

Trustee Meeting Minutes  
April 13, 2009

The April meeting of the Leominster Public Library Board of Trustees was called to order at 5:05 p.m. on Monday, April 13, 2009.

In attendance were: Gilbert Tremblay, Chairman; Nancy Hicks; Carol Millette; Jeanne Zephir; Assistant Director Meredith Foley; and Director Susan Theriault Shelton.

Absent: Kathleen Reynolds Daigneault and Robert Salvatore

The minutes of the previous meeting were approved as submitted. (CM/JZ)

OLD BUSINESS:

Mrs. Shelton informed the Board that the Building Committee is still waiting for the settlement agreement with Beacon Architectural Associates to be signed. A Building Committee meeting will be scheduled once the settlement agreement is received, and there is notification that the change order has been signed.

The land donation and easement agreement between the City of Leominster and Joseph Fraticelli of 40 West Street has been finalized, and was recorded.

There will be adjustments made to the Besam on the Children's Room doors. It was determined that too heavy a spring was installed initially, making the doors hard to open manually. New springs have been ordered, and will be installed under warranty.

Mayor Mazarella has told department heads that there is a hiring freeze. Also under consideration, if necessary, are furloughs and possible layoffs depending upon the severity of cuts in local aid. Step raises for non-union city employees may also be frozen.

Each department head will be scheduled to meet with the City Comptroller and Treasurer to see where additional cuts can be made in their proposed departmental budgets.

The Massachusetts Board of Library Commissioners is considering minor changes to the state aid program. Proposed changes will be voted on at their June meeting, and become effective July 1<sup>st</sup>. Up for consideration is the addition of a population group of 50,000 and over for the hours of service requirement. This would impact libraries that fall into the 25,000 to 49,999 population group, reducing the hours of service requirement from 63 hours per week to 59 hours per week. Also being considered is that the materials expenditure requirement be based on the library's municipal appropriation as of July 1<sup>st</sup>, and not change if the library receives supplemental appropriations during the fiscal year.

NEW BUSINESS:

Mrs. Shelton distributed copies of the Quarterly Library Usage Report. She noted that circulation and reference are up slightly even without Fitchburg residents being able to check out materials. The total number of programs offered increased by 6%. However, attendance decreased by 15%. Mrs. Shelton indicated that she discussed the decline in program attendance with the children's room staff where the problem seems to be most pronounced. Statistics through the third quarter of this fiscal year, when compared with the same period last fiscal year, show the following:

Adult programs - 18% or 6 fewer programs with a 5% increase in overall attendance

Young Adult programs – 5% or 5 more programs with a 2% decline in overall attendance

Children's programs - 8% or 16 more programs with a 17% decline in overall attendance

The Children's Room will review programs offered versus attendance, and make modifications to the programming planned for the fall. They will also develop a brief survey to determine preferences for both programs and times programs are offered. This survey will be conducted over the next several months.

Mrs. Shelton gave an overview, by department, of the programs being offered at the library in April (see attached).

In response to the need brought on by the current economic state, the library will be offering two sessions of a job search program on May 11th, presented by a professional career development counselor.

The ALFA programs sponsored in conjunction with Fitchburg State College have been well received. In planning for the fall, the library is looking at offering a class highlighting various cultures. Library staff felt it would be appropriate to have a more academic offering this fall.

The library has ordered seven computers and two laser printers as part of its \$7,800 matching grant from the Gates Foundation. This will allow the library to increase public Internet computers by three in the adult department, one in the young adult department and three in the children's room, giving a total of 10 adult, 2 young adult, and 5 children's public Internet access computers.

The library is still working with Associated Grant Makers to establish a Grant Resource Center here in the library. A proposal for funding has been submitted to the Community Foundation, and the library should be notified in late May if the project will be funded.

Meredith Foley is representing the library on the advisory board of the School Department's Allencrest Community Center Project.

Mrs. Shelton informed the Board that C/WMARS recently revised the number of items an individual may have on hold at any given time from 20 to 10. This is being done in an effort to encourage patrons to request only the materials they really want, and help to reduce delivery costs. It was noted that libraries found that there were quite a few items that were delivered and not picked up. However, this has had little impact in reducing the number of items received from other libraries for our patrons.

Mrs. Shelton read a letter she had received from a Fitchburg resident requesting that he be allowed to check out library materials from the Leominster Public Library by either paying a fee or by volunteering his time. After a brief discussion a **motion was made and unanimously approved to have Mrs. Shelton respond to the letter stating that with regret, the library's Reciprocal Borrowing Policy, adopted by the Board of Trustees in July 2008, remains as originally voted. Also, it was noted that perhaps he could organize a group of Fitchburg citizens to work on behalf of their local library to help it regain state certification.**  
(CM/JZ)

Meredith Foley and Edward Bergman have been reviewing library policies and have developed a list of those which need to be rescinded, and those that need to be updated. The Board was given a copy of the list of current library policies. Mrs. Foley asked that the policies that are obsolete or replaced by a newer policy be rescinded by the Board. They include: Art Print Borrowing, Art Print Loan, Audio Visual Equipment Loan, Polaroid Camera Loan, Damaged Library Material, Film Loan, Transferring Calls, Videocassette Selection, and Videocassette Lending. Two additional policies: the Friends' Gift Book Policy and the Museum Pass Policy

will be referred to the Friends' Board of Directors for updating as they are under their jurisdiction. After a brief discussion a **motion was made and unanimously approved to rescind the obsolete library policies.** (JZ/NH) Mrs. Foley & Mr. Bergman will compile a prioritized list of policies that need to be updated and develop a schedule to update them. All current policies will be posted on the library's website.

Mrs. Foley brought a Meeting Room Use Approval Form to the Board for review. The patron had not included her library card number, and when Mrs. Foley checked in the database, she found that the patron did in fact have a library card with over \$270 worth billed items. Additionally the request was quite vague, listing the organization as "the community" and its purpose as "to provide a recreational resource for members of the community." Mrs. Foley had written to the patron stating that the request would need to come before the Board of Trustees due to the excessive number of billed items on her record, and that it was possible that a condition of use would be the return of the materials or payment of the replacement costs. The Board strongly agreed with the condition and after a brief discussion **a motion was made and unanimously approved to revise the Regulations for Meeting Room Use to include "the applicant must have a C/WMARS library card in good standing.** (CM/NH) Mrs. Foley will notify the patron of the Board's decision on the grounds of the delinquency of her library record, the vagueness of the organization represented, and the implication that the program would be library sponsored.

#### ANNOUNCEMENTS:

The library's State Aid transfer request for \$64,500 to the library materials account has been approved.

The meeting adjourned at 6:35 p.m.

The next meeting is scheduled for Monday, May 11<sup>th</sup> at 5:00 p.m. in the library's historic conference room. The June meeting has been scheduled for Monday, June 15<sup>th</sup> at 5:00 p.m.

Respectfully submitted,

Meredith A. Foley  
Recording Secretary