

Trustee Meeting Minutes
December 12, 2011

The December meeting of the Leominster Public Library Board of Trustees was called to order at 5:05 p.m. on Monday, December 12, 2011.

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

Absent: Robert Salvatore

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

Mrs. Shelton asked the Trustees if they had any questions regarding the Director's Report, which was included in the meeting packet. There were none. Mrs. Shelton noted that she plans to purchase the laptop computers and upgrade the meeting room's wireless service by the end of December in preparation for the library's new Volunteer Income Tax Assistance (VITA) program. This program is slated to begin later in January. Additionally, Mrs. Shelton has asked Jeannine Levesque, the library's Historical and Genealogical Collections Coordinator, to review Trustee meeting minutes, historical records, and any wills held by the library in order to update information on library trust funds. It is hoped that this will be completed for the January meeting.

Mrs. Shelton distributed a list of proposed meeting dates for 2012. After a quick review, the Board saw no need for any changes to the proposed dates.

OLD BUSINESS:

The Trustees received a copy of the letter sent to Fitchburg Public Library Director Sharon Bernard requesting information prior to making a decision regarding her reciprocal borrowing request. A copy of this letter was also sent to Fitchburg Mayor Lisa Wong. Mrs. Shelton said she had not yet received a response to this letter.

The library is in the process of strengthening its working relationship with the school department. Head of Adult Services Edward Bergman and Young Adult Services Coordinator Diane Sanabria recently met with LHS media specialist Brian Tata to encourage more teens to get library cards. While both the library and the high school are still working out the details, this is a positive first step in opening up a new dialog with the schools. Over the years, the library has had only minimal success encouraging teachers to participate in its "Homework Alert" program. This is a program in which teachers can notify the library about school assignments, thus enabling the library to make certain it has the resources necessary to meet student demand.

When questioned, Mrs. Shelton noted that she is not aware of any requests from Fitchburg students in the Leominster school system regarding reciprocal borrowing privileges to enable them to get resources for school projects.

Mrs. Shelton informed the Board that the library was certified and awarded state aid at the December 1st meeting of the MA Board of Library Commissioners meeting. The first payment, which should be received soon, will be in the amount of \$22,838.25. This represents one half of the library's FY12 state aid. The second and final payment is expected in the last quarter of the year.

NEW BUSINESS:

Mrs. Shelton informed the Board that the planning for the Feldman Children's Celebration scheduled for May 2012 is well under way. In speaking with Joshua Feldman, he indicated that the family would like to keep the cost for the upcoming program to \$3,000 - \$3,500. The cost for the 2010 event was nearly \$4,400. Mr. Feldman remains very involved with the planning of this event. He discussed with Mrs. Shelton the possibility of purchasing two 20' by 40' tents for the library to eliminate the annual rental cost. Mrs. Shelton thanked him for this generous offer, but indicated there were a number of reasons why owning the tents would not be practical for the library. These include, lack of available manpower and expertise to assemble and disassemble the tents, lack of adequate storage space, and liability. In the past, the library has contracted with Sunshine Tents for two 20' by 40' tents with weights and two sides. Sunshine Tents does set-up the morning of the event, disassembles the tents early the morning following the event (thus minimizing parking problems), and carries all necessary liability insurance. Mrs. Shelton asked if the Trustees would consider using either state aid or Trust Funds to cover the cost of renting the tents from Sunshine, thus keeping the Feldman donation for entertainment and refreshments. Mrs. Shelton is waiting for a quote from Sunshine Tents, but the 2010 cost was \$675.00. **A motion was made and unanimously approved to fund the tent rental for the 2012 Feldman Celebration, either through state aid or Trust Funds.** (SCZ/ MB)

The library was approached by the daughter of a local artist who has done a pastel portrait of Mayor Mazzarella. They would like to donate this unframed portrait to the library. After a brief discussion, **a motion was made and unanimously approved to decline the portrait of Mayor Mazzarella, with thanks to the donor for thinking of the library when offering this gift. It was noted that this donation could set a precedent, which the library would not be able to honor for other similar donations in the future. The library does not have a collection of mayoral portraits, nor would it have the space to hang them.** (CM/SCZ) Mr. Tremblay will write a letter to the daughter indicating the Board's decision.

Mrs. Foley, on behalf of Edward Bergman and herself, asked the Board to consider amending the Regulations for Meeting Room Use by deleting the bullet point regarding the availability and use of library owned a-v equipment. Mrs. Foley indicated that she and Mr. Bergman have found the statement to be misleading. By eliminating this bullet point, groups requesting use of the meeting rooms, would not assume that the library has a variety of equipment available to them. **A motion was made and unanimously approved to remove the statement in the Regulations for Meeting Room Use indicating groups may use library owned a-v equipment.** (CM/SCZ)

ANNOUNCEMENTS:

Susan Chalifoux Zephir said that Jeanne Zephir extended her thanks to the Trustees for the gift and lunch celebrating her 34 years serving of the Library Board of Trustees.

Mrs. Shelton announced that the library has received an invitation from the Thayer Memorial Library in Lancaster announcing a 150th Anniversary Celebration on January 15, 2012 from 1-5 p.m. Also included was a schedule of monthly events for the upcoming year. Mrs. Shelton will send each Trustee a copy of the invitation and upcoming programs.

The next meeting is scheduled for Monday, January 9, 2012 at 5:00 p.m. in the library's historic conference room.

The meeting adjourned at 5:45 p.m.

Respectfully submitted,

Meredith A. Foley
Recording Secretary.