

**M. G. Parker Memorial Library
BOARD OF LIBRARY TRUSTEES**

Meeting Minutes for October 12, 2011

Opening/Call To Order:

The regular meeting of the Board of Library Trustees was called to order at 4:33 p.m. on October 12, 2011 at the M. G. Parker Memorial Library by John Dyer.

Present:

John Dyer, Trustee Chairperson
Clee Ace, Trustee
Cheryl Storm, Trustee
Randy Robertshaw, Library Director
Visitor: Lee Doyle

Community Input/ Public Appearance:

There was an Employee Request Presentation given by Library Office Manager, Lee Doyle.

Motion to table any action on the Request was made by Clee Ace and seconded by Cheryl Storm. The Request was unanimously tabled.

Approval/Review of Minutes:

Motion to accept September 2011 meeting minutes was made by Clee Ace and seconded by Cheryl Storm. The minutes of the September 2011 meeting were unanimously approved.

It was noted that the Board is missing Minutes for Dec 2010.

Review Of Bills and Payroll

The Board reviewed the Bills and Payroll.

Approval Of Bills and Payroll

Motion to approve Payroll for the periods between September 11 and October 8, 2011 was made by Clee Ace and seconded by Cheryl Storm. The Payroll disbursement was unanimously approved.

Motion to approve Warrants for the periods between September 16 and October 6, 2011 was made by Clee Ace and seconded by Cheryl Storm. The Warrant disbursement was unanimously approved.

Director's Report:

The Director gave his report to the Board.

Old/Unfinished Business:

Tercentennial Quilt Project continues to move towards completion. Installation is planned for October 13, 2011.

The Evergreen has been delayed the migration of the other two Massachusetts Consortiums until January 2012. Tewksbury and Dracut have been selected to test the new ticketing system, no timetable is yet available for this portion.

Reviewing of the By-Laws was tabled until November 2011.

Bulletin Board, Distribution of Materials, and Donation Boxes Policy have returned from the Town Council with no changes. This has been added to the agenda for November 2011.

Collection Development Policy has returned from the Town Council with minor changes requested. This has been added to the agenda for November 2011.

Motion to table the Bulletin Board, Distribution of Materials, and Donation Boxes Policy and Collection Development Policy until November was made by Cleo Ace and seconded by Cheryl Storm. The motion was unanimously approved.

New Business:

The Library Director has completed a Library Newsletter to inform and entertain the public. This includes publication of events and hours of operation with the fall holiday schedule. There is a tentative plan for 3-4 publications of this sort per year. The board expressed their appreciation of Randy's efforts.

Randy Robertshaw reported the events of Summer 2011 that demonstrate the professionalism of Penny Berube, Children's Librarian and dedication of Shantelle Harty for the success of the Summer Reading Program.

Motion to recognize Shantelle Harty at the November Board Meeting for her efforts was made by Cleo Ace and seconded by Cheryl Storm. The motion was unanimously approved.

FY2013 Budget preparation has begun. MVLC equalization and Electricity Expenses are a concern as well as continued increases in Building Maintenance and Materials Expenses.

Motion to close the building on Saturday, December 31, 2011 was made by Cleo Ace and seconded by Cheryl Storm. The motion was unanimously approved.

John Dyer requested the Board Members review the 2012 calendar in preparation for setting the year's meeting schedule at the November Board Meeting.

The Library Director receives an annual performance review by the Board. Forms for this purpose were distributed for collection at the November Board Meeting. The Review will be performed at the November Board Meeting.

The annual Legislative Breakfast will be held on October 21, 2011. Randy Robertshaw and John Dyer will be attending.

There is a MVLC conference on November 5, 2011.

Adjournment:

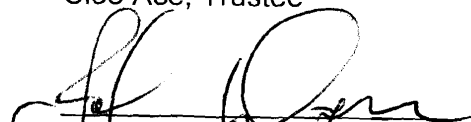
Motion by Cleo Ace, and seconded by Cheryl Storm to Adjourn the September Board of Library Trustee Meeting.

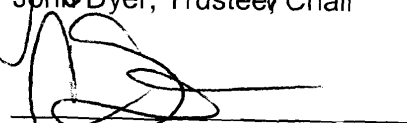
Meeting was adjourned at 6:00 p.m. The next general meeting will be at 4:30 p.m. on November 9, 2011 at the M. G. Parker Memorial Library.

Minutes submitted by: Cheryl Storm

Approved by:


Cleo Ace, Trustee


John Dyer, Trustee Chair


Cheryl Storm, Trustee