

Trustee Meeting Minutes
November 10, 2008

The November meeting of the Leominster Public Library Board of Trustees was called to order at 5:05 p.m. on Monday, November 10, 2008.

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

The minutes of the previous meeting were approved. (CM/RS)

OLD BUSINESS:

Library Expansion Project – Committee Reports

- The Library Building Committee met on Wednesday, October 15th. Leominster Disability Chairman Martin Turbide, Disability Commission member Gail Turbide, and Director of Inspections Edward Cataldo attended the meeting.
- At the request of the Building Committee, the library provided Mr. Turbide and Mr. Cataldo with copies of agendas, Building Committee meeting minutes, and Project Manager's reports from April 2007 (when the non-compliance of walkways and ramps was identified during a Disabilities Commission Community Survey) to the present. This information was provided as documentation of everything that has been done over the past year and a half to get this problem resolved.
- Fontaine, Beacon, and Ross Associates' insurance company (Ross provided civil engineering for the project) have finally agreed on financial obligations for necessary modifications to walkways and ramps.
- The City Solicitor and Beacon's attorneys have been discussing Beacon's construction administration during the modifying work to the walkways and ramps, as well as the project close-out documentation and architectural 116 affidavit.
- Mark Bodanza spoke with Beacon's President Bob Stansell on Friday, November 10th. Mr. Stansell said that Beacon doesn't want additional money for CA (which City has indicated it wouldn't pay anyway); Beacon just doesn't want to send someone to Leominster again. Mr. Stansell said that they want Ross Associates, their civil engineer, to handle the CA (for the accessibility corrective work). Mark Bodanza reminded Mr. Stansell that the City's contract was with Beacon, not Ross Associates.
- Fontaine's Requisition #30, approved by the Leominster Library Building Committee on October 15th, in the amount of \$14,000.00 for HV/AC punch list work completed, has not been certified by Beacon. Rather than certifying this requisition, it is our understanding that Beacon sent this on to their attorney. The City, at this point, will not pay a requisition from the general contractor that is not certified by the architect of record.

- On Thursday, October 30th, Frank Payeur and Jim Morin from Fontaine met with a representative from Rick's Blacksmith Shop to measure for the additional railings that are to be installed on the ramp and walkway for the Pearl Street entrance. Frank Payeur was Fontaine's Project Manager, and Jim Morin was Fontaine's Field Supervisor on this project. Since Fontaine is assuming all financial responsibility for this modification to the Pearl Street entrance, they are moving ahead with getting the railing installed as soon as possible.

Quarterly Library Usage Report

Mrs. Shelton distributed the first quarter comparisons for FY08 & FY09. She noted that both circulation and reference are down slightly, indicating that usage after a year of sharp increases is beginning to level off. She did point out that non-resident circulation is up 8%, which is partially attributable to the reduction of hours at the Fitchburg Public Library. Mrs. Shelton also distributed a comparison of September 2008 and 2009 non-resident circulation, detailing circulation to Fitchburg residents vs. other non-resident circulation. Network Transfers (Inter-library loans) were up 13% over the first quarter of FY08. It was noted that programs and attendance were down, which is a result of having a full-time Children's Room staff person on maternity leave during the summer. This resulted in fewer children's programs being offered during the traditionally busy Summer Reading Program.

Meeting Room Policy

In response to the third letter Mrs. Shelton received from a patron regarding the Meeting Room policy and her request to use a room for arts & crafts, Mrs. Shelton recommended that the wording of the policy be changed from "No arts and crafts projects may be held without prior approval from library administration" to "*No arts and crafts projects may be held in library meeting rooms.*" Two additional changes to the Regulations for Meeting Room Use were recommended for clarification purposes. They are:

1. "A group or organization may book up to 6 reservations in advance per year. After the last meeting scheduled in advance, an organization may request additional bookings. However, only **one** reservation may be made at a time." to "*A group or organization may book up to 6 reservations in advance per year. After the last meeting scheduled in advance, an organization may request additional bookings; however, only **one** reservation may be made at a time.*"
2. Add the following line to the Group Rooms section so that staff may deal with late arrivals or no-shows in a consistent way: "*A Group Room reservation will be held for 30 minutes. The reservation may then be cancelled if others are waiting.*"

After a brief discussion **a motion was made and unanimously approved to accept the three changes to the Regulations for Meeting Room Use as proposed.**

(JZ/CM)

The Board asked Mrs. Shelton to write a letter to the aforementioned library patron thanking her for her recommendation, and letting her know that the Trustees have acted on it.

NEW BUSINESS:

Mrs. Shelton distributed a list of Trustee meeting dates for 2009, as well as the Annual Report of the Secretary for FY07 and FY08.

Announcements:

The state of the economy has affected the library. The state's Public Library Fund has been eliminated. This fund provided a small match from the state for libraries that have raised private donations. The library has also been notified that State Aid will be made in a partial payment in late fall/early winter, with a final payment hopefully following later in the fiscal year.

Nancy Hicks distributed samples of the naming plaques for the Board to review.

The meeting adjourned at 6 p.m.

The next meeting is scheduled for Monday, December 8th at 5:00 p.m. in the library's historic conference room.

Respectfully submitted,

Meredith A. Foley
Recording Secretary