

Trustee Meeting Minutes  
September 8, 2008

The September meeting of the Leominster Public Library Board of Trustees was called to order at 5:09 p.m. on Monday, September 8, 2008.

In attendance were: Gilbert Tremblay, Chairman; Kathleen Reynolds Daigneault; Nancy Hicks; Carol Millette; Jeanne Zephir; Assistant Director Meredith Foley; and Director Susan Theriault Shelton. Lisa Gove, President of the Friends of the Library and Sherrill Crowley, Vice-President of the Friends of the Library attended a portion of the meeting.

Absent: Robert Salvatore.

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

Chairman Tremblay asked that Friends of the Library be moved to the first order of business. The Board agreed.

Mrs. Shelton welcomed Lisa Gove and Sherrill Crowley to the meeting and expressed thanks to them for their leadership of the Friends. She noted that the visibility of the Friends group over the past year has been incredible. Additionally, the Friends have shown a high level of energy and because of that many terrific things have been happening for the library.

Mrs. Gove noted that the Thursday Night and the First Saturday Book Sales have been very successful, netting over \$8,000 in the last fiscal year and the Basket raffles have brought in almost \$1,400. Mrs. Gove also noted that there are several new board members and that the general membership is up by 71 over last year netting an additional \$1,134. This money supports the museum pass program and the library programs offered for the public that would not otherwise be possible. Mrs. Gove noted that the current budget request from the library for programs was approved in the amount of \$24,342.

The Board members individually, expressed their thanks to the Friends for all of their work on behalf of the library. Chairman Tremblay noted that the Friends are much appreciated in the community.

**OLD BUSINESS:**

Mrs. Shelton provided an update on the status of outstanding items regarding the Library Expansion Project.

- A Library Building Committee met on August 7, 2008.
- There is an ongoing problem with hot water infiltrating domestic cold water. Plumbing subcontract was expected in mid-August, but this was postponed pending arrival of parts.
- Simplex Grinnell resolved the problems with both the Fire Alarm Panel and Building Security systems.
- Fontaine Brothers and Beacon Architectural Associates are closer to agreeing on cost sharing for modifications to the walkways and ramps. Mark Bodanza is waiting for a final determination, which he expected to receive last week. Mike Mullaney has met with Ed Cataldo to discuss this matter, and he and Mrs. Shelton will be meeting with Pilgrim Congregational Church this Thursday.
- All inspections are complete with the exception of the elevator. This inspection is scheduled for the middle of September.
- Fontaine Brothers met with Beacon Architectural Associates, SAR, and mechanical subcontractors to discuss SAR engineer George Carr's field notes from his June 26<sup>th</sup> visit to

the library. All parties are scheduled to meet at the library on Tuesday, September 16<sup>th</sup>. Once proposed solutions are agreed upon, work will commence immediately.

Mrs. Shelton announced that the library has been awarded a \$13,000 matching grant from the Gates Foundation to be used for the purchase of computers for public use. The grant will be made in two installments, the first in the Spring of 2009, and the second in the Spring of 2010. It is the current intention to put the newer computers in the Adult Department and move the existing Gates computers to the Children's Room. Mrs. Shelton and Head of Adult Services Edward Bergman will be attending a mandatory Advocacy Training workshop for this grant on September 23, 24, & 25 in Danvers, MA.

