

**M. G. Parker Memorial Library
Board of Library Trustees
Meeting Minutes
February 12, 2020**

The meeting was called to order at 4:00pm by Linda Trouville

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

Community Input - None

Review of the minutes – The Minutes from January 8, 2020 regular meeting were reviewed. A motion to accept the minutes as amended was made by James Nolan and seconded by Gretchen Mayall, unanimously approved

Review of Bills and Payroll- Bills from January 9, 2020 to February 6, 2020 and Payroll from January 5, 2020 to February 5, 2020. A motion to accept the Bills and Payroll as presented was made by Eric Jackson and seconded by Gretchen Mayall, unanimously approved.

Budget and Financial Report - Addendum Attached

- Staff Meeting-Nanci met with Department Heads and told them not to order any materials after May 2020.
- Nanci prepared the budget for Fiscal Year 2021 and put in for a 5% increase for utilities and contractual obligations for salaries.
- After Linda Trouville and Eric Jackson met to discuss the library budget with Interim Town Manager Ann Vandal, Nanci was told she needed to cut her budget by 10%, because of a shortfall in the school's budget. Nanci explained she will probably need to apply for a waiver from the state for Fiscal Year 2021.
- Nanci will be attending a training presentation called "Riding the Waves of Change" at town hall on Wednesday, February 12, 2020

Performance Overview - Addendum Attached

Directors Report - Addendum Attached

Discussed and highlighted:

- More people went to Libraries than attended movies in 2019.
- Discussed complaint by a patron about the second floor lighting
- Discussion about the cleaning contract IFB (Invitation to Bid)
- A library patron offered to present an introductory LEGO Program free of charge here at the library.
- Director's Monthly New Newsletter: Nanci received a criticism regarding her newsletter. She responded with a satisfactory explanation to the patron.
- Discussion regarding several of the library's current annual service contracts. The town is looking into consolidating a lot of the contracts in order to comply with Procurement Laws.
- Nanci attended Procurement Training in Boston last Tuesday, Wednesday and Thursday with other town department heads.

- Discussion regarding how items in the library are weeded.
- Explanation of purging the fines of patrons with Merrimack Valley Library Consortium (MVLIC). Those patrons who haven't used their library cards for over 3 years or had incurred fines as children were deleted.
- Nanci shared her experience with her new Wednesday Afternoon Book Group, which she began in February. Twenty-one patrons attended.
- Nanci reminded Eric Jackson and Linda Trouville they up for reelection.

Unfinished or Continuing Business -

Staffing Update -

- A new Children's Room Assistant, Elizabeth Cormier was hired.
- Catherine Bence has given Nanci her verbal notice of intent to retire in 2021

New Business –

- The Trustees went over Director's Annual Evaluation with Nanci. Erik Jackson made a motion to sign the evaluation at the March 11, 2020 Meeting. Seconded by James Nolan, unanimously approved.
- Library's Annual Report- Nanci submitted the annual library report to the Town on behalf of the Trustees. A motion was made by Gretchen Mayall to accept the Library's Annual Report as presented and was seconded by Eric Jackson. Unanimously approved.

Next Meeting – March 11, 2020

Suggestions for Next Meeting –

Hearing no objections Linda Trouville adjourned the meeting at 4:49pm.

Minutes Approved by:

Eric Jackson, Co-Chairman

Absent _____
Monique Verville, Trustee

Linda Trouville, Co-Chairman

James Nolan, Trustee

Gretchen Mayall, Trustee