

Trustee Meeting Minutes
June 15, 2009

The June meeting of the Leominster Public Library Board of Trustees was called to order at 5:05 p.m. on Monday, June 15, 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 submitted. (JZ/CM)

Old Business:

The Library Building Committee met on June 3, 2009 to approve the Release and Settlement Agreement with Beacon Architectural Associates. This agreement has been signed by the Mayor on behalf of the City and Bob Stansell, Jr. President of Beacon Architectural Associates. The committee also approved Fontaine CO #19 (PCO #94 Supplemental Instructions SI #14 Ramps and Railing). This change order is nearly finalized, and the library is expecting the work to commence soon.

Susan Shelton plans to contact Paul McCracken regarding the trees (and perhaps shrubbery) in the front of the West Street entrance, and how best to protect these during the reconstruction of the walkways and ramps. Unfortunately, SI #14 does not adequately address the issue of existing landscaping.

Fontaine and the library will meet prior to start of remediation work to discuss details of project. The Library will contact the Building Inspector prior to the start of the project to discuss the closing of the West Street entrance for the duration of project.

Susan Shelton will write a statement for the staff, to ensure a standard response to the public when construction begins.

Mrs. Shelton reviewed the implication of reductions to the FY10 budget, and upcoming budget defense before the City Council on June 16th. She also reviewed circulation and reference statistics, two criteria that will be taken into consideration when making a recommendation on the reduction of hours necessary due to a cut in part-time staff. Mrs. Shelton indicated that there are additional statistics that need to be reviewed, and other considerations such as the impact to the public that need to be factored into the decision making process. It was determined that this matter will be discussed at the July meeting, and a final decision will be made at either the July or August trustees' meeting. Current hours of service will therefore remain throughout the summer, with a potential reduction in hours becoming effective in September. Mrs. Shelton noted that the proposed \$27,000 cut in the materials line-item will for the upcoming fiscal year be supplemented with some reserved State Aid money and a small amount of money available in Gifts & Donations. This will enable the library to meet its materials expenditure requirement for receipt of certification and state aid. She also indicated that the library will investigate the idea of an "Adopt-A-Book" program, similar to the library's successful "Adopt-A-Magazine" Program.

The Massachusetts Board of Library Commissioners voted at its June meeting (effective July 1st) to add a population group of 50,000 and over to the state aid/certification program related to hours of service. Previously the highest population group in this category was 25,000 and over. With this change, Leominster now falls within the population group of 25,000 to 49,999 for hours of service. This change reduces the minimum hours that the library must be open per week from 63 to 59.

Another change to the state aid/certification program is related to how the materials expenditure requirement is calculated. Now the library can calculate its percentage requirement on the municipal appropriation alone. If additional money is appropriated during the fiscal year, the dollar amount calculated on July 1st would not change. However, if the municipal appropriation is cut during the fiscal year, the money appropriated can be recalculated and the percentage based on the lower appropriation.

Mrs. Shelton informed the Board that she has requested a \$10,000 transfer from personnel to operating for the purchase of a new photocopier. This has already appeared on the City Council agenda for a first reading, and will come up for a vote on June 22nd.

Mrs. Shelton distributed information regarding the programs being offered at the Library during the month of June. She also noted that the Lane Musical Concert will be held on Sunday, November 15th at 2 pm and will feature a Mother/Daughter Harp & Flute duo. Plans are also under way for a Lane Musical Concert in the spring to be held on Sunday, May 9th (Mother's Day) at 2 pm featuring a Russian duo on Piano and Cello. The Feldman Children's Room 2nd Anniversary Celebration will be held on Sunday, October 4, 2009.

Work is progressing on the various grant projects involving the library.

Mrs. Shelton indicated that she is still fielding questions and inquiries from Fitchburg residents regarding the library's Reciprocal Borrowing Policy, noting a recent Letter to the Editor that appeared in the *Sentinel & Enterprise*. Additionally, the Mayor forwarded an email he received from a Fitchburg resident, and Mrs. Shelton assisted in forming a response. Mrs. Shelton has also responded to several inquiries from Fitchburg residents asking why the library cannot just charge for a library card, allowing them circulation privileges. Mrs. Shelton once again discussed the associated problems with this proposal, and why it is not recommended. She noted that this issue has been time consuming and that it has become increasingly difficult for front-line library staff to deal with this matter.

New Business:

Mrs. Shelton distributed draft copies of a proposed Library Programming Policy. She thanked Meredith Foley and Edward Bergman for their work on this draft policy. Mrs. Shelton asked the Board to review the document, and be prepared to discuss it at the July 13th meeting.

Mrs. Shelton informed the Board that when the library adds the seven new Gates Grant computers for Internet access and others in the future, the library intends to do so without the privacy screens that have been used in the past. She noted that the screens give only minimal privacy to the computer user and that they cost approximately \$200 each. If the library receives complaints from the public, it will reevaluate this decision.

The *Sentinel & Enterprise* and the Fitchburg Public Library are no longer supporting the microfilming of the newspaper. Previously, there was an arrangement with the Fitchburg Public Library to collect and send the newspapers to the microfilming company on a monthly basis. For a number of reasons this apparently ceased in January 2009. Gary Kendall has spoken with the microfilmer, who indicated that they would be willing to work out an agreement with the Leominster Public Library similar to the agreement they had with the Fitchburg Public Library. Mrs. Shelton feels strongly that if at all possible, the Leominster Library should take over the responsibility of preserving this portion of local history.

Mrs. Shelton updated the Board on the status of the designated donor signage. Eight donor signs have been received and mounted. Two of them have errors (at the point of printing) and replacement signs have been ordered at no cost to the library.

Mrs. Shelton read a note from Holly Anne Evans thanking the Trustees for gift plating a new book in honor of her volunteer service at the library.

The meeting adjourned at 6:25 p.m.

The next meeting is scheduled for Monday, July 13, 2009 at 5:00 p.m. in the library's historic conference room.

Respectfully submitted,

Meredith A. Foley
Recording Secretary