

Trustee Meeting Minutes
May 12, 2008

The May meeting of the Leominster Public Library Board of Trustees was called to order at 5:10 p.m. on Monday, May 12, 2008.

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

Absent: Kathleen Reynolds Daigneault.

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

OLD BUSINESS:

Library Expansion Project – Committee Reports

Hannigan Engineering has completed the plans for the conveyance of 69+/- square feet of land and a utilities easement for the property at 40 West Street owned by Joseph Fraticelli. This now needs ANR approval from the Leominster Planning Board and acceptance by the Leominster City Council. The Trustees asked Mrs. Shelton to thank Mr. Fraticelli for his donation and cooperation in this matter.

Meetings to resolve accessibility and HV/AC issues are still pending. Final training on the library's HV/AC system scheduled for Tuesday, April 29th was cancelled by the sub-contractor at the last minute due to unresolved HV/AC issues.

Mrs. Shelton and Alby Donaldson met with Mike Mullaney on Wednesday, April 30th to begin a review of the project's close-out documentation. This will require that Mrs. Shelton have time to finally go through the unpacked material in her office, and the file of drawings in the basement storage area.

The elevator is now off warranty. Mrs. Shelton is currently working with Otis Elevator Co. and Purchasing Agent Gregory Chapdelaine to get a maintenance contract in place, and get the elevator inspected.

The Building Committee has not met since March 19, 2008.

Spring Musical Concert

Yesterday's concert was very well attended – 125 people enjoyed the concert featuring internationally renowned pianist Virginia Eskin. Maestro Wadaemailed Mrs. Shelton to say that he thought the concert went wonderfully, and knew from how Virginia performed and spoke that she was very happy to be performing here at the library. Saundra Lane told Mrs. Shelton how pleased she was with the event also. The library has received a \$250 donation from a library patron to start a musical fund. Virginia Eskin also donated back to the library half of her fee. It is Mrs. Shelton's hope that the library can make the concert an annual event.

Mrs. Shelton noted that the piano which was loaned by Mrs. Chiara Lolli was returned today. The Trustees asked that Mrs. Lolli be thanked for her generosity. Mrs. Shelton thanked Mrs. Millette for her efforts in securing the paper products for the program. Also thanked were library staff members Ann Finch, Beth DuPuis, and Meredith Foley for their efforts in decorating and arranging the refreshments and pastries baked by them and other staff members for the event. Mrs. Shelton noted that bills are

outstanding for piano moving and tuning. It is expected that the overall cost of the event will be approximately \$1,000. This was funded through the library's gifts and donations account.

Meeting Room Policy

Mrs. Foley briefed the Board on how well the new guidelines and forms have been received by the public, noting that there have only minor problems which have been easily resolved. **A motion was made and unanimously approved to accept the Meeting Room Policy as submitted.** (JZ/NH)

City Council Presentation

Gil Tremblay and Susan Shelton made a presentation before the City Council on Monday, April 28th. Mrs. Shelton distributed a statistical handout before noting some of the Council's questions including:

- % of non-resident borrowing & impact of Fitchburg on non-resident borrowing
- why money was available in personnel to transfer to operating for this fiscal year
- what about certain organizations that were allowed to use the meeting room

The library was complimented about the fact that there is space for large state-wide meetings. Additional comments were made about ongoing accessibility issues and that the Leominster Disabilities Commission is very happy having the library as a meeting location; and comments as to whether or not Mrs. Shelton should have been less conservative when estimating utilities costs.

Mrs. Shelton announced that she, Gil Tremblay and Carol Millette met with Fitchburg State College President Antonucci on April 23rd, and look forward to offering several ALFA classes in the fall. These will be 5-week classes, and will be held mid-day. The ALFA classes offered at the library will be free of charge, and the library will ask the Friends of the Library to help underwrite the cost of these classes in partnership with FSC. The coordinator of the ALFA program will be contacting Mrs. Shelton to finalize details. Councilor Dombrowski was thanked for making the suggestion regarding a partnership between the library and the college. Greg Chapdelaine called Mrs. Shelton to make certain that this was a library program in partnership with the college, and not the college using our space, as this would result in a licensing agreement.

