

Trustee Meeting Minutes
January 13, 2014

The January meeting of the Leominster Public Library Board of Trustees was called to order at 5:03 p.m. on Monday, January 13, 2014. 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. (SCZ/CM)

There was a follow-up question from the Director's Report regarding the leak outside the small historic conference room. Mrs. Shelton told the Board that building supervisor Alby Donaldson was able to get onto the roof today and has found a couple of areas where it looks as though the seam is pulling apart. Mrs. Shelton noted that this roof is approximately 15 -20 years old, and was not replaced as part of the expansion and renovation project. However, the warranty on this portion of the roof was extended as part of the project. Unfortunately, the project's roofing subcontractor Capeway has responded poorly to service calls in the past, so several years ago the warranty work was picked-up by Rockwell Roofing. The leak has produced some bubbling of paint on the second floor and staining on the ceiling tile on the first floor.

OLD BUSINESS:

The check and paperwork to begin the establishment of the Marcia W. O'Donnell Art Activities Trust Fund was sent to City Treasurer/Collector David Laplante on December 19, 2013. Everything has been forwarded to Abby Capital LCC be invested. Mrs. Shelton noted that the check cleared on January 3, 2014.

Mrs. Shelton informed the Board that the Millette Memorial Trust Fund will appear on the 2nd quarterly Trust Fund Report, while the O'Donnell Trust Fund will appear on the 3rd quarterly Trust Fund Report.

The Trust Fund balance sheet for month ending December 31st will be revised to reflect the \$2,000.00 trust fund transfer that was posted on December 23, 2013.

NEW BUSINESS:

Mrs. Shelton distributed a meeting room report for July – December 2013. The report included the number of library-sponsored program uses (258), outside group uses (1,631) and staff meetings (20) for a total of 1,909 meeting room uses in a six-month period. The report also listed the 140 outside groups who used the public meeting rooms for this period. Additionally, the library group study room usage showed a total of 1,490 uses with a breakdown of 1,173 uses for quiet study, 222 uses for tutoring, and 95 uses for private meetings. Mrs. Shelton thanked Edward Bergman for this report.

Mrs. Shelton informed the Board that the "Spend Sundays at the Library" spring series has been finalized. The series will feature Rita Parisi in a one-act presentation as Zelda Fitzgerald on March 16th, co-sponsored by the Leominster Historical Society; Howie Carr will discuss his newest book *Ratman: The Trial and Conviction of Whitey Bulger* on March 30th;

April 13th will feature Roger Swain, long-time host of the Victory Garden; and on Sunday, April 27th Hist'ryonics will present a musical overview of American History from the Boston Tea Party to the tragedy of the World Trade Center. The 7th Dr. Martin T. Feldman Children's Celebration will round out the series on Sunday, May 18th with an afternoon filled with fun activities for children of all ages.

The first Millette Memorial Trust Fund musical program is scheduled for Saturday, April 12, 2014 beginning at 7 p.m. in the evening. It was noted that this is our first big Saturday program and first after-hours program with the library being open. The evening will feature Point 'n' Swing, a 19 piece swing band plus 3 vocalists who will perform on the second floor of the library. There will be refreshments after the program in the Community Room. Publicity will be going out on this and announcements will be sent to the Veterans' Center, Senior Center, Senior Housing, Barry Hudson (LHS Jazz Band), Bob Landry (middle school bands), the local Swing Club and LATV. Mrs. Shelton is speaking with library staff members to determine who would be willing to work at this event. Mrs. Millette indicated that the costs for staffing and refreshments should come from the trust fund.

Mrs. Shelton provided the Trustees with their copies of the Conflict of Interest Law for Municipal Employees. They were asked to sign the back page, indicating that they received the document, and then return the signature page to Mrs. Shelton.

Flyers were distributed for the local Massachusetts Library Legislative Breakfast to be held at the Bolton Public Library on Friday, February 6th. Mrs. Shelton asked for the Board members to let her know if they plan on attending, and she will handle the registration details.

Mrs. Foley informed the Board that the Friends of the Library have begun an Ink Cartridge Recycling Program as a fund raiser with collection points in the library, City Hall, and Curves on Lancaster Street. Additionally, the Friends are planning on producing a mini-cookbook featuring vegetables. These will be sold at Gove Farm, and will also be available at the Library.

Mrs. Shelton asked that if any Board member is unable to attend a meeting, to please let her know as far in advance as possible to ensure that there is a quorum of each meeting. Mrs. Millette indicated that she would not be able to attend the February or March meetings as scheduled. Susan Chalifoux Zephir and possibly Robert Salvatore will be unable to attend the March meeting.

The next meeting will be held on Monday, February 10, 2014 at 5:00 p.m. in the library's historic conference room.

The meeting adjourned at 5:52 p.m.

Respectfully submitted,

Meredith A. Foley
Recording Secretary