#### NEW BUSINESS:

Mrs. Shelton informed the Board that she has received a request from the Leominster Art Association to hold their annual art show and sale at the library in November. They were allowed to hold this function at the library last fall, with the understanding that any future events of this type would have to be approved by the Board of Trustees. Mrs. Shelton noted that the event last year went very smoothly and brought many people into the library for the first time. Mrs. Shelton also noted that the Leominster Art Association had recently made a \$600 donation to the library for the purchase of art books in memory of several of their deceased members. There was some discussion regarding the method of sale of items last year. The Board felt that in compliance with the Regulations for Meeting Room Use, there should ideally be no exchange monies inside the building. The Board asked Mrs. Shelton to discuss this aspect of the event with the Art Association. There was a suggestion that possibly the artist could mark the items "sold," secure the information of the buyer, and conduct the actual "sale" outside of the library. **After a brief discussion, a motion was made and unanimously approved to amend the Library's Meeting Room Policy by adding the following statement at the end of the document: "Exceptions to the policy can be made by a majority vote of the Board of Trustees".** (KD/JZ) Based on the above amendment of the Library's Regulations for Meeting Room Use, **a motion was made and unanimously approved to support local cultural arts groups, such as the Leominster Art Association, whose mission is similar to that of the library.** (KD/JZ)

Mrs. Shelton reminded the Board that the 15<sup>th</sup> annual Johnny Appleseed Festival will be held on September 13. The library is sponsoring Toe Jam Puppet Band at 2 p.m. Mrs. Shelton had asked if they could perform on the main stage, but has not received a response from the Festival Director. This performance is sponsored by the Friends of the Library and a donation from Wal-Mart. The performance will go on rain or shine on September 13<sup>th</sup>.

This year's Feldman Celebration will be held on Sunday, September 21<sup>st</sup> from 2-5 p.m. The Feldman family is making a donation to the library to cover the costs of the festivities. The celebration will be less formal than the dedication held last year. Some entertainment will take place the entire afternoon, while other performances will have scheduled times. Entertainment includes: two balloon artists (one with a bubble machine), two performances by the Yo-Yo People, two performances by the Caravan Puppets, and the Hurdy Gurdy Monkey & Me (an organ grinder and monkey). Additionally there will be crafts, face painting and refreshments. There will be two tents in the library parking lot for performers and refreshments. George Schroeder will be the photographer for the event. Mrs. Shelton asked the Trustees to let her know if anyone would be willing to bake for the celebration.

The Trustees will be sponsoring a Volunteer Recognition Reception on Monday evening October 6<sup>th</sup> at 7:00 p.m. Mrs. Foley will prepare certificates for the library volunteers and the Friends of the Library Board of Directors. Chairman Tremblay will make the presentations that evening. The Friends of the Library recently purchased a Wii for the library; this will be the evening's entertainment.

A question was raised about holding a Staff Appreciation lunch. Mrs. Shelton reminded the Board that they hosted one this past February which was greatly appreciated by the staff. **A motion was made and unanimously approved to hold an annual staff appreciation lunch hosted by the Board of Trustees each February.** (KD/CM)

Mrs. Shelton informed the board that it is time to renew the library's membership in the North Central MA Chamber of Commerce in the amount of \$257. **A motion was made and unanimously approved to renew the library's membership in the North Central MA Chamber of Commerce in the amount of \$257. This will be paid for from the working trust fund account.** (NH/JZ)

#### ANNOUNCEMENTS:

The Fitchburg State College ALFA course "They Suck! Vampires in Literature, Film and on TV" will be held at the library on Thursdays from 12:30-2:00 pm for four weeks in October.

Pictures of the library's meeting rooms are now on the library website.

Carol Millette received a question from a Leominster resident concerning a Senior Tax Deferral Program presented by state Senator Patricia Jehlen, Senate Chair of the Joint Committee on Elder Affairs, which was held at the library. The question centered on a flier that had been distributed without the library's knowledge, which stated that the program was sponsored by candidate Susan Chalifoux Zephir. Mrs. Shelton indicated that it is extremely difficult to control publicity that is sent out to the public for a program that is not sponsored by the library. She also noted that the program was educational and informational, and at the time of the request was not considered to be political. There was a brief discussion after which the board indicated that they would further review the Meeting Room Policy.

Nancy Hicks and Carol Millette are working diligently on verifying the names for the Donor Recognition Plaques.

The meeting adjourned at 7:45 p.m.

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

Respectfully submitted,

Meredith A. Foley  
Recording Secretary