

Trustee Meeting Minutes
March 16, 2009

The March meeting of the Leominster Public Library Board of Trustees was called to order at 5:05 p.m. on Monday, March 16, 2009.

In attendance were: Gilbert Tremblay, Chairman; Kathleen Reynolds Daigneault; Nancy Hicks; Carol Millette; Jeanne Zephir; Assistant Director Meredith Foley; and Director Susan Theriault Shelton. Also in attendance was Joshua Sanderski, who is running for City Councilor-at-Large.

Absent: Robert Salvatore.

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

OLD BUSINESS:

Mrs. Shelton updated the Board on the status of the walkway and ramp project. The City Council voted 8-0 (Councilor Tocci was absent) on March 9th to approve the \$85,000 request to make the West Street ramp and walkway compliant with the MA Architectural Access Board's rules and regulations and the Americans with Disabilities Act Architectural Standards. This covers Beacon's portion of the re-construction, which is to be reimbursed, as well as associated soft costs for legal and project manager fees.

The City's legal counsel continues to work with Beacon's attorneys to finalize a settlement agreement that releases the City from any obligation to pay for several outstanding change orders, as well as requires Beacon to perform construction administration of the walkway and ramp re-construction project, to provide outstanding construction control documents, and to reimburse the City for their portion of the re-construction costs.

Once the re-construction is complete, and the MA Office on Disability conducts its review, the library will be issued a final occupancy permit.

Mrs. Shelton indicated that there will be a Building Committee meeting within the next week to approve the change order. Representatives from Fontaine Brothers were at the library today to get some measurements for the project.

The project is expected to get under way in late April or early May, and will require closing the West Street entrance for approximately six weeks.

Mrs. Shelton reminded the Board that no specific % cut was requested in regard to the FY10 budget. The Mayor did request that every line-item be looked at carefully, and cuts be made wherever possible. Mrs. Shelton distributed copies of the statutory budget sheets which show actual expenditures for operating and personnel for fiscal years 06, 07, and 08. The FY09 numbers show actual expenditures through December 31st, with estimates for January through June. In addition, she distributed comparison sheets for operating and personnel which show the FY09 appropriations, the FY10 requested amounts, and the difference for each line-item.

Mrs. Shelton went over each line-item in the FY10 operating budget and explained each recommended reduction or addition. In particular, she noted that due to Alby Donaldson's spending more time managing the HV/AC system, electrical costs have gone down. Additionally, with more electronic overdue notices being generated, postage can be reduced.

Likewise with the personnel budget, Mrs. Shelton indicated that the only increases in full-time personnel were due to step increases and longevity. There is a slight increase being

requested in Building Maintenance/Craftsman overtime line-item. Reductions were made in the Part-time Circulation & Information Assistants/Pages, and the Sunday Hours of Service line-items. Mrs. Shelton assured the Board that these reductions would not negatively impact the library's service to the public. She also noted that the library has been staffing the new facility, which is double the size of the previous facility, with the same number of FTE staff as before.

Mrs. Shelton indicated that with the proposed budget, the library would meet its Municipal Appropriation, Hours, and Materials Expenditure requirements in order to receive Direct State Aid to Libraries. She feels that this budget represents a good faith effort on the part of the library to make cuts and present a workable budget. **A motion was made and unanimously approved to accept the proposed FY10 budget as presented.** (JZ/CM)

NEW BUSINESS:

There was no new business.

ANNOUNCEMENTS:

Carol Millette informed the Board that the library staff was very grateful for the Staff Appreciation lunch personally funded by the Trustees.

Susan Shelton and Edward Bergman are working with SCORE and the Small Business division of the Planning Department to sponsor a program at the library on April 7th from 5:30-9 p.m. on "How to Survive in a Recession". If there is enough interest, another session will be held the following week.

Meredith Foley suggested that this year for Volunteer Week, the library select suitable books and gift plate them in recognition of the efforts of our stalwart volunteers.

The meeting adjourned at 6:10 p.m.

The next meeting is scheduled for Monday, April 13, 2009 at 5:00 p.m. in the library's historic conference room.

Respectfully submitted,

Meredith A. Foley
Recording Secretary