNOLOGY**

The hot spots have arrived. Staff members took them home over the Thanksgiving holiday to use them and see how they worked. This month I am presenting you with a draft policy for circulation. Once this is approved, we will start advertising them and lending them out.



Diane Daigle from the Accounting office contacted me to let me know that we have \$6,000 in account that is what is left of a donation from Keyspan to be used for technology. Town Hall would like us to spend it by the end of the fiscal year. Cathy Bence has been researching and working on a plan to update our WiFi with these funds. More information to come.

## **UPCOMING MEETINGS | WORKSHOPS | VACATIONS**

### Nanci

- Peabody Legislative Breakfast – Friday, 12/16 from 9:30 am to 10:30 am the Peabody Institute Library in Peabody, MA.
- MLA Administrative Board meeting – Friday, 1/13 in Worcester.

### Diane

- Peabody Legislative Breakfast – Friday, 12/16 from 9:30 am to 10:30 am the Peabody Institute Library in Peabody, MA.
- Vacation – from 12/19 through 1/2
- Webinar: Service Excellence in Changing Times - Wednesday, 1/11 from 3:00 pm to 4:00 pm.

### Penny

- NOBS meeting on Coding – Monday, 1/9 from 10:00 am to 12:00 pm at the Hamilton/Wenham Library.
- Webinar: Service Excellence in Changing Times - Wednesday, 1/11 from 3:00 pm to 4:00 pm.

### Carole

- Webinar: Service Excellence in Changing Times - Wednesday, 1/11 from 3:00 pm to 4:00 pm.

### Cheryl & Melissa

- Webinar: Service Excellence in Changing Times - Wednesday, 1/11 from 3:00 pm to 4:00 pm.

## **IMPORTANT DATES**

Friday, 12/23 – Close at 12:00 pm

Saturday 12/24 – Closed

Monday 12/26 – Closed (Christmas Day observed)

Saturday 12/31 - Closed

Monday 1/2 – Closed (New Year's Day observed)

Wednesday, 1/18 – Next Board of Trustees meeting

Respectfully submitted,  
Nanci Milone Hill, Library Director

**M.G. Parker Memorial Library  
2017  
Closings**

New Year's Day	Sunday, January 1 <sup>st</sup>
New Year's Day (observed)	Monday, January 2 <sup>st</sup>
Martin Luther King's Birthday	Monday, January 16 <sup>th</sup>
President's Birthday	Monday, February 20 <sup>th</sup>
Good Friday (1/2 day – closing at 12:00 pm)	Friday, April 14 <sup>th</sup>
Patriot's Day	Monday, April 17 <sup>th</sup>
Memorial Day	Monday, May 29 <sup>th</sup>
Independence Day	Tuesday, July 4 <sup>th</sup>
Labor Day	Monday, September 4 <sup>th</sup>
Columbus Day	Monday, October 9 <sup>th</sup>
Veteran's Day (observed)	Friday, November 10 <sup>th</sup>
Thanksgiving Holiday (Early Closing – 4:30 pm)	Wednesday, November 22 <sup>nd</sup>
Thanksgiving Day	Thursday, November 23 <sup>rd</sup>
Thanksgiving Holiday	Friday & Saturday, November 24 <sup>th</sup> & November 25 <sup>th</sup>
Christmas Holiday	Saturday, December 23 <sup>rd</sup>
Christmas Eve	Sunday, December 24 <sup>th</sup>
Christmas Day	Monday, December 25 <sup>th</sup>

**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. Monday, June 5<sup>th</sup> and Monday, November 6<sup>th</sup>.

The Library will close until 1:00 pm on the following dates, for professional development. Thursdays, February 23<sup>rd</sup>, May 18<sup>th</sup>, September 28<sup>th</sup> and December 14<sup>th</sup>.

M.G. Parker Memorial Library  
28 Arlington Street. Dracut, MA 01826

**2017 MEETING SCHEDULE  
M.G. PARKER MEMORIAL LIBRARY  
BOARD OF LIBRARY TRUSTEES**

**WEDNESDAYS AT 4:30 PM  
DIRECTOR'S OFFICE**

January 18, 2017

February 15, 2017

March 15, 2017

April 19, 2017

May 17, 2017

June 21, 2017

July 19, 2017 (No meeting unless deemed necessary)

August 16, 2017 (No meeting unless deemed necessary)

September 20, 2017

October 18, 2017

November 15, 2017

December 20, 2017