FY08 Budget Transfer

Mrs. Shelton distributed and reviewed copies of the letter she sent to Mayor Mazzarella regarding a transfer from personnel to operating. Mrs. Shelton noted that the transfer is on the City Council agenda for a vote this evening. She indicated that she had spoken with Dennis Rose this morning, who said that the request was reviewed at the Finance Committee meeting last Thursday, and the committee was prepared to make a recommendation to approve. Mr. Rosa did not think it necessary for Mrs. Shelton to attend the Council meeting.

FY09 Budget

The Library's presentation before the City's financial team was held on Friday, May 9th. This is a tight financial year, so Mrs. Shelton was not surprised that there were no questions regarding the request for a new Electronic Services position. The team had

a question regarding the upgrade of the library's maintenance position. There was also a question regarding what was included in the automation line-item. Also discussed were requests for light, heat, and the building and grounds line-items.

NEW BUSINESS:

Library Closing / Decertification Policy

Mrs. Shelton noted that the library has already received numerous questions from Fitchburg Public Library patrons about what will happen when the Fitchburg Library closes 4 out of 7 days a week. Mrs. Shelton spoke with Ann Wirtonen, FPL Director the day the first article appeared in the paper. Mrs. Shelton distributed to the Board a draft statement developed for staff to use to respond to questions.

Mrs. Shelton spoke with Diane Carty at the Massachusetts Board of Library Commissioners. If the Fitchburg Public Library were to close, decertification would happen immediately. However, if they remain open 3 days a week, which is currently what the trustees are recommending, the library would not be decertified until January 2009. However, the trustees have currently recommended closing their Youth Library as of July 1st. This could greatly impact our children's room programs.

Mrs. Shelton expressed great concern regarding the impact to our library's services and collections, and the staff's ability to handle a sharp increase in volume due to the dramatic cut-back in Fitchburg's hours of service. She is also concerned about building security.

A motion was made and unanimously approved to adopt the statement prepared to answer questions regarding the Fitchburg Public Library. (CM/RS)

Window Treatments

Mrs. Shelton and Mrs. Hicks met with Lucas Stefura and Advanced Solar Protection on April 8th. The proposal had to be revised several times since originally received after this meeting. Window treatments for the south-facing bay windows in the adult department, children's room and the young adult area, plus film for the upper portions of the bays, other YA windows, community room windows and the administrative office area were included. The cost of the window treatments will be paid for from private money. It is hoped that these will be installed within one month after the order is placed.

ANNOUNCEMENTS:

The Community Foundation's annual meeting will be held on Thursday, May 29th from 6-7:30 p.m. at the Colonial Hotel in Gardner. Mrs. Shelton distributed invitations to the board.

The library will be receiving a \$2,000 grant from Walmart, celebrating the grand opening of their Supercenter on Jungle Road. Mrs. Shelton will accept the check at festivities planned for Wednesday, May 21st.

Mrs. Shelton indicated that her PLA report is still pending.

Amy Shea will be taking a 12-week maternity leave, under the Family Leave Act, beginning sometime in July if all continues to go well with her pregnancy. The library will use part-time staff/substitute staff to help cover the children's room during this

period. The City's Personnel Director will be meeting with Mrs. Shelton and Mrs. Foley this week, and then will meet with Amy to review the conditions of her leave.

The library will be celebrating the 1st year anniversary of the dedication of the Dr. Martin T. Feldman Children's Room with a festival on Sunday, September 21st. The Feldman family will be making an additional donation to the library to cover the costs for the event. Mrs. Shelton will be meeting with the children's room staff next week to begin planning.

Carol Millette and Gilbert Tremblay are on this evening's City Council agenda for the first reading for reappointment until April 15, 2010. Nancy Hicks and Jeanne Zephir are also on the agenda for the first reading for reappointment until April 15, 2011.

The meeting adjourned at 6:35 p.m.

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

Respectfully submitted,

Meredith A. Foley
Recording Secretary