

Trustee Meeting Minutes
September 14, 2009

The September meeting of the Leominster Public Library Board of Trustees was called to order at 5:05 p.m. on Monday, September 14, 2009. In attendance were: Gilbert Tremblay, Chairman; Kathy 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. (CM/JZ)

Old Business:

Mrs. Shelton reported that the remediation work on the West Street entrance began last Tuesday. Shrubbery from the area was removed, inventoried, and is being temporarily housed at a near-by nursery. Mrs. Shelton noted that because of the change in grade and layout of the ramp, the front of the property near the flagpole may require a retaining wall, which was not originally anticipated.

The Pearl Street handrails will need to be nested in the cast concrete cap of the ramp's walls, and outside of the edge of the upper walkway in some locations, in order to provide the ADA required 48" width. Apparently, Beacon Architectural Associates relied on construction drawings rather than field measurements for the remediation design in this area.

Mrs. Shelton further noted that the smooth handrails required by ADA, may be an attractive nuisance once the skateboarders discover them.

Fontaine Brothers has assigned Mike Allen as the project's field supervisor, and Mark Hodecker as the carpentry foreman.

The first year report has been filed for the Gates Foundation Grant Project. Seven new computers were purchased, giving the library a total of five in the Children's Room, two in the Young Adult Center, and ten in the Adult Department. Computers in the Adult Department have been reoriented, so that all screens now face the Reference Desk. This new orientation and the elimination of privacy screens enables reference staff members to better manage the adult public computer area. The Children's Room public computers now have print management. Two public laser printers were added as part of this grant project, and all public use computers are now on FIOS. In the future, this will make it much easier and more economical for the library to add public computers.

The library V-LAN project is mostly complete. Still to be completed is moving the Library building systems from C/WMARS IP addresses to City IP addresses. The library's security system and its HVAC system will require coordination with a third-party vendor to make the change-over. Mrs. Shelton thanked Head of Adult Services Edward Bergman for coordinating this project. The Board asked that Mrs. Shelton extend their thanks and appreciation to Edward.

New Business:

The Leominster Art Association has asked to hold their 3rd Annual Art Show and John DeLibero Scholarship fundraiser at the library on Saturday, November 7th and Sunday, November 8th. The art show would be held in the Community Room with some artist demonstrations held in the main hallway. It was noted in the minutes of September 8, 2008, "They were allowed to hold this function at the library last fall, with the understanding that any future events of this type would have to be approved by the Board of Trustees. Mrs. Shelton noted that the event last year went very smoothly and brought many people into the library for the first time." Mrs. Shelton also noted that the Art Association made a \$600 donation to the library last year for an art program and the purchase of art-related materials. **A motion was made and unanimously approved to allow the Leominster Art Association to hold their 3rd Annual Art Show and John DeLibero Scholarship fundraiser at the library on Saturday, November 7th and Sunday, November 8, 2009.** (JZ/KRD)

Mrs. Shelton informed the Board that she has received the renewal notice for the library's Fine Arts Insurance in the amount of \$471.00. **A motion was made and unanimously approved to renew the library's Fine Arts Insurance in the amount of \$471.00.** (CM/KRD)

Mrs. Foley proposed the following holiday schedule through the end of 2009:

Thanksgiving: Close at 5 pm on Wednesday, November 25th and reopen at 9 am on Friday, November 27th.

Christmas: Close at noon on Thursday, December 24th and reopen at 1 pm on Sunday, December 27th.

New Years: Close at 5 pm on Thursday, December 31st and reopen at 9 am on Saturday, January 2, 2010.

A motion was made and unanimously approved to accept the proposed holiday schedule through the end of 2009 as presented. (CM/KRD)

Announcements:

Mrs. Shelton informed the Board that the wording of the Regulations for Meeting Room Use regarding Non-Leominster organizations has been updated based on the vote taken at the last meeting. She read the insertion, and a **motion was made and unanimously approved to accept the additional wording regarding Non-Leominster organizations in the Regulations for Meeting Room Use.** (JZ/NH)

Mrs. Shelton will follow-up with the Superintendent of Schools regarding the number of students who are Fitchburg residents that have school choiced into the Leominster School System.

The library's 3-year cleaning contract is about to expire and has gone out to bid again through the City's Purchasing Department.

The library has just purchased a "People Counter" through private funds, so that we may better document the number of people visiting the library.

The Johnny Appleseed Festival was a bit less stressful on the library and the staff this year. Mrs. Shelton attributed this to fewer people attending the event due to the weather, and the front entrance of the library being closed due to construction. It was noted that a festival participant, located in front of the library, filled a 500 gallon dunk-tank from a hose attached to the library's faucet without the library's permission, and the people who had been dunked came into the library dripping wet to change their clothes. More significantly, Mrs. Shelton reported that, like last year, the public ladies' room was defaced, and required the library's maintenance employee, who had already worked a good portion of the day, to return on Saturday evening to unclog backed-up toilets, clean-up feces smeared on walls and the floor, in order to make the restroom usable for Sunday. The Board asked Mrs. Shelton to notify the event's coordinator of this matter, and noted that they will discuss the library's hours of service and the restroom situation prior to next year's event.

Mrs. Shelton distributed the FY'09 Trust Fund year-end report.

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

The meeting adjourned at 6:40 p.m.

Respectfully submitted,

Meredith A. Foley
Recording Secretary