

Trustee Meeting Minutes
February 9, 2009

The February meeting of the Leominster Public Library Board of Trustees was called to order at 5:05 p.m. on Monday, February 9, 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. (KR/CM)

OLD BUSINESS:

The Building Committee met on January 26, 2009 to approve payment of Fontaine's requisition #31, invoices from McKenzie Engineering, and an invoice from Kopelman and Paige for legal services. Legal services were required for the donation of a small parcel of land from Joseph Fraticelli, and a negotiated settlement agreement with Beacon Architectural Associates. This settlement agreement, when finalized, will release the City from any outstanding charges associated with architectural change orders, require Beacon Architectural Associates to reimburse the City for their portion of the hard costs associated with the reconstruction of the West Street walkways and ramp, provide construction administration for this reconstruction, and submit outstanding construction control affidavits. The Building Committee has submitted an appropriation request to the Mayor and City Council for \$85,000, including nearly \$60,000 for Beacon's portion of the reconstruction and the associated soft costs for this project – legal and project management fees. Overall hard costs for the reconstruction will be shared 60% and 40% by the architect and general contractor respectively. The first reading of this appropriation request will come before the City Council this evening.

Some minor interior issues brought up by the Disability Commission were addressed before or shortly after the library opened in June 2007.

Punch list work is almost complete.

Ostrow has installed supplemental heating in the first floor ladies room, and we are waiting for one more fan coil to be repaired, which will close-out the HV/AC portion of the punch list.

Nancy Hicks, Carol Millette, Jeanne Zephir, and Susan Shelton have been working on the donor signage for the building. With the assistance of Lucas Stefura (now Stefura Associates), they chose a clear glass sign with stainless steel rosettes and graphite grey lettering applied to the back of the glass. Unfortunately, it was discovered that the lettering shadowed in several key location. They are now looking at possible solutions to this problem. Once this issue has been resolved, the designated donor signage will be ordered. All signage for the building is being paid for through private donations.

Mrs. Shelton reported on the Gates Foundation Grant. She indicated that there has been a substantial amount of paperwork required for this grant. However, all required documents have been submitted to the Foundation for the 2009 funding. This is the first of a two-year grant award received by the library. The first year of the grant is 75% funding from the Gates Foundation, with a 25% match from private funding. The library has already raised the 25% private funding match required for this year. The first round of funding should enable the library to add a minimum of 6-8 new public Internet computers. Mrs. Shelton is looking into Comcast or Verizon to provide the library's public Internet access rather than C/WMARS, the library's current provider. An outside provider would allow for more growth of public access computers for less money than C//WMARS. Hopefully the first phase of this project will be completed sometime this summer.

NEW BUSINESS:

Mayor Mazzarella has asked for departments to develop zero-based budgets for FY10, which will be due by the end of March. He did not ask for a specific percentage cut during the discussion at the department heads' meeting, but asked that department heads look carefully to see if there were areas within their budgets where reductions could be made.

Mrs. Shelton informed the Board that the library has formed a partnership with SCORE – Councilors to America's Small Businesses. Mrs. Shelton and Head of Adult Services Edward Bergman have been meeting with representatives from SCORE to plan several seminars to be held at the library in April. One of the topics will focus on "Surviving during tough economic times." The library is also working with the City of Leominster's Small Business Coordinator Sandie Chacon on the development of this program.

ANNOUNCEMENTS:

The Leominster Public Schools will be holding their incoming Kindergarten Student Assessments at the library in April. Meredith Foley has been working with Sandy Gelinis to facilitate use of the library's meeting space for these assessments.

The meeting adjourned at 6:15 p.m.

The next meeting is scheduled for Monday, March 9, 2009 at 5 p.m. in the library's historic conference room.

Respectfully submitted,

Meredith A. Foley
Recording Secretary