

Trustee Meeting Minutes
May 11, 2009

The May meeting of the Leominster Public Library Board of Trustees was called to order at 5:05 p.m. on Monday, May 11, 2009.

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

Absent: Robert Salvatore.

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

Old Business:

Mrs. Shelton informed the Board that the City's attorney received the signed settlement agreement from Beacon Architectural Associates late last week. However, it did not include the associated attachments. Kopelman and Paige's attorney was contacting Beacon's attorney to discuss the fact that the agreement must be signed with the attachments. One of the attachments was the change order for the accessibility work, which also needs to be signed by Fontaine. Once everything is received, Mrs. Shelton will schedule a Building Committee meeting.

The state budget is still in limbo with the senate version due out later this week. The mayor is waiting to have a final budget review with department heads until he has more concrete figures, rather than having to make repeated revisions. Mrs. Shelton has met with the library's full-time staff to tell them that nothing is certain at this point, other than the fact that there will be cuts.

New Business:

Mrs. Shelton distributed an update sheet outlining library projects, programs and services. She intends to do this on a monthly basis. Some pending items include the Lane musical concert which is tentatively planned for the 1st or 2nd Sunday in November. Mrs. Shelton is working with Maestro Wada on securing a harpist and flutist for this program. Mrs. Lane has indicated that she will make an annual donation to the library for the purpose of a classical musical concert. Mrs. Shelton will schedule the spring 2010 program near Mother's Day. The fall Alfa program at the library will be a series of five arm-chair travel programs, each on a different country. The 2nd Anniversary Celebration of the Dr. Martin T. Feldman Children's Room will be held on Sunday, October 4th. David Polansky will present a musical program featuring the works of Irving Berlin, George Gershwin, etc. on Sunday, October 25th. This program will be funded by donations received in memory of Nicholas and MaryLouise Despo. Mrs. Shelton indicated that there is sufficient funding to provide two programs annually for the next several years.

Additionally, Mrs. Shelton provided some detail regarding library projects.

- Gates Hardware Grant- the library has purchased seven computers and two laser printers with the Gates money for this year's grant. Deployment of this equipment will be funded by the library's match through private funding.
- Gates Online Opportunity Grant- Susan Shelton & Edward Bergman recently attended a library summit sponsored by the Massachusetts Board of Library Commissioners to solicit input for a Gates grant application from librarians

throughout the state from communities with targeted areas without Broadband Internet access. The MBLC will file the grant application in the near future.

- **Associated Grant Makers & LPL-** Associated Grant Makers has filed a grant application with the Community Foundation of North Central Massachusetts to fund a joint project which will be housed at the Leominster Public Library. This proposal would provide resources and training to the non-profit agencies and organizations on grant and foundation funding information. Included in the project is the *Foundation Directory*, and training on how to use the directory and resources. Letters of support for the grant application were secured from the Spanish Center, the Leominster Multi-Service Center and a local individual who has had to spend considerable time researching foundation information at the Worcester Public Library for funding of a project with which he is involved. Additionally, Anna Griffin, the new grant writer for the Leominster Public Schools, recently submitted a letter of support on behalf of the project.
- **Library's art work/ map project-** Trustees Nancy Hicks, Carol Millette, and Jeanne Zephir have unpacked and hung (with the assistance of Alby Donaldson) the library's artwork and all but three or four of the library's maps. They have prepared an inventory book, which includes a photo of each piece, along with a description, the artist, location where it is hung, and if it is itemized on the library's fine arts insurance policy. Mrs. Shelton showed the Board two newly framed maps, and the *Arthur and Rose* book cover which will be hung in the adult study room given in honor of Arthur and Rose by Ernest and Annette Caponi.
- **Donor signage-** Mrs. Shelton showed the Board a sample of the glass signage that will be used to identify the designated gift rooms/areas. It was noted that all wording for these signs has been approved and signed-off on by the donors. Nancy Hicks, Carol Millette, and Jeanne Zephir have been instrumental in this project.
- **Volunteer Recognition-** The library has gift-plated a new book for each of the library volunteers for National Volunteers Week in recognition of their service to the library. Library volunteers will receive a letter of thanks and are able to be the first to check out the book in their honor. Trustees Nancy Hicks, Carol Millette, and Jeanne Zephir were honored at the meeting for their volunteer work "above and beyond" being a Trustee.

Mrs. Shelton noted that the library was happy to see the tax season end. Through a program in partnership with the AARP, the library offered 77 free tax appointments to seniors and low income individuals this year.

There are two sessions of Job Search 101 being held at the library today with approximately 24 signed up to attend.

Mrs. Foley informed the Board that because July 4th falls on a Saturday, Friday, July 3rd becomes the legal holiday for city employees. Therefore the library will be closed Friday, July 3rd and Saturday, July 4th for the holiday. Mrs. Foley requested that the library be closed Saturday,

September 5th through Monday, September 7th for the Labor Day holiday. **A motion was made and unanimously approved for the library to be closed Saturday, September 5th through Monday, September 7th for the Labor Day holiday.** (KD/CM)

The library has been trying to resolve an IP and port issue with C/WMARS regarding the number of C/WMARS IP addresses we are using, some of which are assigned to non-library use computers. Examples are library computers used for the heating & air conditioning system, building security system, phones, and the server to connect the library to City Hall. Everything must connect to the library primary server, and these addresses were used when we moved into the new building. C/WMARS is unhappy about this, and also indicated that the library was using too many ports for staff access to the Internet. Initially (10+ years ago), it made sense to use C/WMARS for Internet access because the library only had ten public Internet access computers. With the addition of seven public Internet computers this year through the Gates Foundation Grant, with more to be added in the second year of the grant, the cost of adding these computers to the Internet via C/WMARS is not cost effective. When a computer is added to the Internet via C/WMARS, there is a \$700.00 start-up fee per computer and a \$197.00 annual fee per computer. Therefore Mrs. Shelton has contacted Verizon regarding a FIOS line, which would be used for public Internet access. Although there would be a monthly fee for FIOS, there is no start-up or additional on-going fees as the library begins to expand its public access computers through the Gates Foundation Grant. This will also resolve the problem with C/WMARS regarding the number of “ports” needed to provide staff Internet access.

After speaking with a number of people at Verizon, Mrs. Shelton was able to get a FIOS line into the building. It has been terminated and tested, but has not been activated. Once all of the work with Verizon has been completed, Mrs. Shelton will have the City’s technology vendor begin the work to move the public access computers over to the FIOS line, and to give non-C/WMARS systems City IP addresses.

Mrs. Shelton also informed the Board that a second node has been added to the Comcast WI-FI that will give Internet access to the public meeting rooms on the main floor.

Last week Verizon brought the free cable line into the library. This will connect the library to City Hall and LATV, and will enable the library to be a point of origin for LATV programming.

Announcements:

Mrs. Foley will begin looking at people counters for the building. This will allow the library to more accurately report the number of people visiting the library daily. At one point this afternoon when walking from her office, Mrs. Shelton noted that 35 people were in the main portion of the 2nd floor of the library, and 12 teens were in the Cormier Center. This area of the library represents only approximately 1/3 of the building.

Mrs. Shelton has had two more security cameras added to the A-V area on the main floor of the library, and at the same time had the pan-and-tilt cameras adjusted to automatically reset twice daily. This was done because Mrs. Shelton discovered some of the system’s pan-and-tilt cameras “froze” on a regular basis.

The meeting adjourned at 6:15 p.m.

The next meeting is scheduled for Monday, June 15, 2009 at 5:00 p.m. in the library’s historic conference room.

Respectfully submitted,

Meredith A. Foley
Recording Secretary

