

**M. G. Parker Memorial Library
Board of Library Trustees
Meeting Minutes
January 8, 2020**

The meeting was called to order at 4:07pm by Co-Chair Linda Trouville

In Attendance: Trustees Linda Trouville, Monique Verville, Gretchen Mayall, James Nolan and Director Nanci Hill were in attendance. Eric Jackson was absent.

Community Input - None

Review of the minutes – The minutes from the December 11, 2019 regular meeting were reviewed. A motion to accept the minutes as presented was made by Monique Verville and seconded by Gretchen Mayall, unanimously approved.

Review of Bills and Payroll- Bills from December 12, 2019 to December 31, 2019 and Payroll from December 18, 2019 to January 4, 2020 were reviewed. A motion to accept was made by Monique Verville and seconded by James Nolan, unanimously approved.

Budget and Financial Report - Addendum Attached –

- Director Hill submitted the library's budget request for Fiscal Year 2021 including a 5% utilities increase. In addition, she asked for an increase in material and dues because the state requires a 13% increases over previous year. There was also there was an increase in payroll for contractual demands with union employees, along with a capital request for the sidewalk.

Performance Overview - Addendum Attached -

Directors Report - Addendum Attached –

- Overdrive has been acquired by a private equity firm KKR & Co., Inc. Libraries are waiting to see what this means for their relationship with Overdrive, as the single largest provider of e-books and other digital content to libraries. American Library Association had an article regarding this acquisition, which Nanci passed onto the trustees.
- Department Heads - Goals & Objectives FY2020 - Department Heads at the library submitted Goals and Objective for their departments in 2020. Nanci presented these goals to the Trustees.
- Sometime in the coming year, museum passes will be moved from the second floor Reference Desk to the first floor Circulation Desk for the convenience of the patrons.
- Brief discussion regarding Boston Public Library digitizing public documents without a fee, these excluded copyrighted materials.
- Parker Library will be moving to updating the Local History section.
- Library Staff interviewed a candidate for the Children's Library Assistant position. Decision for this position is still pending at the time of the meeting.
- Circulation Library Assistant YoungOak Lim, will be out on an extended medical leave. Nanci and Cheryl have made adjustments to the Circulation Department schedule to accommodate her absence.
- MVLC voted to ban the purchase of Macmillan Publishing for their audio and e-books. Macmillan has decided to impose strict limits on e-books to public libraries. The restrictions include limiting libraries from purchasing e-books for the first eight weeks after publication.

- Regarding: Parker Library's elevator contract - Nanci received notice from town hall that the library needs to get three quotes, our current contract is with Deltabeckwith Elevator Co. We have their quote. Nanci will get quotes from Stanley Elevator and Associated Elevator.
- Cleaning Service Bid Update - Nanci has sent over the IFB to town hall and it has been reviewed by Town Council. Interim Town Manager Ann Vandal is preparing to do the public posting and hopefully we will have a new cleaner in place sometime in March.
- The town has informed the library that Control Technologies and several other library contracts need to have new contracts signed by the town manager. Nanci will be working with the Interim Town Manager and the Procurement Officer to get this done.

Unfinished or Continuing Business -

- Staffing Update (discussed during Director's Report)

New Business –

- MVLC vote on MacMillan Ban (discussed during Director's Report)
- Long Rang Plan - Proposal Resume and Cover Letter from Director of the Ipswich Public Library to work with the Parker Library on their LRP. A motion was made by Moniques Verville to use \$1500.00 of State Aid funds to hire Ms. Ditullio to work on the plan, seconded by James Nolan, unanimously approved.
- Trustees are working on the Director's Annual Evaluation
- Trustees reviewed the Director's 2020 Goals & Objectives

Next Meeting – February 12, 2020

Suggestions for Next Meeting –

CPA
Directors Evaluation

Hearing no objections Linda Trouville adjourned the meeting at 4:55pm

Minutes Approved by Trustees:

Absent
Eric Jackson, Co-Chair

Monique Verville

Linda Trouville, Co-Chair

James Nolan

Gretchen Mayall