

Trustee Meeting Minutes
March 14, 2011

The March meeting of the Leominster Public Library Board of Trustees was called to order at 5:05 p.m. on Monday, March 14, 2011.

In attendance were: Gilbert Tremblay, Chairman; Nancy Hicks; Carol Millette; Robert Salvatore; Jeanne Zephir; Assistant Director Meredith Foley; and Director Susan Theriault Shelton.

Absent: Kathleen Reynolds Daigneault.

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

OLD BUSINESS:

Mrs. Shelton gave an update on current library projects including:

Nancy Hicks, Carol Millette, and Susan Shelton have begun meeting with Blanchard and Brown Printing to discuss possible materials and formats for the donor book. They are currently waiting for samples to consider.

By the end of this week, all staff should have spent time becoming familiar with the Barnes & Noble Nook and the instructions for downloading content to this device that were developed by Ann Finch. Ann has also developed a separate set of instructions for the Nook that the staff can give to the public. These instructions have been posted on the library's website. Since the last Trustees' meeting, Ann Finch has also purchased a Sony Reader, and is developing a separate set of instructions for the staff and public similar to what she has done with the Nook. The Sony Reader has proven to be a little trickier in that the process for downloading has not been identical from computer to computer. The Barnes & Noble Nook and the Sony Reader have been chosen as they are the most popularly purchased e-readers by patrons, and ones for which the library can provide content.

Library staff has completed a shelf-reading project which began on January 31st and ended February 28th. Staff spent 155.5 hours spread over 22 days to read and dust 3,761 shelves. Technical Services changed labels on 185 adult books with the outdated Cutter numbers rather than the author's last name, and shelf-readers provided 20 patrons with assistance while in the stacks. As a follow-up to the shelf-reading project, Circulation Supervisor Nancy Tourigny recently ran a list of items with a "missing" status, and staff is currently checking the shelves to see how many of these items were located by staff when shelf-reading. Shelves still need to be shifted in certain areas of the collection. It is hoped that mass shelf-reading like this can be done twice each year.

Stack signage holders have been purchased, and will be mounted once the shifting of the collection is complete and signage is made.

Mrs. Foley reported on the Dr. Seuss birthday parties that were held at the library on Wednesday, March 2nd. The Leominster Community Coalition, of which the library is a member and the Monty Broc Rotary Club, co-sponsored two morning parties featuring Dr. Seuss stories, crafts and music. These programs were attended by 300 children and their teachers from eight private and public preschools in Leominster. Monty Broc Rotary and Project Apples underwrote the cost of transportation for the event. Mayor Mazzarella read a proclamation for Dr. Seuss Day in Leominster, and there was a visit from the Cat in the Hat. Students from the alternative

classroom at Leominster High School handed out Cat in the Hat hats to all of the children and assisted them with their crafts. Each preschool was given “goodie bags” for the children and a Dr. Seuss book along with a copy of the proclamation to keep in their classroom. In the evening there was a “family” Dr. Seuss birthday party, which although registration was limited to 50 drew 100 people. All of the children in the evening received a “goodie” bag, hat and balloon. They were entertained with a reading of *Horton Hears a Who*, crafts, and music. The Mayor also returned to read his proclamation. At the end of the day over 400 people had celebrated the birthday of Dr. Seuss at the library.

The Carnival Sunday program held on March 6th drew an audience of nearly 100 people of all ages. During this hands-on workshop, audience members were able to try their hand at percussion drumming.

Upcoming programs in April include: *The World According to Hitch: The Art and History of the Political Cartoon*, on Monday, April 25th at 7 p.m. The speaker will be Worcester Telegram & Gazette editorial cartoonist David Hitch. Mrs. Shelton distributed rack cards for the library’s spring series of “Spend Sunday Afternoons at the Library” which includes “Girl Power: the Supremes as Cultural Icons” (March 27th); “The Golden Age of Radio” (April 10); “King Philip’s War” (May 1); and “Celtic Celebration! A Fun-filled Musical Program for the Entire Family” (May 15). Additionally, Mrs. Shelton distributed exhibit postcards prepared by Dr. Gotthelf, announcing his Photography Exhibit which opens at the library on April 14 and runs through May 14.

