

**M. G. Parker Memorial Library  
Board of Library Trustees  
Meeting Minutes  
June 17, 2015**

The meeting was called to order at 4:32pm by Chairperson Linda Trouville

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

**Community Input** - There was no community input. The new YA Librarian, Anna Call was introduced to the board.

**Review of the minutes** from May 13, 2015. A motion to accept the minutes was made by Eric Jackson and seconded by Clee Ace - Unanimously approved.

**Review of Bills and Payroll** - Bills from the weeks of 5/14/2015 to 6/12/15, and Payroll from the weeks of 5/11/2015 to 6/6/2015 were reviewed. A motion to accept was made by Clee Ace and seconded by Eric Jackson - Unanimously approved.

**Budget and Financial Report** – Addendum Attached

Discussion regarding the line items on the budget report. The Director and Trustees would like to look at changing the line items for tracking expenditures. Line items and Budget will be on the agenda for July's Trustees Meeting.

**Performance Overview** - Addendum Attached

Circulation and Attendance was down for the Month of May. Director Hill reported that this was a topic of discussion at the last consortium Director's Meeting she attended. The board asked the director to compile a report of like sized libraries from the consortium to compare performance numbers for the next trustees meeting.

On July 1, 2015 downloadable music through *Freegal* will increase their lending from 5 weekly downloads to include 3 hours of daily streaming.

**Directors Report** - Addendum Attached

Another discussion regarding hiring an additional part-time custodian to perform daily cleaning duties to replace the contracted cleaning company the library uses. The board discussed putting this request in the budget request again for the coming fiscal year.

John Dyer made a motion to send a thank you note from the board to the Friends of the Library for all of their help and support, seconded by Clee Ace - Unanimously approved. The Director will draft a letter for the Chairperson to sign and send.

Trustees recommended a strong ad campaign for the upcoming fall events. The director will contact the Lowell Sun and Boston Globe in addition to the online media outlet the director currently uses to advertise.

**Unfinished Business** – Re: the garden club's request for use of the library grounds. The Director pointed out that the Garden Club wanted to use the library's front lawn when the building was closed. The recommendation by the town was not to let outside groups use public grounds. Discussion regarding whether the trustees should not be allowed to let other

outside groups use our grounds. The comment was made that the Farmers Market and Red Cross use public property to advance their messages, and this gives the appearance that some groups are being excluded. The Director suggested that the Trustees should contact the Town's administration with any further questions or concerns that they may have. John Dyer indicated that he intended to do so.

**Continuing Business** – The Director provided drafts of both the Acceptable Use and the Social Media Policies. Chairperson Linda Trouville suggested the board take a month to read and review them and bring comments and suggestions to the July meeting for further discussion.

**New Business** – Building closing

The director asked the board to approve a late opening on July 15, 2015 for a Team Building workshop. A motion to open the building at 1:00pm on that date was made John Dyer and seconded Clee Ace - unanimously approved.

The board was asked to approve an early closing on June 22, 2015 for the Special Town Meeting. A motion to close the library at 6:00pm was made by Clee Ace, seconded by Erick Jackson- unanimously approved.

**Next Meeting** - July 8, 2015

**Suggestions for Next Meeting** –

Appropriate Use Policy

Social Media Policy

Budget Preparation

A Motion was made by John Dyer to adjourn the meeting and seconded by Clee Ace

The meeting was adjourned at 6:00pm

Minutes Approved by:

\_\_\_\_\_  
Linda Trouville, Chairperson

\_\_\_\_\_  
Clee Ace, Trustee

\_\_\_\_\_  
John Dyer, Trustee

\_\_\_\_\_  
James Nolan, Trustee

\_\_\_\_\_  
Eric Jackson, Trustee