

Trustee Meeting Minutes
April 14, 2008

The April meeting of the Leominster Public Library Board of Trustees was called to order at 5:08 p.m. on Monday, April 14, 2008.

In attendance were: Kathleen Reynolds Daigneault; Carol Millette; Nancy Hicks; Robert Salvatore; Gilbert Tremblay; Jeanne Zephir; and Director Susan Theriault Shelton.

Absent: Assistant Director Meredith Foley.

The minutes of the previous meeting were approved. CM/RS

OLD BUSINESS:

Building Committee report:

Mrs. Shelton reported that the Building Committee met on March 19th, while she was on vacation, to approve Fontaine's requisition and McKenzie's invoice, as well as to discuss outstanding issues related to the project. Mrs. Shelton reported that this morning she received, through Mike Mullaney, Fontaine's response to Beacon's Supplemental Instruction #14 (SI #14) regarding remedial work required for walkways and ramps. Because this information was just received today she has not had an opportunity to review it. Mike Mullaney thinks that another meeting with Fontaine, Beacon, McKenzie, and Mark Bodanza will be required to further negotiate cost responsibilities of the work between Beacon and Fontaine before moving forward. Once this is done, the SI #14 will then go back to Beacon Associates for minor modifications based on comments from an earlier Building Committee meeting. The Building Committee will also meet with the Building Inspector, as well as the Leominster Disabilities Commission and Pilgrim Congregational Church. Mark Bodanza and Mike Mullaney recently met with Mayor Mazzarella to talk about issues related to the project.

Fontaine has had no presence on the site since the last Trustees' meeting. Minor general punch list items remain outstanding. However, there was a leak in the hot water supply pipe in the basement several weeks ago, which was repaired by Snowden. Also, the faulty sump pump in the basement was replaced by Grasseschi Plumbing and Heating.

The negotiated settlement with New Bedford Flooring over poor installation of the meeting room carpet is still ongoing. New Bedford Flooring agreed, in principle to accept \$10,000 less in their contract. However, warranty issues are still being discussed. The maintenance and warranty information that had been requested was delivered to the library in Saturday's mail. Mrs. Shelton reported that she will review the information and discuss this with Mike Mullaney to make certain it complies with the library's request.

Mrs. Shelton received an e-mail from Mike Mullaney earlier this afternoon about an alternative solution to the problem with one of the handrails that had not been soldered correctly. However, because she was covering a public desk most of the afternoon, she did not have an opportunity to call him back and discuss the proposed solution. Meanwhile, a representative from Prudential arrived unannounced to do the repair by caulking rather than soldering, which was a different solution than what was originally discussed. Mrs. Shelton then instructed the repairman from Prudential that he would be doing the work at his own risk. The repair will be evaluated later, and someone will be back in touch with the General Contractor regarding this matter.

HV/AC issues remain outstanding. Some of the issues revolve around the design issue that too many cubic inches of air are being pushed through an inadequate diffuser. Also, there is not adequate heat in the women's bathroom on the first floor. There seems to be a stalemate regarding these problems. A meeting with Beacon, SAR, Fontaine, McKenzie, and Mark Bodanza may be necessary to reach a resolution.

We still are waiting the installation of the Besam operator on the Children's Room doors.

The donation of the 69 +/- SF of land from Joseph Fraticelli, Jr. is currently on hold until a survey for land donation and utility easement is done by Hannigan Engineering. Mark Bodanza's authorization to conduct this work was requested last week. Once the necessary survey work is completed, it will be sent to the City Solicitor's office who will draft the required documents. It will then be sent to the City Council to vote on acceptance of the donation. To avoid any confusion there will be two documents, one for the land donation and one for the utility easement.

Spring Musical Concert

The Spring Musical Concert plans have been confirmed for Sunday, Mother's Day, May 11th at 2:30 p.m. in the Community Room of the library. The concert will be presented by Virginia Eskin, world-renowned pianist, who will present a concert including pieces by Beethoven, MacDowell Schumann, Chopin, Boulanger, Debussy, Scriabine, and Rachmaninov (because he once performed in Leominster). A fee for Ms. Eskin has yet to be finalized. This program will be funded through a private donation. Mrs. Shelton and Mrs. Zephir met with Maestro Wada last week to discuss the details of the concert, presented in memory of Clara Lane, a founding member of the Thursday Musical Group. Diane Sanabria is doing research on the Thursday Musical Group for a flyer to be distributed at the concert. Mrs. Sanabria will prepare invitations, Renee Wheeler will help with publicity, and several staff members will be making desserts. Chiara Lolli has offered her Baldwin piano for use, Maestro Wada has arranged moving the piano for a fee of \$75 for pick-up and delivery, and a piano tuner will be contacted to tune the piano as close to the concert date as possible. It was suggested that a temporary insurance policy be purchased. Mrs. Shelton will follow-up. A donation of \$250 was recently received for the establishment of a musical fund to help fund a concert next year.

