

Trustee Meeting Minutes
September 8, 2014

The September meeting of the Leominster Public Library Board of Trustees was called to order at 5:05 p.m. on Monday, September 8, 2014. In attendance were: Gilbert Tremblay, Chairman; Mark Bodanza; Susan Chalifoux Zephir; Nancy Hicks; Carol Millette; Assistant Director Meredith Foley; and Director Susan Theriault Shelton.

Absent: Robert Salvatore.

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

There was a question from the August Director's Report regarding the furniture cleaning. Mrs. Shelton informed the Board that there were no problems and that the fabrics are holding up well.

Mrs. Shelton noted that in the July report, the Children's Room offered 45 programs.

There were no questions regarding the library's FY14 Summary Budget.

Mrs. Shelton mentioned that there were 30 people who attended the Lincoln Movie Marathon on Saturday, Sept. 6th and that the Hard Times: The Civil War in Song with the Hist'ryonics on Sunday, September 14th is sponsored in conjunction with the Leominster Historical Society.

OLD BUSINESS:

Mrs. Shelton informed the Board that the next Technology Project will begin shortly. The number of computers has been increased from 10 to 11 due to the recent failure of one of the adult public Internet computers. The other computers in this phase of the project will replace the older public access catalogs computers, the public computer reservation system, and the microfilm computer. Once this phase is complete, Mrs. Shelton will work on replacing her computer, which is the last system to be upgraded.

Guardian Information Technologies will begin work soon to install an additional UPS (Uninterrupted Power Source) in the basement data closet to help disburse the load of the servers, routers, and switches required to provide connections to C/WMARS, FIOS, and Comcast, City Hall, the library's Shoretel phone system, and its internal network. Part of this project will include grouping like devices on racks, color-coding and tagging cabling, and labeling all equipment. This will help facilitate trouble shooting by library staff. Guardian is best suited to do this work, as they have the institutional knowledge and expertise which will move the project along more quickly. Head of Adult Services Edward Bergman has been diligent in keeping the library's VLAN and IP scheme up-to-date.

A future project will be to look at upgrading the existing phone system. The system is currently over 7 years old, and the server cannot handle the newer Shoretel software. Also, a number of the phones are in need of replacement. Mrs. Shelton will investigate a variety of funding sources for this project, including free cash.

Mrs. Shelton reported that she has received 26 applications for the Assistant Director's position, which includes one current full-time and one current part-time library employee. Copies of all of the cover letters and resumes have been sent to the other members of the search committee. Search Committee members in addition to Mrs. Shelton include Trustees Mark Bodanza and Susan Chalifoux Zephir, as well as the City's Human Resources Director John Harmon. Mrs. Shelton is currently working on updating the position's job description and developing interview questions. It was decided to narrow the list of candidates to five or six who will be interviewed.

Plans for the public reception for Mrs. Foley are progressing. Invitations have been sent to the Mayor, City Council, Trustees, Friends Executive Board, Senator Flanagan, and Representative Rosa. A notice of the event appeared in the Friends' September/October newsletter, and is on the library's website. Additionally, flyers are being distributed in the library, and a Constant Contact electronic flyer has been

sent to library patrons who have signed up for this notification service. Nancy Hicks, Carol Millette, Susan Chalifoux Zephir, and Susan Shelton are scheduled to meet on Wednesday of this week to finalize plans. **A motion was made and unanimously approved to allocate up to \$1,000 from trust funds for the public reception for retiring Assistant Director Meredith Foley.** (MB/SCZ)

NEW BUSINESS:

Mrs. Shelton has contacted Skinner's regarding an updated appraisal of the library's fine art collection. They indicated that their process has changed a bit since our last appraisal done in 2000. They now charge \$250 for the appraiser and \$75 per hour for processing/searching, if needed. Mrs. Shelton indicated that they have a four hour minimum. They require the library to submit a signed letter of engagement and a \$250 deposit for the work to begin.

Mrs. Shelton indicated that the renewal notice for the current fine arts insurance policy was just received and must be paid immediately in order to have uninterrupted coverage. This can be updated to reflect any changes with the new appraisal. The premium for the current policy is \$471.00. The art work and pine secretary are currently insured for \$37,650. The two most valuable pieces are the oil portraits by John Samuel Blunt, which currently hang in the Administrative Office area. The other most valuable pieces are the two Charles Curtis Allen paintings and the circa 1760 Pine Secretary. Mrs. Shelton noted that Carol Millette and Nancy Hicks have compiled photo documentation for all library owned art work.

A motion was made and unanimously approved to expend up to \$1,500 for an updated appraisal of the library's fine art collection. (SCZ/ MB)

A motion was made and unanimously approved to expend \$471 for renewal of the library's current fine arts insurance policy. (CM/SCZ)

ANNOUNCEMENTS:

There was a question at the last meeting as to why it seems that some trust funds grow faster than others. Mrs. Shelton indicated that all City trust funds are lumped together for the purpose of interest, which is then divided proportionally among the funds. When we see big gains in a fund, it is most likely due to a sale in the fund.

Meredith Foley thanked the Board, and expressed her pleasure in working with them over the years. She indicated that she would miss them.

The next meeting will be held on Tuesday, October 14, 2014 at 5 p.m. in the Library's Historic Conference Room.

The meeting adjourned at 5:55 p.m.

Respectfully submitted,

Meredith A. Foley
Recording Secretary