

Trustee Meeting Minutes
November 10, 2014

The November meeting of the Leominster Public Library Board of Trustees was called to order at 5:00 p.m. on Monday, November 10, 2014.

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

Absent: Robert Salvatore and Nancy Hicks

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

There were no questions regarding the Library Director's November monthly report.

OLD BUSINESS

The report for the appraisal conducted by Skinner Auctioneers of the library's art collection will take 45 – 60 days to receive.

Susan Shelton still needs to contact Jeanne Zephir to obtain a bill of sale for the three paintings by the artist owned by the library, along with a copy of her biography.

Once Skinner's report and the information from Jeanne Zephir have been received, Mrs. Shelton can contact the insurance company to discuss the library's fine arts policy and any required changes in coverage.

Mrs. Shelton noted that the art appraiser recommended the Charles Curtis Allen pencil sketch located in the historic conference room be re-matted with an acid-free mat.

NEW BUSINESS

The job ad for the Head of Adult Services position was placed on the Simmons Library school job line and the MA Board of Library Commissioners website on October 30th. It also appeared in the *Sentinel and Enterprise*, as required by City Ordinance, on November 9, 2014. The deadline for applications is November 21st. To date, the library has received eight (8) applications. Mrs. Shelton expects several internal applications, but none have been received to date. Hopefully, Susan and the newly appointed Assistant Director Edward Bergman will be able to interview candidates before the holidays. It is anticipated that the Director of Human Resources John Harmon will be involved in the interview process.

The quarterly Trust Fund report included in the Trustee's packet was reviewed. It was discussed how little interest was earned in the newly established Marcia O'Donnell Art Activities Fund. It was suggested that we invite Treasurer/Collector David Laplante, and Richard Rogers of Abbey Capital LLC Treasurer/ Collector to a special Trustees' meeting in January. This will give the Board

an opportunity to learn more about how trust funds are invested, state regulated investment restrictions, and if other investment options are possible.

Mrs. Shelton received a phone call from Attorney Emily Starr of Ciota Starr and Vander Linden about a client who wanted to make a bequest to the library in her will. Attorney Starr asked a number of questions about library trust funds. This prompted a discussion about how to let people know about making a bequest to the library. Susan suggested the Board develop written material that could be provided to anyone interested in considering the library when doing estate planning.

The Trustees discussed possible candidates they might present to the Mayor to fill the vacancy on the Board to replace Bob Salvatore whose term is expiring in the spring of 2015. Mr. Salvatore indicated that due to family and work commitments and travel he will not be seeking reappointment. This will be discussed further at the December meeting.

ANNOUNCEMENTS

The Massachusetts Board of Library Commissioners certified the Leominster Public Library, and voted its FY15 state aid totaling \$60,682 on Thursday, November 6th. The first payment of \$30,226 should be received later in November, and will be put into the library's state aid account. State aid money typically is used to enable the library to meet its materials expenditure for receipt of state aid the following fiscal year.

The next meeting will be held on Monday, December 10, 2014 at 5:00 p.m. in the library's historic conference room.

The meeting was adjourned at 5:50 p.m.

Respectfully submitted

Carol Millette, Secretary Pro tem