

Trustee Meeting Minutes
October 13, 2015

The October meeting of the Leominster Public Library Board of Trustees was held on Tuesday, October 13, 2015.

In attendance were: Chairman Gilbert Tremblay; Mark Bodanza; Nancy Hicks; Carol Millette; Lawrence Nfor; and Susan Chalifoux Zephir. Director Susan Theriault Shelton and Assistant Director Edward Bergman.

The meeting was called to order at 5:01 p.m.

APPROVAL OF MINUTES

The minutes of the September 14, 2015 meeting were approved as submitted. (MB/GT)

REVIEW OF DIRECTOR'S REPORT

There was a comment about the revenue generated by the library's fax service. Mrs. Shelton explained that any revenue from the fax service is returned to the City along with fines and lost book money. She noted that the fax service has proven to be a popular service.

OLD BUSINESS

Mrs. Shelton distributed the final list of participants for the strategic planning committee. The first focus group meeting will take place tomorrow night and will include the SOAR (Strengths, Opportunities, Aspirations, and Results) exercise. The second meeting will take place on November 18, and at that meeting the committee members will review the report from the first meeting and create a vision statement for the library. Library staff will be meeting in the coming weeks to provide their input on the SOAR report. The Board will have the opportunity to provide their input at the November Trustees' meeting. Other activities related to the strategic plan include: working on a community profile; developing and distributing a community survey; and facilitating community focus groups. Mrs. Shelton told the Board the strategic plan should be completed in the spring of 2016.

NEW BUSINESS

Mrs. Shelton explained there have been a number of incidents of people tripping over the wheel stops in the library's parking lot. She reminded the Board that the wheel stops were required by the Leominster Disabilities Commission when the renovated library building opened, in order to keep cars from pulling up too far and blocking the walkway. In August, a woman tripped and broke her arm; and in the past two weeks, two people have fallen over the wheel stops. Mrs. Shelton added that one of the injured women asked the City for reimbursement for her ambulance expenses. The Trustees expressed their concern about liability issues. For the time being, Mrs. Shelton has asked Alby Donaldson to repaint the wheel stops bright yellow.

She told the Board that the wheel stops will be taken up soon, as they are removed each year before the winter to prevent them from being damaged by the snow plows. This will give her some time to determine if there is a solution to the problem. Mrs. Shelton has contacted the Leominster Disabilities Commission, and will attend their next meeting in order to make them aware of the situation.

Mrs. Shelton told the Board that three out of the five carpet inserts in the first floor main corridor area were improperly installed, and have begun to wrinkle following carpet cleaning. She has not been successful in locating the same carpet. She proposed contacting the interior design firm that worked on the library's renovation project, Stefura Associates, to assist with identifying a suitable replacement carpet. **A motion was made and unanimously approved to contact Stefura Associates to develop a proposal to replace the carpet inserts. (SCZ/CM)**

Mrs. Shelton told the Board she contacted Protective Services and Mid-State Alarm about the security cameras, but neither of these companies have experience with Simplex Tyco systems and the C-Cure software. She also contacted a company in the Norwood, MA area that has experience with these systems. She is waiting to hear back from them.

Mrs. Shelton explained that there is currently a shortfall in the working trust fund account of money previously transferred from the O'Donnell and Millette Trust Funds for programs. She recommended a \$5,000.00 transfer from various designated unrestricted trust funds. She cautioned that in the future there will be almost no trust fund income available, except for those funds designated for books; and for the Millette and O'Donnell programs. Expenses that have been customarily paid from trust funds such as the fine arts insurance policy, and the Feldman event tent may need to be paid from state aid funds in the future. **A motion was made and unanimously approved to have Chairman Tremblay sign a letter to the City's Treasurer/Collector David Laplante requesting that \$5,000.00 be withdrawn from the designated trust funds as presented (MB/LN)**

Mrs. Shelton noted that donations given in memory of Armand J. and Armand H. Millette, totally \$4,315.00, currently held in the library's Gifts & Donations account will be transferred into the Millette Memorial Trust Fund.

ANNOUNCEMENTS

Mrs. Shelton announced the following items have been turned over to Mark Bodanza for the City Hall Time Capsule: a photograph of the Board of Library Trustees; a photograph of the Library Staff; a copy of the Library Board of Trustees' Meeting Minutes accepting custody of the contents of the 1915 time capsule for the library; the current Friends of the Library newsletter; the Fall 2015 Spend Sunday Afternoons at the Library rack card; and a library card.

The meeting adjourned at 5:47 pm.

Respectfully submitted,

Edward L. Bergman
Recording Secretary

