

**M. G. Parker Memorial Library
Board of Library Trustees
Meeting Minutes
September 18, 2019**

The meeting was called to order at: 4:01 pm by Chairperson Linda Trouville

In Attendance: Linda Trouville, Eric Jackson, James Nolan, Monique Verville, and Gretchen Mayall

Community Input – None

Review of the minutes – Regular Meeting: June 12, 2019

Special Meeting: July 10, 2019 Appropriation of Library State Aid Funds

Motion to accept minutes as presented was made by Eric Jackson, seconded by Gretchen Mayall. There was no discussion - unanimously approved.

Review of Bills and Payroll-

Bills June 13, 2019 – June 30, 2019 and July 1, 2019 – September 12, 2019

Final Warrant for FY19 -

- Final Installment payment to Power3 Communication for telephone and public address system in the amount of \$5,684.50, taken out of Library State Aid.
- Proulx Electric Hand Dryer Installation in public bathrooms, payment of \$5,470.00, taken out of Revolving Account.

Payroll: FY19 - May 12, 2019 to June 30, 2019 and FY20 – July 1, 2019 – September 7, 2019

Buy-Back for Children's Librarian, Penelope Berube who retired on September 18, 2019

- Sick Buy Back in the amount of \$28,173.60 and
- Vacation Buy Back in the amount of \$8,217.30

Eric Jackson and the trustees extended their congratulations to retiree Penelope Berube, for her 31 years of service.

Union contract for library employees was ratified on August 5, 2019 with a 3 percent raise over three years and a \$100.00 increase in their annual Longevity. Retro Active Pay from July 1, 2019 to August 17, 2019 was paid to all union members on the Paychecks dated August 22, 2019.

Motion to accept the bills and payroll as presented was made by Eric Jackson, seconded by Monique Verville. There was no discussion - unanimously approved.

Budget and Financial Report - Addendum Attached

Performance Overview - Addendum Attached

Directors Report - Addendum Attached

Gretchen Mayal reported on the Friends of the Library/ John Hassan is leaving in October and moving to Haverhill and will be leaving the Friend's Group. Gretchen reported that she has received interest from community members about joining the Friends of the Library and feels confident they will be able to fill the role of secretary that John has been holding.

The trustees thanked the Friends for paying for the Children's Librarians retirement party.

The FY19 ARIS Report has been completed and submitted. Review of the ARIS report with the trustees.
State Aid forms are due October 4th

MVLC membership committee met September 17, 2018 and learned about a new author alert feature coming to the catalog. Free to members with a budget under \$1,000,000.00 and the Parker Library qualifies. Further information will follow brief explanation patrons will be sent a notice if an author has a new title coming out.

Winter Program- Nanci Hill, Lori Cahill and Joan Powers met to discuss having a winter program based on the Nutcracker.

Video Audits - Nanci discussed briefly and will schedule for the next meeting.

Brief discussion on Automatic Renewal Nanci will put this on next months' agenda

Discussion for the future - new carpet, and signage and having the meeting room painted.

Unfinished or Continuing Business - Staffing update

New Business – Nanci asked if the library can close on May 18, 2020 and May 19, 2020 so all staff so interested may attend the Massachusetts Library Association conference in Hyannis. Discussion regarding the benefits of this. Monique Verville made a motion to approve the closure of the library on those days, seconded Gretchen Mayall – unanimously approved.

Nanci asked the trustees about placing a dedication plaque in the name of recently retired Penny Berube in the children's room. They agreed that this would be a good idea.

Disaster Planning – Nanci discussed her plan to start working on the draft for a disaster plan. Board asked the Director to request a copy of the town's disaster plan.

Next Meeting –

Video Audits Policy Draft

Automatic Renewals

Bid Training – Wednesday, November 13, 2019

December Trustee Meeting Change due to Nanci's attendance at Procurement Training from 12/10 – 12/12

Hearing no objections Linda Trouville hearing no objections adjourned the meeting at 5:00pm.

Minutes Approved by:

Eric Jackson, Trustee

Monique Verville, Trustee

Linda Trouville, Chair

James Nolan, Trustee

Gretchen Mayall, Trustee