

Trustee Meeting Minutes
January 14, 2013

The January meeting of the Leominster Public Library Board of Trustees was called to order at 5:08 on Monday, January 14, 2013.

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

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

There were no questions regarding the Director's Report. However, a suggestion was made to elaborate on the Library Usage Report in the future to show a daily average for the previous month.

OLD BUSINESS:

No further information has been received from the Mayor regarding the FY14 budget process. The Mayor noted at the last Department Heads' meeting that he would like to see the proposed budgets tied to departmental goals and objectives. Mrs. Shelton asked the trustees for input regarding what they would like to see the library accomplish in FY14, indicating they could send their thoughts to her via email. One suggestion was for a materials security system.

Mrs. Shelton indicated that she would report at the next meeting on how the library's overall statistics have changed since moving into the new building in 2007, while having maintained the same level of staffing as before the move. She noted that she needs to find a way to free up staff time to work on bigger projects, which is becoming increasingly difficult. She also indicated that she must complete several final reports on the building project for the MA Board of Library Commissioners.

Over the past few months, Mrs. Shelton has spent a significant amount of time dealing with patrons who are questioning library policies. It has been a number of years since most of the policies have been reviewed or updated. The library has now begun to review its circulation policies. Additionally, an Unattended Children/Child Safety Policy and an Acceptable Behavior Policy are priorities. It was suggested that Mrs. Shelton find out if the City has an Acceptable Behavior Policy. If so, this could possibly be used or modified to meet the library's needs. Mrs. Shelton will check with other libraries of comparable size regarding staffing levels. In a related matter, Mrs. Shelton noted that additional security cameras are needed, especially in the study rooms. She would also like to determine why frequent power blips appear to cause the current cameras to go off-line.

It was noted by several trustees that the new part-time reference staff member Tim Silva, hired to fill the position vacated by Renee Wheeler, is a nice addition to the staff. Tim is nearly half way through the Master's in Library and Information Science program at Simmons.

The Library Legislative Breakfast has been confirmed for Friday, March 1st at 8:00 a.m. at the Leominster Public Library. We have received confirmation of attendance from Senator Flanagan, Rep, Dennis Rosa (Leominster), Rep. Stephen DiNatale (Fitchburg), Rep Jonathan Zlotnik (newly elected for Ashby and Gardner), Rep. Kate Hogan (Bolton), Rep. Kimberly Ferguson (Sterling and Westminster), and Rep. Sheila Harrington (Townsend). Mrs. Shelton left a voice message today for the Director of the Thayer Memorial Library in Lancaster Joseph Mule to see if he would contact Rep. Jennifer Benson (Lancaster and Lunenburg). She is also waiting to hear back from the Director of the Bigelow Free Library in Clinton Erin Klemm regarding Rep. Harold Naughton.

Mayor Mazzarella may or may not be attending due to a previously scheduled Chamber of Commerce meeting.

Mrs. Shelton met with Mrs. Hicks and Mrs. Millette last Thursday to set the breakfast menu.

The plan is to send invitations to locally elected officials and the library community in the legislative district no later than the beginning of next week, providing the logo developed by students at Assabet Valley Regional High School is ready. Mrs. Shelton noted that she has already started to receive attendance confirmations from the library community.

Mrs. Shelton will work on the program for speakers during February, and will ask the Senator and all Representatives to say a few words. Other speakers will include representatives from the MA Board of Library Commissioners, the MA Library System, and C/WMARS.

Mrs. Shelton spoke with David Laplante regarding the City's strategic plan for technology upgrades, how the library fits into this plan, and when a request for additional funding might be presented to the Mayor and City Council. There is a need for new computers at the main circulation points- circulation and children's- as well as several staff systems that are not functioning properly.

There is a conflict with mapping the drive on the library director's system to City Hall, which required Guardian to take the back-up domain controller out-of-service. The library's work server is 32-bit, which eventually should be upgraded to a 64-bit. Mrs. Shelton would like to go ahead at this point and purchase some desktop computers for the several service desks and to replace those that are failing. The Board supported this purchase.

NEW BUSINESS:

The Library was certified by the MA Board of Library Commissioners at its December 2012 meeting. The first of two state aid payments, in the amount of \$21,456.62 was received on December 19th. This is approximately half of what the library will receive this fiscal year. Mrs. Shelton requested that \$20,000 from state aid be transferred in to the library's materials budget. **A motion was made and unanimously approved to transfer \$20,000 from state aid into the library's materials budget.** (SCZ/NH)

Mrs. Shelton informed the trustees that there was an error in the Trust Fund transfer from the Hortence Burrage fund to cover the cost of the lovely clock given by the trustees in honor of the Friends of the Library's 35th anniversary. \$600.00 rather than \$500.00 was transferred in December. This evening, Gilbert Tremblay will sign a letter on behalf of the Board accepting the transfer in the amount of \$600.00. This letter will be sent to the Treasurer/Collector David Laplante.

Mrs. Shelton distributed the quarterly trust fund report. She then asked the Board to approve a transfer of \$21,900.00 from various trust funds, as previously discussed with the Board, into the working trust fund account to be expended on library materials.

A motion was made and unanimously approved to request a transfer of \$21,900 from trust funds, as previously discussed by the Board, into the working trust fund account. (SCZ/MB)

Mrs. Foley distributed copies of the current Regulations for Meeting Room Use. She noted that it has become increasingly difficult to plan library programs due to advanced room reservations by outside groups. A number of groups have been making reservations many months in advance. To remedy this problem, she is recommending the following revision:

Meeting Room Use Approval Forms and *Meeting Room Reservation Forms* are available in print at the Adult Reference Desk or online via the library website. The forms must be submitted at least fourteen days and no more than three (3) months in advance of an event.

A motion was made and unanimously approved to revise the wording in the Regulations for Meeting Room Use to include “no more than 3 months in advance of an event.”
(SCZ/RAS)

ANNOUNCEMENTS:

Nancy Hicks and Carol Millette are planning the annual Staff Appreciation Luncheon. Target dates are March 13 and April 10. The date is dependent on when the 25-Year Service Plaque will be ready.

The next meeting will be held at 5:00 p.m. on Monday, February 11, 2013 in the library's historic conference room.

The meeting adjourned at 6:00 p.m.

Respectfully submitted,

Meredith A. Foley
Recording Secretary