

**M. G. Parker Memorial Library
Board of Library Trustees
Meeting Minutes
October 9, 2019**

The meeting was called to order at called 4:08pm by Vice Chair Eric Jackson

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

Community Input – None

Review of the minutes – From Regular Meeting: September 18, 2019

Motion to accept minutes as present was made by Monique Verville and seconded by James Nolan - unanimously approved.

Review of Bills and Payroll- Bill from September 19, 2019 to October 3, 2019 and Payroll from September 15, 2019 to October 5, 2019. 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

Unfinished or Continuing Business -

Staffing Update: Student Page Job has been posted. The Director asked to have the part-time Children's Assistant Advertised at a Grade 1, Step 5. She has been advised that she needs write up a request about why she thinks this position should be paid a higher grade, and submit it to the Town Manager, who can in turn, speak to the SEIU Union.

Video Audits Policy: Discussion regarding emails from Town Hall regarding Video Audits at Town Clerk's Office and The Director reported an email from the Newburyport Library indicating they were recently Video Audited.

Automatic Renewals: Director explained the MVLC Consortium is allowing Libraries to "opt in" to Automatic Renewals. Director suggested that we do not "opt-in" as the ramification could result in a 40% decrease in funds collected for fines and fees. The library is allowed to keep \$30,000.00 of the collected fines and fees and this would impact the library's overall budget, as these funds are used to pay for repairs, printers, and furniture as a few examples.

Eric Jackson made a motion not "opt-in" for one year and then revisit the topic f Automatic Renewals at that time. Seconded by James Nolan - unanimously approved.

December Meeting Date was originally move out because the Director had a Procurement Training conflict that day. Nanci has since been informed that her training is being moved to February 2020, therefore December Trustee Meeting is scheduled for the second Wednesday, December 11, 2019.

New Business – Discussion regarding a Library Emergency Plan. The Director is waiting to hear from the Town if they have an Emergency Plan for the town. Discussion regarding who closes or opens the library during snow days. The Town By-Laws says only the Town Manager can close Municipal Buildings.

Next Meeting – Wednesday, December 11, 2019 at 4:00 pm.

Suggestions for Next Meeting – None

Hearing no objections Dr. Linda Trouville adjourned the meeting at 4:44pm.

Minutes Approved by:

Eric Jackson,

Monique Verville,

Linda Trouville, Chairman

James Nolan,

Gretchen Mayall,