

Trustee Meeting Minutes
August 10, 2009

The August meeting of the Leominster Public Library Board of Trustees was called to order at 5:05 p.m. on Monday, August 10, 2009. In attendance were: Gilbert Tremblay, Chairman; Nancy Hicks; 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/JZ)

OLD BUSINESS:

Mrs. Shelton reported that a mobilization date for the remediation work to the library's walkways and ramps has not yet been finalized.

Due to a \$20,000 cut in the library's part-time personnel line-item, Mrs. Shelton and Mrs. Foley have been discussing various options for the reduction of library hours of service. Options being considered include a reduction in evening hours vs. morning hours, and the associated cost-savings. Mrs. Shelton distributed copies of a worksheet that explains a new Massachusetts library regulation, the Flexibility of Materials Expenditure Standard, which she thought should be considered when discussing the reduction of library hours. This regulation allows a library that exceeds the minimum hours open requirement for their population group, and meets the hours' requirement for the next larger population group, to expend less on library materials. For Leominster's population group this reduces the materials expenditure requirement from 13% to 12%, or \$149,000 to \$137,000. The Leominster Public Library's estimated FY10 state aid, as noted on the Dept. of Revenue Cherry Sheet, is \$48,686. The Board of Library Commissioners requires a library wishing to benefit from this new Flexibility of Materials Expenditure Standard to file an additional form when submitting their state aid report.

Mrs. Shelton indicated that several things actually helped the library this year: 1) the creation by the state of a new 50,000+ population group for the minimum hours of service requirement; 2) the materials expenditure requirement is now based on the municipal appropriation as of July 1st; and 3) the new Flexibility of Materials Expenditure Standard. With the creation of the group for the minimum hours of service requirement, the Leominster Public Library must now be open no less than 59 hours per week over a 6-day period. The library is currently open 68 hours per week, which meets minimum hours of service requirement for the 50,000+ population group. This will allow the library to expend 1% less on materials. Weighing the cost to keep the current hours of service, which is approximately an additional \$8,000, against the savings in materials expenditure, the Trustees felt strongly that it was in the best interest of the library to maintain its current hours of service and file for the Flexibility of Materials Expenditure Standard. In light of this, the Trustees directed Mrs. Shelton to maintain the current library hours, and revisit this once the city's free cash is certified.

Mrs. Foley received an in-person request from an official at I-C Federal Credit Union for the use of meeting space for a series of employee education and training seminars. Noting that the current meeting room policy addresses requests by non-profit organizations only, this request was brought to the Trustees for discussion. The written request indicated that they would like to hold twenty-five seminars over a seven-month period. Mrs. Shelton and Mrs. Foley discussed this request, and similar requests that may come from the business community, and

recommended that a possible location would be the Friends' Room on the 3rd floor. This room has a white board, seats approximately 10 – 12 comfortably, and is conducive to classroom learning. This room is not heavily booked during daytime hours. They also noted that both of the library's meeting rooms on the main floor see heavy use day and night. Mrs. Shelton indicated that the library's study rooms are often used by business people for one-two person meetings, interviews, or for business calls and paperwork. After a brief discussion, **a motion was made directing the administration to change the policy for usage of the Friends' Room to allow businesses to use it for internal training and staff development sessions.** (CM/RS)

Mrs. Shelton asked that the Board consider the possibility of extending borrowing privileges to children who live in Fitchburg but are school-choiced to Leominster schools. She noted that Fitchburg is paying to have these students schooled in Leominster. Mrs. Shelton indicated that she would contact Superintendent Binkley to find out how many Fitchburg students are in Leominster Schools. After a brief discussion, the Trustees indicated that they would take the request under advisement once they know the number of students involved. This will appear on the September agenda for discussion.

NEW BUSINESS:

Mrs. Shelton informed the Trustees that it is time to renew the library's membership in the North Central Massachusetts Chamber of Commerce. **A motion was made and unanimously approved to expend \$272 from Trust Funds for the library's membership in the North Central Massachusetts Chamber of Commerce for the upcoming year.** (NH/JZ)

ANNOUNCEMENTS:

The designated donor signs were replaced today, but Mrs. Shelton discovered that the font was the incorrect color. Advanced Signing returned to remove the signs once again. Mrs. Shelton spoke with the company's Vice-President to express her dissatisfaction due to repeated errors in the signs, and her lack of confidence in the company's quality control and its ability to do the larger dedication and donor plaques.

Mrs. Shelton asked the Trustees to mark the following dates on their calendars:

- Sunday, October 4th from 2:00 – 5:00 p.m. - 2nd Anniversary Celebration of the Dr. Martin T. Feldman Children's Room
- Sunday, October 24th at 2:00 p.m. – David Polansky will present a senior sing-along program, funded through the Nicholas and MaryLouise Despo Memorial Fund
- Sunday, November 15th at 2:00 p.m. – a mother and daughter classical concert with harp and violin, funded through a donation from the Lane Family

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

The meeting adjourned at 6:15 p.m.

Respectfully submitted,

Meredith A. Foley
Recording Secretary

