

Trustee Meeting Minutes
December 14, 2009

The December meeting of the Leominster Public Library Board of Trustees was called to order at 5:05 p.m. on Monday, December 14, 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.

Prior to addressing the items on the agenda, Chairman Tremblay presented Mrs. Shelton with a gift given personally from the members of the Board of Trustees. The gift of a plaque, which matches those for the designated gift areas in the library, will be mounted on the wall behind the first floor circulation desk. The plaque reads:

Circulation Desk
Gift in Honor of
Susan Theriault Shelton
whose foresight and perseverance
made this dream a reality
by
The Leominster Public Library
Board of Trustees

The minutes of the previous meeting were approved with minor grammatical and spelling corrections. (JZ/RS)

OLD BUSINESS:

Mrs. Shelton brought the Board up-to-date on the final aspects of the remediation project.

- Jeffrey Dougan from the MA Office on Disability, along with Marty and Gail Turbide of the Leominster Disability Commission, inspected and surveyed certain work completed at the library. This primarily involved inspection of the remediation work recently done to the walkways and ramps, but also included smaller concerns noted in a letter from the MA Office on Disability dated May 14, 2007.
- Smaller concerns noted in the aforementioned letter were either addressed prior to the opening of the library or soon thereafter.
- In attendance at this review was Building Inspector Edward Cataldo, Project Manager Michael Mullaney, Library Director Susan Shelton, and Library Maintenance staff person Alby Donaldson.
- The library received letters from the MA Office on Disability (11/12/09) and the Leominster Disability Commission (11/10/09) stating that all concerns raised in the May 14, 2007 letter were addressed satisfactorily, and that the work complied with the regulations of the MA Architectural Access Board and/or the Americans-With-Disabilities Act Architectural Design Standards.

- Beacon's reimbursement to the City in the amount of \$59,285.00 was received on Monday, December 7, 2009.
- The Building Committee is scheduled to meet on Thursday, December 17, 2009 at 5:00 p.m.
- The final certified requisition from Fontaine has been received, and will be voted on Thursday evening, along with final invoices from Yankee Engineering for required testing, and an invoice from McKenzie Engineering for Project Management.
- Copies of the construction affidavits, including Form 116 Certification – Architectural; Form 116 Certification – Structural; Form 116 Certification-MEP/FP; and Civil Certification were received today. Originals were sent to Building Inspector Edward Cataldo.
- Still need to receive final occupancy permit, close-out project budget, and complete reports to MA Board of Library Commissioners.

Mrs. Shelton reported on the status of the Grant Resource Network- Leominster. The launch of Grant Resource Network, on November 18, 2009, was attended by approximately 40 individuals representing a wide-variety of non-profits in the North Central MA area. Susan Shelton, Marta Moore from Associated Grant Makers, and Phil Grzewinski, President of the Community Foundation of North Central MA spoke at the event.

The 40 person limit has been reached for the upcoming grant training sessions scheduled for January, February, and March. There are 13 people currently on the waiting list.

An article about Grant Resource Network-Leominster appeared in the Sunday, December 6, 2009 issue of the *Sentinel and Enterprise*.

Edward Bergman and Susan Shelton are currently working on a proposal to become a Cooperating Collection of the Foundation Center. If accepted, this will provide additional resources to the library's Grant Resource Network.

Mrs. Shelton distributed and reviewed the library's FY'10 Summary Budget.

Mrs. Shelton provided statistics collected from the people counters, which were installed inside the Pearl Street and West Street entrances in early fall. From the beginning of October through the middle of December the traffic in the library averaged 90 to 100 visitors per hour, or an average of 6,500 visitors per week.

The Board inquired about the new cleaning company, and how it was working out. Mrs. Shelton reported that after a bit of a shaky start, the two women who clean the building are doing a good job. Mrs. Foley tries to check daily and a log is kept. Mrs. Shelton communicates regularly with the cleaning company's supervisor.

Mrs. Foley brought several Meeting Room Use Approval Form requests before the Board for their information and/or approval. The Leominster-Fitchburg Tea Party Movement application was presented for informational purposes and discussion. Mrs. Shelton provided some background information on the Tea Party Movement.

An application by the mother of the 11 year-old president of the Leominster youth yo-yo club was presented and discussed. Although the mother would be in attendance at all meetings, the Board denied meeting room use citing the potential for damage and personal injury.

It was noted that the library is receiving an increasing number of requests for meeting space from both profit and non-profit organizations that are based outside of our immediate geographical area. Additionally, a number of state agencies have begun to regularly request use of the library's rooms to hold area public meetings.

Mrs. Foley asked that three minor changes be made in the Regulations for Meeting Room Use. After a brief discussion, the following changes were made:

- The word "non-profit" should be in bold throughout the document.
- **Change:** There may be no fees, admission charges, collections, tuitions, sales, solicitations, or other fundraising activities for whatever purpose.
TO: No fees, admission charges, collections, tuitions, sales, solicitations, stipends, or other fundraising activities are allowed.
- **Change:** No food or beverages may be served or consumed in the library meetings rooms, without prior approval from library administration.
TO: No food or beverages may be served or consumed in the library meeting rooms.

A motion was made and unanimously approved to amend the Regulations for Meeting Room Use as noted above. (RS/CM)

NEW BUSINESS:

Mrs. Shelton informed the Board that the library is beginning the long-range planning process that will help with future budget planning, and is a requirement to receive Library Service and Technology Act grants. Mrs. Shelton will be meeting with directors from Shrewsbury, Groton, Bellingham, Princeton, Westford, and Lunenburg who are also going through the process to share ideas.

ANNOUNCEMENTS:

The Leominster Public Library received its FY10 certification under the State Aid to Public Libraries Program from the MA Board of Library Commissioners. It also received notification of its FY10 state aid award in the estimated amount of \$47,488.00. Fifty percent of this state aid award should be received shortly, with the remaining 50% sent during the last quarter of the fiscal year. Library state aid has been reduced approximately 30% over the past several fiscal years. Susan plans to send a letter to the City Council soon requesting a transfer of state aid money into the library's materials budget. She reminded the Trustees that state aid is a necessary component in the library's

ability to meet its materials expenditure requirement for receipt of state aid the following fiscal year.

Mrs. Foley mentioned that the Friends of the Library will be holding a December Vacation Book Sale in the library on December 28, 29, & 30 from 10 a.m. to noon and 6-8 pm. Also, the January "First Saturday" Book Sale will be held on the second Saturday, January 9th due to the New Year's holiday.

The next meeting is scheduled for Monday, January 11, 2010 at 5:00 p.m. in the library's historic conference room.

The meeting adjourned at 6:45 p.m.

Respectfully submitted,

Meredith A. Foley
Recording Secretary