

Trustee Meeting Minutes
August 8, 2011

The August meeting of the Leominster Public Library Board of Trustees was called to order at 5:50 p.m. on Monday, August 8, 2011.

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

Absent: Mark Bodanza

Mr. Tremblay opened the meeting by welcoming Susan Chalifoux Zephir to her first Board meeting. Mrs. Shelton noted that Mark Bodanza was not able to attend due to a previous commitment, but will join the Board in September.

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

OLD BUSINESS:

Mrs. Shelton showed the Trustees the Donor Book for the Library's Expansion and Renovation Project. She thanked Nancy Hicks and Carol Millette for everything they did to complete this project. The Donor Book lists everyone who gave to the library's capital fundraising campaign regardless of the amount donated. This book will be located across from the main circulation desk, and will be put out for public viewing as soon as a method of securing the book has been determined.

Progress is finally being made on getting the new building security and access control server up and running. It took well over a month to order the server's operating software from ASAP, which was recently purchased by Dell. Edward Bergman and Susan Shelton met with the engineers from both Guardian Information Technologies and Simplex Grinnell to answer questions last Friday. Guardian will complete work on the new server this week. Hopefully, Simplex Grinnell will be here next week to install the updated C-Cure software, get everything stable on the new system, and remove the temporary system the library's building security and access control system has been running on for the last several months.

Nancy Hicks, Carol Millette, and Jeanne Zephir will begin working on a project to provide identifying information for all the public art work in the library building.

The library will host a Grant Research and Writing Workshop on Friday, August 19th from 9:00 – 3:30. The library currently has 54 people from local and area non-profits registered to attend this two- part workshop. Lunch will be provided.

The library's Summer Reading Programs are in full swing with programs for all ages. On July 6th, former Leominster resident Eileen Angelini presented a program on the KKK's attacks on Franco-Americans in New England during the first half of the 20th century, which drew an audience of 65 people.

The library will be participating in the 2nd annual Kids' Day on August 27th from 2:00 – 5:00 p.m. with the following: back-to-school book mark craft; Friends' children's book sale and a free raffle (prize includes pencils, pencil box and sharpener, two books, and some small items from the summer reading program). The Friends will also be selling children's book bags.

The library will be offering two ALFA programs this fall. Both programs are sponsored by the Friends of the Library and are free of charge to the public. These programs are:

Political Systems of the Modern World

This course is an introduction to the different political, economic, and social systems. It will explore why some countries are democratic, while others are not, why some have had revolutions, why some are poorer than others, and more.

Fridays: 10:30 a.m. – 12 p.m. Sept. 23; Oct. 7, 14, 21, 28
Instructor: Eric Budd

Islamic Arts and Culture

This course explores the roles of religion, geography and tradition in shaping Islamic Arts and Culture. It will focus on Moorish, Persian and Ottoman arts, science, music and literature. Universal themes and cultural concepts will be presented. Lectures, demonstrations, exhibits and discussion will all play a part.

Mondays: 12:20 – 1:50 p.m. Oct. 31; Nov. 7, 14, 28; Dec. 5
Instructor: Joyce Hinckley/Bill Ayadi

The library's popular "*Spend Sunday Afternoons at the Library*" series has been finalized for fall 2011. All programs will be in the library's Community Room and begin at 2:00 p.m. Sunday programs are:

October 2nd **Graveyard Girls** – tour of Leominster's cemeteries without leaving the library. Presentation will include photographs of five local cemeteries and chart their evolution from the colonial era into the 21st century. This program is being presented in partnership with the Leominster Historical Society

October 16th Clara **Lane Memorial Concert** featuring prize-winning classical guitarist Peter Clemente, who will entertain the audience with music ranging from familiar classics and light jazz to contemporary favorites.

November 6th **Author and historian Steven Puleo** will talk about his book *The Boston Italians: A Story of Pride, Perseverance, and Paesani from the Years of the Great Immigration to the Present Day*. The audience will learn about the research, writing, and inspiration of this popular subject, which chronicles 130 years of the Italian experience in Boston.

November 20th **Peter Bois** will astound and amaze ages 5 to 105 with his illusions. This self-proclaimed "Magician for Non-Believers" will entertain the whole family with amazing tricks and lots of comedy.

December 18th The **Three Swingin' Tenors** will delight the audience with their unique blend of harmony, warmth, and humor singing a wide variety of festive holiday music. This program is funded through donations in memory of Nicholas and Marylouise Despo.

The library will be hosting a Photography Exhibit by Lunenburg resident Eric Vickery. Opening night is Friday, October 14th at 7:00 p.m., and will include a slide show and talk by the photographer. The exhibit can be seen in the library's Community Room through the end of the calendar year. You can see a preview of Mr. Vickery's photography on his website at www.ericvickeryphoto.com.

The windows and interior glass were cleaned by Fish Window Cleaning on Wednesday, June 15th.

Carpets in the following areas were cleaned on Friday, July 1st and Friday, July 8th: Elevator; recessed matting in main axis; first floor audio visual rooms; first floor historic building; second floor adult department, including group study rooms; historic mezzanine and all stairwells. Additionally, 16 upholstered chairs, 31 computer chairs, and 2 public service desk chairs were cleaned. This is the first time since the building opened in 2007 that some of its furniture has been cleaned. Additional carpet and furniture cleaning will be scheduled for early fall.

Periodic safety inspection of inside gas piping and meters was conducted by National Grid on Tuesday, July 26th at 10:00 a.m.

The library is waiting for a return call from Simplex Grinnell regarding scheduling of the inspection and testing of the building's fire alarm panel.

Mrs. Shelton reported that the library returned .45 cents in personnel and .42 cents in operating expenses to the City from its FY11 budget.

The library carried over \$120.92 to FY12 for outstanding phone bills not received in time for the last warrant of the fiscal year.

The Library's FY12 Budget was approved by the City Council as submitted.

Mrs. Shelton discussed with the Board the library's state aid program, with emphasis on the Total Appropriated Municipal Income (TAMI) and the Municipal Appropriation Requirement (MAR), and how these relate to the library's approved FY12 budget.

NEW BUSINESS:

There was no new business.

ANNOUNCEMENTS:

Mrs. Shelton has prepared Trustee Notebooks with pertinent information for the new trustees. All of the other trustees accepted Mrs. Shelton's offer to make the same notebooks for them.

Mrs. Shelton noted that all of the recent Trustee appointments have a term expiration date of 4-15-14, except for Gil Tremblay and Carol Millette whose terms expire 4-15-13.

Young Adult Services Coordinator Diane Sanabria appeared on the Mayor's show on July 28th, and talked about the recent YA program "Cupcake Boss," the summer photography workshop, the teen publication "What's on Di's Desk,:" as well as ongoing teen programs such as the monthly video game night.

Mrs. Shelton asked the Board to delay the review of the circulation agreement with Mt. Wachusett Community College until later this fall. The Board agreed.

Historical Coordinator Jeannine Levesque was able to find a reasonable amount of background information on Leominster artist John Vaillant, whose self-portrait was donated to the library by former Trustee Jeanne Zephir.

The Friends of the Library are in the planning stage for a fall fundraiser to support library programs. They are planning a "Dessert Night" at the library for a Saturday evening in October.

The next meeting is scheduled for Monday, September 12, 2011 at 5:00 pm in the library's historic conference room.

The meeting adjourned at 6:00 p.m.

Respectfully submitted,

Meredith A. Foley
Recording Secretary