Gates Foundation Policy

The library has received notification from the Gates Foundation that it is the recipient of a Gates hardware grant. This is a two-year grant that requires a matching financial commitment. This grant is a technology sustainability grant, and the library must ensure a financial commitment to maintaining computers purchased with this grant money for the next four years. The grant is as follows:

March 2009

4 computers (minimum required for purchase)

Grant award: \$7,800

Match: \$2,600 (25% match of Year 1)

March 2010

4 computers (minimum required for purchase)

Grant awarded: \$5,200

Match: \$5,200 (50% match of year 2)

Allocation is \$2,600 per computer, but can be used for infrastructure and engineering in addition to sustainability.

Meeting Room Policy

Mrs. Shelton reported that Edward Bergman has mounted the Regulations for Meeting Room Use, Meeting Room Use Approval Form and Meeting Room Reservation form on the library's web page. Meredith and Edward have reviewed the new forms and regulations with all appropriate staff. On March 20th a letter was sent to all individuals with approved old Meeting Room Approval Forms. Included with each letter were the Regulations for Use and a new Approval Form to be completed and returned to the library.

An addition to the regulations of use will state that furniture cannot be moved out of the room and that approved meetings must remain within confines of the space requested.

Since a clean copy of the policy form was not available, Mrs. Shelton requested that the approval of the revised Meeting Room Policy be tabled until the May meeting. **A motion was made and unanimously approved to table the action on the revised Meeting Room Policy until the May meeting. (CM/KD)** Following approval it will be sent to Greg Chapdelaine and the City Solicitor.

As a follow-up to an earlier petition submitted to the City Council by Councilors Dombrowski and Salvatelli, Mrs. Shelton has scheduled a meeting with Fitchburg State College President Robert Antonucci to discuss a potential partnership.

Summer Hours

A motion was made and unanimously approved to accept the following summer hours: (JZ/CM)

- Close Friday, July 4th through Sunday, July 6th for the July 4th holiday.
- Begin summer Saturday hours following the July 4th weekend – open 9:00am to 1:00p.m.
- Close Saturday, August 30th through Monday, September 1st for Labor Day weekend.
- Fall/Winter/Spring Saturday hours, to begin the weekend after Labor Day will be dependent on final FY09 budget.

NEW BUSINESS

FY08 Budget Transfer

Mrs. Shelton reported she is currently working on a request for the transfer from Personnel to Operating to be submitted to the Mayor and City Council. The extra money in Personnel that is available is due to the delayed hiring of the Maintenance/Custodial worker, and changes/vacancies in part-time staff. Monies are needed in the Operating line items for lights (electricity), buildings and grounds, automation, library supplies, and computer equipment and repair. Mrs. Shelton will send the Trustees information prior to City Council meeting.

Trust Fund Transfer

Mrs. Shelton requested a transfer of \$2,500 from the interest of various Library Trust Fund Accounts. **A motion was made and unanimously approved to transfer \$2,500 from the interest of various Library Trust Fund Accounts to the General Account. (CM/JZ)**

Quarterly Library Usage Report

During the first three-quarters of this fiscal year, compared to the same timeframe of the previous fiscal year, circulation is up 32%. Circulation by the end of March was almost 293,000. The highest circulation for a full year was 303,000 and that was the year before starting the new building. Reference questions were up 60%. Although 15 fewer programs were offered during this timeframe, attendance was up 21%. Interlibrary loans/network transfers were up 20% for the first 9 months. We borrowed or loaned 43,000 items for patrons. Library cards were up 117%. We have issued 3,600 new library cards.

City Council Presentation

Mrs. Shelton reminded everyone that she and Chairman Gilbert Tremblay are scheduled for an informational presentation to the City Council on April 28th at 6:30 p.m. in City Hall to talk about increased library usage. All trustees are welcome to come and offer their support.

Announcements

Mrs. Shelton thanked the trustees for sending her to the Public Library Association Annual Meeting in Minneapolis in March. She will present a report on the conference at the next meeting.

Mrs. Shelton and Nancy Hicks met with Joe Rensa from Advanced Solar and Betsy Ricciarelli from Lucas Stefura to discuss window treatments for many of the library's windows that need shielding from the sun's rays during the summer months. These shades would help with controlling the temperature, as well as alleviating the fading of furnishings. Mr. Rensa will be sending a proposal and has indicated that once a decision is made the shades will take about three weeks to be delivered.

It was suggested that the President of the Friends of the Library be invited to the September Trustees' meeting to update us on the Friends' activities.

The meeting adjourned at 6:40 p.m.

The next meeting is scheduled for Monday, May 12, 2008 at 5:00 p.m. in the library's conference room.

Respectfully submitted,
Nancy Hicks, Secretary