

Trustee Meeting Minutes

March 11, 2013

The March meeting of the Leominster Public Board of Trustees was called to order at 5:00 p.m. on Monday, March 11, 2013.

In attendance were Gilbert Tremblay, Chairman; Mark Bodanza; Susan Chalifoux Zephir; Nancy Hicks; Carol Millette; Robert Salvatore; and Director Susan Theriault Shelton.

Absent: Assistant Director Meredith Foley

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

There were no questions regarding the Director's Report; however, Mrs. Shelton updated the information in a previous report regarding the ongoing problems with the cleaning company that took over on October 1, 2012. The new company has had four different cleaning crews, none of whom properly cleaned the building. As a result of many meetings and emails with the cleaning company and with the Purchasing Agent's intervention, the new company hired back the previous cleaning person who does a wonderful job for the library.

Mrs. Millette thanked Mrs. Shelton for including the "Library Usage Statistics" for the month as part of the Director's Report. Mrs. Shelton noted that she will include monthly and daily patron visits in her reports also in the future.

OLD BUSINESS:

The Draft for the FY14 budget is not yet ready. Mrs. Shelton noted that in order to determine what the library needs to focus on in the upcoming fiscal year, she asked the staff two questions: *What is the one thing the library can do to improve service and/or what it offers to the public* and *What is the one thing that you would like to see changed that would improve your ability to do your job most effectively?* Many thoughtful responses were given and will be taken into consideration.

Mrs. Shelton reported that she is still working on the personnel budget to determine if current allocation will support another needed part-time position, as well as small increases in the current part-time staff members' hourly wage. The job description for an Electronic Services Librarian, which will be included in the personnel budget, is also being worked on. This person would do all the technology aspects needed for the library.

Although the deadline for submission for the FY14 budget is Friday, March 29th, the library has been given an extension until Wednesday April 3rd. Mrs. Shelton requested the Trustees reschedule their next meeting to Monday, April 1st, to review the proposed budget prior to its submission on April 3rd. **A motion was made and unanimously approved to change the date of the April 2013 Board of Trustees' meeting from Monday, April 8th, to Monday, April 1st. (CM/MB).**

Mrs. Shelton distributed copies of the Legislative Agenda information flyer, "Massachusetts Libraries: In Demand, Under Pressure", that was distributed to participants of the Library

Legislative Breakfast, hosted by the Leominster Public Library, on Friday, March 1st and attended by fifty participants. Senator Flanagan, Representative Rosa, Representative DiNatale, and Representative Zlotnik attended. Representative Harold Naughton sent his Legislative Aide. Other Representatives who committed to coming were unable to attend due to other last minute commitments. Mayor Mazzarella, and City Councilors James Lanciani, Claire Freda and Robert Salvatelli attended as well. Representative Rosa told those attending that he included funding for public libraries, as presented in the legislative agenda, as one of his three top budget priorities in a letter to the House Ways & Means Chairman Brian Dempsey. Mrs. Shelton thanked Trustees Carol Millette and Nancy Hicks as well as Meredith Foley for the assistance in making the breakfast possible. She also thanked Gil Tremblay for making welcoming remarks to kick-off the event as well as making two delicious breads.

Mrs. Shelton reported on the progress of the Computer Replacement Project.

- Mrs. Shelton and Edward continue to work on developing an overall technology plan.
- An ITTF (Internet Technology Task Force) meeting is scheduled for Thursday, March 14th, to review the City's Strategic Technology Plan to present to the Mayor and City Council for city-wide initiatives.
- A wireless router will finally be replaced later this week with new Enterasys wireless access points. This will be the first of several that will be installed throughout the building to improve wireless access. This is one of several priority projects for the library.
- The new 64-bit back-up domain controller, being funded with City ITTF money, will be installed the week of March 18th.
- Two service desk computers will be ordered and tested at the main circulation desk and in the Children's Room. After the library determines these systems are a good fit for the library, additional systems will be ordered to replace other service desk computers.
- New Symantec End-Point protection software installed at the request of the City on library computers has caused problems with email for a number of staff. The library's CWMARS email address may need to be discarded. Additionally, it found a root virus on Edward's system, making it unusable. Therefore, some staff computers will need to be replaced after the service-desk project is completed.

Mrs. Shelton reported that David Johnson and the library have received final approval for the Encore Fellowship. Additional paperwork will need to be reviewed. David and Mrs. Shelton will be meeting sometime this week to finalize a start-date, tentatively Monday, April 1st, and go over other details of his work at the library over the next twelve months. The donation from Intel to cover this Fellowship will be deposited in the library's gifts and donations account. Additional paperwork will need to be done with the City's Purchasing Agent to accept this donation.

Mrs. Shelton distributed photos of a Zetty Scooter Bench, a whimsical "Scout" dog on the back of a bench, as a possible donation to the Dr. Martin T. Feldman Children's Room by Dr. Seth Garber, brother of Dr. Geraldine Feldman, in memory of his recently deceased mother, Eleanor Natalie Garber. Depending upon size, 48" vs. 60", it will cost between \$1,339.20 and \$1,527.00 plus cost of fabric. The staff are hopeful that this bench can be ready in time for the May 19th annual Feldman Children's Celebration.

Mrs. Shelton is currently working to determine money that might be available in the FY13 personnel budget to transfer to the operating budget to help cover costs of new computers needed for service desks and staff. These funds are available due to the retirement of the Head of Children's Services and a new appointment at a lower level; the vacancy in the Head of Children's Services position from July 1st until a new-hire began in September; and the vacancy in the Children's Library Associates' position from September through the end of October. **A motion was made and unanimously approved to authorize Mrs. Shelton to request the City Council transfer available funds from the personnel budget to the operating budget to help cover the costs of the new computers needed for service desks and staff. (SZ/RS)**

Mrs. Shelton announced that she would be on vacation from Friday, March 15th, through Friday, March 22nd. She will be returning to work on Sunday, March 24th, for the Lane Memorial concert featuring the Kingston String Trio.

Mrs. Shelton reminded everyone about the Rotary Community Service Award Dinner to be held on Wednesday evening. Diane Sanabria will be receiving the Public Library employee of the year award. Carol Millette, Susan Zephir, Nancy Hicks, Susan Shelton, and former Trustee Jeanne Zephir plan on attending to support Diane.

The next meeting will be held on Monday, April 1, 2013 at 5:00 p.m. in the library's historic conference room.

The meeting adjourned at 6:00 p.m.

Respectfully submitted,

Nancy Hicks
Secretary, Board of Trustees