

Trustee Meeting Minutes  
March 10, 2008

The March meeting of the Leominster Public Library Board of Trustees was called to order at 5:05 p.m. on Monday, March 10, 2008.

In attendance were: Kathleen Reynolds Daigneault; Carol Millette; Nancy Hicks; Robert Salvatore; Assistant Director Meredith Foley and Director Susan Theriault Shelton. Head of Adult Services Edward Bergman attended the portion of the meeting related to Meeting Room Usage.

Absent: Gilbert Tremblay, Jeanne Zephir.

The minutes of the previous meeting were approved. KD/RS

Mrs. Millette read a card from the library staff thanking the Trustees for the wonderful appreciation lunch that they personally contributed to as a thank you to the staff.

**OLD BUSINESS:**

There was a brief discussion regarding the proposed Meeting Room Policy. It was recommended that the first page as presented, be the actual policy and the "Terms of Agreement" be renamed Regulations for Use (operating procedures). It was also recommended that each time the word "applicant" appears it should be in bold. Clarification was made regarding multiple bookings – "A group or organization may book up to 6 reservations in advance per year. After the last meeting scheduled in advance, an organization may request additional bookings. However, only **one** reservation may be made at a time." On the policy document, it was suggested to indicate that "Any requests for appeal of library administration decisions must be submitted in writing to the Library Board of Trustees."

**A motion was made and unanimously approved to temporarily approve the Regulations of Use document, consistent with the changes discussed, until the May 12, 2008 Board of Trustees meeting, at which time the final document will be voted on for approval. (KD/RS)**

The Building Committee is still waiting for a decision on constructability of the revised ramps and walkways. They are waiting for a written response from Fontaine Brothers, and will then instruct Beacon Architectural Associates to make minor modifications as discussed by the Building Committee. It will then be presented to the Director of Inspections. The Committee will also meet with the Leominster Disabilities Commission and Pilgrim Congregational Church to discuss the proposed modification.

Punch list work is still ongoing. Items remaining include a number of outstanding HV/AC issues, as well as hardware changes and the installation of a BESAM operator of the children's room doors. The roofing sub-contractor was here today to take care of a minor leak in the small historic conference room.

The Building Committee will be meeting March 19<sup>th</sup>. Mark Bodanza has successfully negotiated a \$10,000 rebate with the carpet vendor due to poor installation of the meeting room carpet.

Mrs. Shelton reported that the Legislative Breakfast held at the library on February 15<sup>th</sup> was very well attended (65-70 people). She thanked Carol Millette for her work organizing the refreshments for the event, and Meredith Foley for her help.

Mrs. Shelton informed the Board that plans are moving along for the spring musical concert, which will be held on Mother's Day, May 11<sup>th</sup> at around 2:00 p.m. (time still to be finalized with performer) in the Community Room of the library. This concert is in memory of Clara Lane, who was a founding member of the Thursday Musical Group. Internationally renowned pianist Virginia Eskins will perform. Chiara Lolli has offered her baby grand piano for use. Maestro Wada feels that both the room and the piano will be fine for the concert. This program will be advertised in the newspapers, LATV, WEIM – The Blend, and on the library's and city's websites. Invitations to the event, in addition to the general publicity, will be sent to various individuals.

The library submitted the necessary documentation for the Gates Technology Grant. We will have to wait until early April to hear if we qualify for this latest grant program.

Mrs. Shelton informed the Board that she will need to get City Council approval in order to accept a supplementary payment of \$300 or more from the federal Compact Disc Antitrust Litigation. This is a cash settlement, whereas the previous portion of the settlement was made in actual compact discs.

Mrs. Shelton reviewed the proposed FY'09 budget for the library. She indicated that in the personnel budget she is asking for:

- New- Adult Services Assistant – Electronic Services Coordinator (S-5) requiring a bachelor's degree with related education and experience. Mrs. Shelton is finalizing the job description for this position. (This is in place of the S-6 position that has been requested for the past several years)
- Upgrade of Building Maintenance/Custodial Worker's position from S-3 to S-5 based on grading of City Hall's craftsman.
- Overtime for Building Maintenance/Custodial Worker's position – This is to cover time Building Maintenance worker must come in for snow & ice removal and building emergencies.
- Additional \$85,855 for personnel – this is required to fund already approved cost-of-living and step increases.

#### Operating Budget:

Mrs. Shelton is requesting a 15.8% increase in operating, which more closely projects utility costs and building expenses, now that we have been in the building for nine months. It also includes a \$6,000.00 increase in books, which is necessary in order to qualify for state aid next year. **A motion was made and unanimously approved to accept the proposed FY'09 budget as presented.** (NH/KD)

#### NEW BUSINESS:

Mrs. Shelton indicated that she will be requesting a budget transfer from personnel to operating in the next month or so. This will be to cover higher than projected utility bills and other building expenses.

ANNOUNCEMENTS:

The library was notified today that it will be receiving \$4,930.34 from the Massachusetts Public Library Fund. The library submitted the necessary documentation for this money last fall. This fund provides a small match to libraries who raise money privately for the enhancement of its building, programs, or services.

The meeting adjourned at 7:40 p.m.

The next meeting is scheduled for Monday, April 14, 2008 at 5:00 p.m. in the library's conference room.

Respectfully submitted,

Meredith A. Foley  
Assistant Director