Mrs. Shelton gave a building update beginning with the problems she has encountered over countless hours in trying to locate a new computer server that is compatible with C-Cure Building Security Software (SimplexGrinnell). Much time was spent trying to purchase a system with Windows XP, which is what the library previously had and what met the minimum software requirements. Unfortunately, you can no longer purchase a system with Windows XP. So, the library, in working with SimplexGrinnell, decided to upgrade the software to Version 10 and purchase a server with Windows 2008 that is considered the recommended specifications vs. the minimum specifications necessary to run the software. After Mrs. Shelton ordered the server, she was notified by SimplexGrinnell that Version 10 of the C-Cure software was not quite ready. So, at no additional cost to the library, Simplex Grinnell installed a temporary system to get the library back up and running. This temporary system, which needed updates for staff access and holidays since the system back-up was made last year, has been working fine. Mrs. Shelton is now waiting to hear from SimplexGrinnell regarding the release date of the new version of the C-Cure software.

The recommended amounts of glycol were added to the building’s hot and cold water loops to bring the freeze and burst temperatures to the design levels of the system. Fortunately, no problems arose during the cold snaps this winter before the glycol was added to the systems.

The Besam for the Children’s Room doors periodically continues to malfunction, particularly during times of high usage. The Children’s Room has begun to lock the entrance doors open during busy story times and other programs, in hopes that we can prevent another service call.

The building inspection was completed on March 10th and the building certificate is now posted in the Pearl Street vestibule.

The elevator inspection is scheduled for Tuesday, March 15 at 12:30 p.m. and the MIA Inspection (City's provider of insurance risk management) is scheduled on Wednesday, March 16th at 10:30 a.m.

The library received its 2nd state aid payment on March 10th, in the amount of \$24,269.50, bringing the total library state aid for FY11 to \$46,209.75. This is slightly more than was anticipated, but considerably less than has been received in the previous fiscal years. This deposit has been confirmed by the City Treasurer/Collector. Mrs. Shelton will submit a letter to the Mayor and City Council next week requesting a transfer of state aid into the library's book and AV accounts. Use of state aid is necessary to enable the library to meet its materials expenditure requirement for receipt of state aid next year. Mrs. Shelton noted that in order to meet this requirement, it will take all of this year's state aid and the majority of the small reserve of state aid from previous fiscal years.

Mrs. Shelton explained that the library, along with approximately 120 others in the state, applied for and received a waiver from the Massachusetts Board of Library Commissioners this fiscal year. Submitting a waiver application was necessary, because the library did not meet its Municipal Appropriation Requirement for FY11. This requirement stipulates that the municipality must appropriate funding for the library that at a minimum is 2 1/2 % above the average of the three preceding fiscal years. For FY11, this would be 2 12/% above the average of the municipal appropriations for FY08, FY09 and FY10. Mrs. Shelton thanked Comptroller John Richard for his invaluable assistance in completing the large number of forms necessary to secure the waiver this year.

Mrs. Shelton asked the Board for some direction in preparing the FY12 budget. She noted that the library will need an additional \$42,777.00 in order to meet the FY12 Municipal Appropriation Requirement to receive state aid. At a minimum, she mentioned that there will be increased payroll costs for step raises and longevity. She noted that the library is still operating with the same number of full-time staff, but fewer part-time staff hours than before the building expansion and renovation project. This has been particularly challenging given that there is now an additional desk to staff, and the library has experienced continued increases in most service areas. She would like to request small increases for part-time to help cover for vacations and exceptionally busy times, and Sunday hours to help with coverage for the Sunday programs. She would also like to request additional money for library materials. Since the library's materials budget was reduced and state aid has been cut, the library is struggling to meet the materials expenditure requirement. FY11 is the last fiscal year she will have reserve state aid to help meet this requirement. The Board asked Mrs. Shelton to prepare what she believes to be a fair budget that will meet the library's needs, including monies needed to meet the Municipal Appropriation Requirement and an explanation of how it will be used. Mrs. Shelton asked the Board if they wanted to hold a separate budget meeting before submitting the budget the end of March. The Board felt that it would be fine if the budget is emailed to them to review before submission.

Mrs. Shelton distributed copies of the library's FY11 annual report.

ANNOUNCEMENTS:

Dewey and the Decimals, the library's team (sponsored by the Napoli Group) finished second at last Thursday evening's Boy's & Girl's Club fundraising spelling bee. The team

included Diane Sanabria and Gary Kendall from the library, and Nona Ojala, Mary Beth Brow, and T.J. Noviello from Leominster High School.

A thank you card from the library staff for the “Appreciation” lunch given by the Trustees was passed around.

The library is in the process of hiring two part-time people to fill openings totaling 26 hours per week. The positions were advertised internally in the city. Three candidates were interviewed and two selected, one of whom speaks Portuguese and Spanish. Mrs. Shelton thinks both individuals will be excellent additions to the library’s staff.

The next meeting is scheduled for Monday, April 11, 2011 at 5:00 p.m. in the library’s historic conference room.

The meeting adjourned at 6:25 p.m.

Respectfully submitted,

Meredith A. Foley
Recording Secretary