

Trustee Meeting Minutes  
October 14, 2008

The October meeting of the Leominster Public Library Board of Trustees was called to order at 5:03 p.m. on Monday, October 14, 2008.

In attendance were: Carol Millette, Vice-Chairman, Kathleen Reynolds Daigneault, Nancy Hicks, Jeanne Zephir, Assistant Director Meredith Foley, and Director Susan Theriault Shelton.

Absent: Gilbert Tremblay, Chairman and Robert Salvatore.

The minutes of the previous meeting were approved as amended. (KD/JZ)

Old Business:

Mrs. Shelton updated the Board with Committee Reports for the Library Expansion Project.

- The elevator was inspected on September 15<sup>th</sup>. This was the last annual inspection required for the building this calendar year. The HV/AC sub-contractors, along with George Carr from SAR, began punch-list work on September 16<sup>th</sup>.
- The switch on the outside of the boiler room, which is required by code, was installed today.
- The primary outstanding issue now with the HV/AC is the supplemental heat in the first floor ladies room.
- Capeway Roofing has been on site twice since the last Trustees' meeting to address several issues.
- GPH was onsite several weeks ago, and the problem with the hot water infiltration in the domestic cold water system has been resolved.
- A letter from the Leominster Disabilities Commission was received several weeks ago requesting a specific timeline for mandated modifications to walkways and ramps.
- The Leominster Disabilities Commission Chairman Martin Turbide has been invited to attend the LPL Building Committee meeting scheduled for Wednesday, October 15<sup>th</sup>.
- Beacon Architectural Associates has agreed to pay the balance (almost \$9,000) of costs assigned to Beacon/Ross Associates for modifications to walkways and ramps. The majority of this portion of the cost is being covered by Ross' insurance.
- Mark Bodanza has negotiated with Beacon Architectural Associates to release the City of Leominster from a \$90,000 obligation they claim is still owed to them. The release statement was sent to Koppleman and Paige, and is currently being revised to reflect language that better serves the interest of the City.
- Mrs. Shelton and Michael Mullaney met with Rev. Alderman and Thomas Yoder of Pilgrim Congregational Church regarding the impending walkway and ramp modifications.
- No firm start date has been set for the walkway and ramp modifications.
- Susan Shelton and Alby Donaldson met with Michael Mullaney several weeks ago to review the punch-list. Mike Mullaney prepared a revised monetized punch-list to enable Fontaine Brothers to submit a requisition for the upcoming LPL Building Committee meeting.

Mrs. Shelton and Head of Adult Services Edward Bergman attended the required Gates Foundation Advocacy Training Workshop on Wednesday, September 24<sup>th</sup> and Thursday, September 25<sup>th</sup>. This training was designed to help libraries raise the matching money required for this grant program. Although the Leominster Library will be using already

raised private money for this project, both Edward and Susan found the conference to be beneficial. An on-line technology survey must be completed by November 7<sup>th</sup> as another grant requirement.

The Leominster Art Association Show and Fundraiser have been scheduled for Saturday, November 1<sup>st</sup> from 10:00 a.m. to 5:00 p.m. and Sunday, November 2<sup>nd</sup> from 1:00-4:00 p.m. LATV filmed the Mayor's show *Inside Leominster* on October 1<sup>st</sup> (to be aired Thursday, October 23<sup>rd</sup>). Susan Shelton appeared on the show with several artists participating in the event. Susan spoke with event coordinator Eleanor DeLibero about whether or not actual sale of items could take place outside of the library. She indicated this was not possible, as some of the items are quite small. All items sold will be works from artists. Artist demonstrations will be part of the event. Mrs. Shelton indicated to Mrs. DeLibero that the Trustees would have to revisit the "sale" portion of the show, should it be held at the library again next year.

Mrs. Shelton reported that the library, after having a conversation with the festival director, sponsored a program at the Johnny Appleseed Festival which was held in the Community Room and paid for through a private donation (\$850). The program was publicized by the library, but not included in any JA Festival publicity. The program was announced twice on the festival's main stage. Attendance at the program was only 75 people. Many people said that they would have come but were unable to find parking near the library. Mrs. Shelton's recommendation is not to have the library pay for program(s) to be held in the library during the JA Festival, as attendance was inadequate for the cost of the program, and the library is unable to compete with festival events.

Restrooms were a huge problem. Someone said that there were a few port-a-potties behind the children's activities in City Hall parking lot. City Hall was not open, and the churches downtown were not letting people use their rest rooms. The library's rest rooms were too heavily used, and put an enormous burden on the library. It was inappropriate for a festival the size of JA to not provide adequate restroom facilities for attendees. People were ignoring signs for no food/drink, teens were running through the building creating chaos, teens were climbing on the transformer, swinging on light posts, and climbing up the side of the building. Trash was thrown all over the library's property, and Susan caught a teen carving her name in the building's limestone. Staff working could not adequately control the building and deal with disciplinary problems, while still serving the public using the library. Mrs. Shelton recommends sending a letter to the festival coordinator, outlining the problem, and requesting for future festivals that the event pay for custodial time (Alby worked all day, and came in on Sunday to clean the restrooms prior to opening), and several monitors, if the library is to be open.

The 1<sup>st</sup> Anniversary Celebration of the Dr. Martin T. Feldman Children's Room, held on September 21<sup>st</sup>, was a wonderful event attended by 400-500 people. The Feldman Family seemed very pleased with the quality and quantity of programs and attendance. Mrs. Shelton is reviewing the cost of the event, which will be covered by the Feldman Family. Photographer George Schroeder took many great photographs, some of which will be posted on the library's website. The cost of staff working that day for the event will be absorbed by the library. Some staff were paid, while others took time off for the event. A breakdown of cost for personnel is forthcoming.

