

Trustee Meeting Minutes
June 14, 2010

The June meeting of the Leominster Public Library Board of Trustees was called to order at 5:03 p.m. on Monday, June 14, 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.

Absent: Robert Salvatore

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

Old Business:

The final meeting of the Library Building Committee is scheduled for tomorrow, Tuesday, June 15, 2010 at 6 p.m.

The last invoice to be paid is for McKenzie Engineering in the amount \$10,116.23. The current balance in the municipal account for project is \$10,147.83. Once the McKenzie bill is paid there will be a balance of \$31.60, which will be returned to the City.

The remaining balance of \$2,315.16 in Trust Funds designated for the building project will be returned to the trustees to fund a portion of the library's Centennial Celebration.

The remaining balance of \$1,316.53 in gifts and donations deposited from the Library Building Fund will be used to add additional security cameras in group study rooms.

Susan Shelton still needs to complete monthly reporting to the MA Board of Library Commission on the project. She hopes to get this done by the end of the summer.

The Mayor submitted to the City Council a level-funded FY11 budget for the library, which included the \$8,000.00 supplemental appropriation received in February to maintain the current level of hours and service. The library's budget defense before the Finance Committee of the Leominster City Council was held on Monday, June 7, 2010 at 7:00 p.m. Meredith Foley, Carol Millette, Nancy Hicks, and Jeanne Zephir joined Mrs. Shelton for the budget defense. A majority of the City Council was in attendance at this meeting.

The matter of salary freezes for non-unionized employees is before the Leominster City Council this evening.

The kick-off to the Historical Exhibit and a performance by the Montachusett Chorale's Hot Fugue Sundaes was held on Tuesday, June 8 at 7:00 p.m. Approximately 50 people were in attendance. It was a wonderful evening, and several photographs of the event appeared in this past Sunday's *Sentinel & Enterprise*. A photograph taken by Meredith Foley is also on the library's website thanking Fr. Peter and the Hot Fugue Sundaes for their performance.

Mrs. Shelton extended special thanks to Kellie Aponovich, Meredith Foley, and Beth Dupuis for the wonderful work they did to make the exhibit possible. She also thanked Linda Pinder who donated her time and talent creating sharp digital images for enlargements, and Kathy Miller for the loan of photos and artifacts from the Colonial Band.

The exhibit located in the library's Community Room includes photographs, information, and a library timeline. Library and Colonial Band items are on located in the display case

located on the first floor of the Carnegie building, and a period dress and Colonial Band uniform are in display cases located on 2nd floor of Carnegie building.

The Centennial Committee will be meeting tomorrow to begin finalizing plans for the library's programs and activities during the City's Summer Stroll on Saturday, June 26th from 1 – 5 p.m. Scheduled are: 1) the Wheelmen riding antique bicycles in the parade, doing demonstrations, and answering questions; 2) The Beantown Jumpers - Double Dutch Jump Rope demonstration team performing; 3) Young Adult Sumo Wrestling game 4) Banner decorated by children celebrating the library and being carried by kids in the parade; 5) old fashioned games and silhouette making in the library; 6) refreshments of lemonade and popcorn.

After additional discussion on the proposed change in the library's Public Internet Policy, and in consideration of the concerns of the Board regarding children and young adults potentially being prevented from using public computers due to blocked library cards, we are recommending withdrawing the proposal for the time being. If problems present themselves in the future, this change can be brought back to the Board for consideration with some exceptions.

The approval and trust fund appropriation for Mrs. Shelton to attend the Public Library Association Conference could not be found in the December 14, 2009 meeting minutes when it was thought this matter was discussed. It was thought that the Board approved the Director attending the Public Library Association Conference at this meeting, and Mrs. Shelton's recollection is that \$1,500.00 was voted on for this purpose. Mrs. Shelton asked for another vote on this request. **A motion was made and unanimously approved to allow Mrs. Shelton to attend the Public Library Association's Conference March 24-26, 2010 in Portland, OR, and to allocate up to \$1,500.00 for her expenses. (KD/ CM).** (This was actually discussed at the October 13, 2009 Board of Trustees' meeting. Mrs. Shelton was given the verbal ok from the Board to attend the conference, and asked to keep expenses between \$1,300 and \$1,500).

Mrs. Shelton distributed her report from conference and expenditures which totaled \$1,220.85. Mrs. Shelton reported that in addition to attending a number of programs, she also met with a number of library vendors, particularly in the area of materials security systems using RFID. She also met with a representative from Kingsley, the manufacturer of the stand-alone book drop near the West Street entrance. Mrs. Shelton expressed concern that there is significant rusting along the top edge of the book drop which is just three years old. She indicated that the representative was not responsive, so she intends on contacting the company directly.

The size and text have been finalized for dedication and donor signage for the library's expansion and renovation project. A deposit has been sent to SignWorks of Watertown, MA, and they are working on the final mock-ups for review. Once the mock-ups have been approved, it will take 6 – 8 weeks for completion of the signage and installation. There will be some public recognition after the signs are installed. This project is being paid for through private donations.

The display cases located on 2nd floor of Carnegie building have been completed, and are currently exhibiting two items of clothing on mannequins from circa 1910. This build-out of the display cases was paid for through private donations.

Security cameras for the 6 study rooms and West Street entrance, as well as the UPS (Uninterrupted Power Source) for the two digital video recorders will be reviewed with Simplex Grinnell this week. This equipment will be paid for through private donations.

The committee established over a year ago to determine the library's needs and to decide on a microfilm reader/printer will reconvene next week to work on this project and make a decision. This piece of equipment will be paid for through private donations, including one from the Leominster Historical Commission.

Library staff will work on end panel signage for collection.

New Business:

Mrs. Foley informed the Board that she received a request from a home school group to hold their kindergarten graduation celebration for 6-8 children and 10 parents in the Children's Program Room, less than a week from the date needed, June 16. She was told that they would hand out certificates and each child would demonstrate something they had learned during the year. One child was going to recite a poem, another sing a song, etc. After reviewing the policy and guidelines, Mrs. Foley and Mr. Bergman interpreted the request to be a private function for the group. Mrs. Foley explained that to the requesting parent and informed her that in the past we have not permitted other groups to use our public meeting space for similar purposes. She also informed the parent that if she wished to pursue the matter further she could make a written request to the Board of Trustees, which would be brought up at their June 14th meeting. No written request had been received by meeting time.

Announcements:

Kathy Daigneault has been reappointed to the Board.

The next meeting is scheduled for Monday, July 12, 2010 at 5:00 p.m. in the library's historic conference room.

The meeting adjourned at 5:50 p.m.

Respectfully submitted,

Meredith A. Foley,
Recording Secretary