

Trustee Meeting Minutes  
November 9, 2009

The November meeting of the Leominster Public Library Board of Trustees was held called to order at 5:05 p.m. on Monday, November 9, 2009. 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 as amended. (CM/RS)

Old Business:

Mrs. Shelton announced that the remediation work on the walkways and ramps has been completed. She thanked the DPW for striping the access pad for the transformer, and the handicapped parking spaces at the Pearl Street entrance. She reported that Project Manager Michael Mullaney attended the October 28, 2009 Leominster Disability Commission meeting to discuss the final review of the remediation work. Chairman Marty Turbide, and committee member Gail Turbide, will join Jeffrey Dougan from the MA Office on Disability on November 11, 2009 at noon to conduct the review. Members of the Leominster Disability Commission authorized Mr. Turbide to accept the findings of the MA Office on Disability on their behalf.

Mrs. Shelton reported that five reference staff members and five community volunteers have completed a three-part training session in preparation for the launch of the Grant Resource Center Network- Leominster on November 18<sup>th</sup>. A series of training sessions will be held for interested non-profit representatives on January 13, February 10, and March 10, 2010, with scheduled snow dates in case of inclement weather. Another training series will be scheduled for fall 2010. The library is investigating additional funding in order to offer Advanced Grant Research training.

In addition to the current partnership with the Associated Grant Makers, the library is in the process of applying to become a Foundation Center Cooperating Collection, which affords the library a reduced rate on their database, and a core collection of grant materials. Additionally the library is partnering with the Center for Democracy and Humanity at Mt. Wachusett Community College to promote the Grant Resource Center Network to the area's non-profit organizations.

New Business:

Mrs. Shelton distributed a Summary of the Conflict of Interest Law for Municipal Employees. She noted that the Board of Trustees, as well as library employees, must review the law and take an online test prior to April 29, 2010. Once completing the online test, each trustee should print out a certificate of completion and return it to Susan Shelton for the City's records.

In response to a request made of all City Department Heads, Mrs. Shelton prepared a Continuity of Operations Plan for the Leominster Public Library in the event of a pandemic or other catastrophic event. Copies were distributed to the Board. There was a brief discussion of what the library can do, in addition to providing hand sanitizer at each service desk, to help

prevent the spread of germs in the building. It was suggested that for the time being the hand puppets in the Children's Room be cleaned and removed.

Mrs. Shelton requested that the FY10 budget summary be tabled until the December meeting. Statistics for the People Counter will also be presented at that time.

The Leominster Public Library received a Mini Grant administered through the Central Massachusetts Regional Library System in the amount of \$1,000.00. The grant will help develop a Mental Health Collection, which will provide research-based and validated information on a wide-variety of mental health conditions. The library will partner with the local Department of Developmental Services and National Alliance on Mental Illness (NAMI) on this project. The materials selected will be incorporated into the library's adult circulating collection.

Announcements:

The Clara Lane Memorial Concert will be held on Sunday, November 15, at 2:00 p.m.

There was an alleged sexual assault in the library on Tuesday, Nov. 3<sup>rd</sup> at approximately 12:00 p.m. A 17-year-old female and a male friend were allegedly in Study Room 3 when the incident occurred. This study room is the most visible room from the Reference Desk. The female did not report the incident to a library staff member. Mrs. Shelton met with those staff members who were scheduled on the Reference Desk during the time this young woman was supposedly in the library. They were not aware of anything related to the alleged assault. Mrs. Shelton noted that the female contacted her the week following the incident to discuss the matter. The individual involved contacted the police sometime after leaving the library the day of the alleged assault. The library has and will continue to cooperate with the police on this matter.

Mrs. Shelton reported that on Wednesday evening, November 4<sup>th</sup>, several junior high-school girls were leaving the library via Pearl Street, when they noticed a cat going under a car parked across the street from the library lot. When the girls crossed the street to find the cat, they said a man on the front porch of the house suggested they go down the drive way to see more cats that were located in a van. As they started down the driveway, they noticed another man and became afraid. They ran back to the library, and the police were contacted.

The next meeting is scheduled for Monday, December 14, 2009 at 5:00 p.m. in the library's historic conference room.

The meeting adjourned at 6:05 p.m.

Respectfully submitted,

Meredith A. Foley  
Recording Secretary