Approximately 20 -25 people attended the Volunteer Recognition program held by the Trustees on Monday, October 6<sup>th</sup>. Library volunteers and Friends of the Library Board members were honored for their hours of service from July 1, 2007 to June 30, 2008. Each received a certificate of appreciation, noting the number of hours they volunteered and a

small bag of mixed nuts with the message “We’d go nuts without your support. LPL Board of Trustees.” Trustees’ Chairman Gilbert Tremblay read the certificates and thanked the volunteers for giving of their time. Following the presentations, two of the young adult volunteers demonstrated the Friends’ newly purchased Wii, and invited attendees to “try their hand”. Mrs. Foley noted that the total cost of the program, to be paid from trust fund, was \$107.65.

Mrs. Shelton reviewed the letter she received from Sharon Zanni, who was unhappy that the library would not allow her home school group to hold their arts and crafts programs at the library, and was seeking an appeal. Mrs. Shelton discussed the library’s previous experience with home school groups, the issues related to uncontrolled use of craft supplies in the library, and home school use of school facilities. It was noted that the home school group was not denied use of meeting space, just that they could not hold their arts and crafts programs in the library. After a brief discussion of the appropriate portion of the Meeting Room Policy, **a motion was made and unanimously approved to affirm the decision of the library administration to refuse use of library meeting space for arts and crafts programs by outside groups.** (KD/ NH). It was noted that there have been requests by other groups to hold arts and crafts projects in the library, and that they have abided by the policy when it has been pointed out to them. The Trustees directed Mrs. Shelton to write a letter on their behalf to Mrs. Zanni stating that the Board is in support of the administration’s decision.

Mrs. Foley proposed the following Holiday Hours:

*Thanksgiving* – close at 5 p.m. on Wednesday, November 26, reopening at 9 a.m. on Friday November 28, 2008

*Christmas* – close at noon on Wednesday, December 24, reopening at 9 a.m. on Friday, December 26, 2008

*New Year’s*- close at 5 p.m. on Wednesday, December 31, 2008, reopening at 9 a.m. on Friday, January 2, 2009.

**A motion was made and unanimously approved to accept the proposed holiday hours for Thanksgiving, Christmas, and New Year’s.** (KD/JZ)

Mrs. Shelton asked that the Quarterly Library Usage Report be tabled until next month. The Board agreed.

Mrs. Shelton reminded the Board that she had made a request in April 2008 for the transfer of \$2,500.00 from various trust funds to the working trust fund account, which was approved by the Board. However, a letter formally requesting this transfer was never sent to the City’s Treasurer/Collector. Mrs. Shelton asked that this earlier vote be revoked, and instead requested the amount of \$5,000.00 be transferred to the working trust fund account. **A motion was made and unanimously approved to revoke the motion made in April 2008 to transfer \$2,500.00 in trust funds, and to approve the transfer \$5,000 from various eligible trust funds to the working trust fund.**(NH/ CM)

Mrs. Shelton requested the expenditure of \$471 from trust funds for renewal of the library’s fine arts insurance policy. **A motion was made and unanimously approved to expend \$471 from the working trust fund account for the renewal of the library’s fine arts insurance policy.** ( KD/JZ)

Head of Adult Services Edward Bergman attended the October 7<sup>th</sup> ALFA curriculum meeting at Fitchburg State College. The Leominster Public Library will have one program held here for each of the two spring sessions. Most members of the Curriculum Committee seemed pleased that several programs were being held at the library. However, several expressed

concern about moving programs away from the FSC community. The programs held here are limited to what the curriculum committee plans to offer and availability of suitable instructors. Since their exercise programs are always held off-campus, one session will probably be held here. It is hoped that the other program will be on finance, politics, or the environment. No final decision has been made at this time.

Mrs. Shelton informed the Board of the upcoming programs celebrating Robert Cormier, which will be sponsored by the library in conjunction with the *Worcester Review* and the *Worcester County Poetry Association*. The Friends of the Library will be sponsoring the programs.

**Monday, November 3, 7:30 p.m.**

Poets Paul Szlosek and Dan Lewis read dramatic excerpts from Frenchtown Summer

**Monday, November 10, 7:30 p.m.**

Students from Leominster Center for Technical Education recite their found poems created from Robert Cormier's *The Chocolate War*

**Thursday, November 13, 7:30 p.m.**

The *Worcester Review* tribute to Robert Cormier with talks by feature editor Heather Macpherson, novelist Terry Farish, poet Susan Roney-O'Brien, and journalist James Dempsey

**ANNOUNCEMENTS:**

Mrs. Shelton and Mrs. Millette attended a program sponsored by the MA Board of Library Commissioners on Building Security, which was held recently at the Lunenburg Public Library. The main focus was on materials and patron security, while only a small portion was on building security. They felt that the practical information they were hoping for was limited.

The library has introduced *Playaways*. These are small self-contained units on a lanyard that play a full audio book. Patrons must supply their own AAA battery and headphones. These are perfect for walkers and those wishing to listen to a book without the use of a tape, CD, or MP3 player. The library currently has 44 titles purchased through a private donation.

Mrs. Shelton distributed a flier on the upcoming MLA/MLTA program.

Nancy Hicks and Carol Millette have been working diligently on verifying the names for the donor plaques.

Mrs. Foley distributed order forms for the Friends Holiday Plant sale.

Mrs. Shelton reminded the Board that responses are needed for the staff/trustee holiday gathering.

The meeting adjourned at 6:47 p.m.

The next meeting is scheduled for Monday, November 10, 2008 at 5:00 p.m. in the library's conference room.

Respectfully submitted,

Meredith A. Foley  
Recording Secretary