

Trustee Meeting Minutes  
February 8, 2010

The February meeting of the Leominster Public Library Board of Trustees was called to order at 5:10 p.m. on Monday, February 8, 2010.

In attendance were: Gilbert Tremblay, Chairman; Kathleen Reynolds Daigneault, Nancy Hicks, Carol Millette, Jeanne Zephir, Assistant Director Meredith Foley, and Director Susan Theriault Shelton. City Councilor Richard Marchand attended a portion of the meeting.

Absent: Robert A. Salvatore

OLD BUSINESS:

**Library Expansion Project**

The library received its final occupancy permit, dated December 15, 2009.

Michael Mullaney and Susan Shelton met on January 21<sup>st</sup> to develop a draft of the required Department of Capital Asset Management (DCAM) review of Beacon Architectural Associates. After obtaining some additional input from several City officials, the reviews for both pre-construction and construction work were completed and sent to Beacon on Friday, January 29<sup>th</sup> for comments. Beacon has 30 days in which to respond prior to the reviews being sent on to the state.

Mike Mullaney is assisting Susan Shelton with a few more minor project close-out issues, and is completing outstanding reports prior to sending McKenzie's final invoice. Once this final invoice has been received, the project budget will be closed out and any remaining funds will be returned to the City. The Board asked Mrs. Shelton to make certain that Mike Mullaney does all that is needed, prior to ending his contract for this project.

The library had its first official inspection on Thursday, February 4, 2010, and the Building Department issued an annual certificate of inspection to the library.

**Library Hours of Service**

The request for a supplemental appropriation in the amount of \$8,000 to maintain the library's current hours of service for the remainder of the fiscal year is on tonight's City Council agenda for a first reading.

An article regarding this request appeared in today's *Sentinel*, along with information about the library's other request for a \$63,800 state aid transfer for books and audio-visual materials.

**Foundation Center Cooperating Collections Proposal**

The library has been formally accepted as a member of the Foundation Center's Cooperating Collections Network. This membership entitles the library to purchase the annual license to the *Foundation Directory Online Professional* and *Foundation Grants to Individuals Online* at a 50% reduction. These online resources are available in the library's Grant Resource Center, established in partnership with Associated Grant Makers, and funded through the Community Foundation of North Central MA. Additionally, this membership will provide free print resources to enhance the library's existing materials in its Grant Resource Center.

Edward Bergman and Susan Shelton will be meeting with Martha Moore of Associated Grant Makers to discuss how the savings associated with the library's membership in the Foundation Center's Cooperating Collections network can be reallocated. One thought is to offer an Advanced Grant Writing Workshop in the fall of 2010.

### **CMRLS Mini Grant Proposals**

The state's Regional Library Systems will be undergoing major changes within the next six months. With that in mind, the Central Massachusetts Regional Library System is offering a final round of "Mini-Grants". Earlier this year the library received a Mini-Grant to fund materials on a wide variety of mental health conditions. Initially the library thought that it could apply for funds from this final grant round on a different topic, but was told that the proposal would have to be to expand the scope of the previous mental health grant. As a result, the library submitted a grant proposal in the amount of \$1,500.00 to provide additional mental health titles for the ready-reference collection, have a medical librarian provide reference services training for mental health information, have a mental health professional lead a workshop on dealing with patrons with mental illness, and hire a web designer to update the library's webpage to highlight its print and electronic resources, as well as post recommended web links pertaining to mental health sites. Grants have not yet been awarded.

Mrs. Shelton informed the Board that she and Edward Bergman have met with Ellen Pratt from the LaChance Library at Mt. Wachusett Community College. They are working on forming a partnership to aid the many students from the Mount who use the Leominster Public Library regularly. The grant proposal would formalize this partnership and allow the two libraries to develop brochures, pamphlets, and flyers that describe how to access MWCC's online databases at the Leominster Public Library, and describe what Leominster Public Library resources and services are available to MWCC students. The new collaboration would allow our library to hold an open house to publicly recognize and promote the partnership, showcasing a new E-Librarian Outpost at the Leominster Public Library. This Outpost would provide students with access to a MWCC reference librarian via an instant messaging/chat program here at the Leominster Library. Additionally, the new partnership would help develop and offer a library orientation program at the Leominster Public Library, specifically for MWCC students, to introduce them to the library's services and resources.

### **Centennial Celebration**

The Library committee has met several times over the past month to do brainstorming, and to select programs to celebrate the historic building's 100<sup>th</sup> anniversary. The slogan will be "Free to the People Since 1910". The kick-off will be a brief introduction at the Friends' fundraising concert with the Montachusett Chorale on Sunday, April 25<sup>th</sup>, with the chorale and audience singing "Happy Birthday." A program will be developed with quotes, photographs, etc. for LATV – hopefully to begin around time of Montachusett Chorale concert. There will be a Family scavenger hunt on Friday, May 21<sup>st</sup> in the evening, and an outdoor program is being planned to coincide with Summer Stroll on June 26<sup>th</sup>. Details for what will be included in the event held during the stroll are still being developed. The library is looking to partner with the Historical Society to do an exhibit in the meeting room and display cabinets. Several months of programs will culminate with a ragtime concert on a Sunday in early to mid November. The library hopes to partner with the Colonial Band for one of the programs, since they are also

celebrating their 100<sup>th</sup> anniversary this year, and to celebrate Louie Charpentier's 100<sup>th</sup> birthday at the Ragtime concert in November.

NEW BUSINESS:

***“Spend Sunday Afternoons & the Library”***

Meredith Foley distributed copies of a 4x7 card designed to promote upcoming library programs being offered on Sunday afternoons beginning in March. Included are the Concord eXpress Barbershop Quartet on March 14 (funded by memorial donations for Nicholas & Marylouise Despo), Rory Raven Mentalist and Mind Bender on March 28 (sponsored by the Friends of the Library), the Montachusett Chorale's spring Concert on April 25 (to benefit the Friends of the Library for Family Literacy materials and programs), and the Clara Lane Memorial Mother's Day Concert on May 9 (funded by donations in memory of Clara Lane).

**FY11 Budget**

Mrs. Shelton has begun completing statutory budget sheets with past appropriations/expenditure information and is waiting for guidelines for development of FY11 requests. The Mayor has told department heads that this is going to be a very difficult financial year.

**Community Foundation of North Central MA grant proposal**

A grant proposal has been submitted to the Community Foundation of North Central Massachusetts in the amount of \$4,800. This proposal entitled “Hungry for Change” is intended to encourage people to discover and enjoy the pleasure of locally grown foods. The library will team up with local and state agencies, non-profit organizations, and local farms to offer the community information about what people eat and where their food is grown. This project will include a book discussion and a panel presentation to help create a public dialogue on how our food supply system operates, as well as offer workshops on how to incorporate local seasonal foods in one's diet.

**FY09 Annual Report**

Mrs. Shelton distributed copies of the FY'09 Annual Report

The next meeting is scheduled for Monday, March 8, 2010 at 5:00 p.m. in the library's historic conference room.

The meeting adjourned at 6:35 p.m.

Respectfully submitted,

Meredith A. Foley  
Recording Secretary