

Trustee Meeting Minutes
July 13, 2009

The July meeting of the Leominster Public Library Board of Trustees was called to order at 5:02 p.m. on Monday, July 13, 2009.

In attendance were: Gilbert Tremblay, Chairman; Kathleen Reynolds Daigneault; Nancy Hicks; Carol Millette; Robert Salvatore; Assistant Director Meredith Foley, and Director Susan Theriault Shelton.

Absent: Jeanne Zephir

The minutes of the previous meeting were approved as submitted (CM/ NH)

OLD BUSINESS:

Project Change Order #94 Supplemental Instruction SI #14 Ramps and Railing has been finalized. We are still waiting for Fontaine to schedule a pre-construction meeting and to mobilize. Fontaine would like to have Mark Hodecker, who was the field supervisor during the finishing stages of the project, come back for this remediation work. He is currently finishing up another project.

Susan Shelton and Alby Donaldson met with Paul McCracken to discuss how trees could be protected during reconstruction of walkways and ramps.

Mike Mullaney and Fontaine have been notified as to when Susan Shelton will be on vacation – weeks of July 20th and August 17th.

The \$10,000 transfer request from personnel to operating for a new copier was approved by the City Council on June 22nd. This money was carried over to FY10, and a new copier will be ordered in the next several weeks.

Also carried over from FY09 to FY10 was \$5,022.64 for lights (called National Grid for amount, since bill was not received in time for clean-up warrant), and \$105.00 for gas (estimate based on previous bill).

The library turned back to the City \$12,338.58 in personnel (due to lower than projected costs for Sunday hours of service and a part-time vacancy), and 11 cents in operating.

The FY'10 Budget was passed by City Council as presented by Mayor. Cuts recommended by library and accepted by Mayor were as follows and represent an overall 5.6% cut from FY09:

Operating budget

\$10,000 lights
\$ 350 repair of equipment
\$ 200 unclassified
\$ 200 telephone
\$ 500 postage

\$ 100 postage machine rental
\$ 1,000 printing and binding
\$27,000 books
\$ 400 historical collection
\$ 500 professional development

Increases: \$300 office equipment and \$200 water

Overall reduction in operating budget \$39,750 or 12.1%

Personnel budget

No step increases
\$20,000 cut in part-time line-item
\$ 8,400 cut in Sunday hours of service

Increases: \$644.00 longevity

Overall reduction in operating budget \$27,756 or 3.1%

Mrs. Shelton announced that she does not have a recommendation at this time regarding the cut in library hours. A recommendation will be made at the August meeting.

Mrs. Foley informed the Board that the library had received a meeting room use request from the Fitchburg Youth Soccer Association to use a meeting room the third Monday of every month. Mrs. Foley checked their website and found that of the four officers and four managers, only one (1) manager is a Leominster resident. They were approved to use our meeting rooms, but were told that "we are experiencing a great demand for meeting space, and find it necessary to limit non-Leominster based organizations to one booking at a time." After a brief discussion the board reaffirmed the Meeting Room Policy which states that Leominster-based organizations will have preference, before non-Leominster based groups and organizations.

Mrs. Shelton distributed copies of the proposed Leominster Public Library Programming Policy. Once again, Mrs. Shelton thanked Edward Bergman and Meredith Foley for their work on this draft policy. This policy has been developed in response to the many requests the library has received, particularly since opening the new building, from individuals who have asked to present programs in the library with the primary intent of promoting their particular business. The Board reviewed the policy and made a small amendment to it. **A motion was made and unanimously approved to accept the proposed Leominster Public Library Programming Policy as amended.** (NH/RS)

Mrs. Shelton gave an update on the status of the Gates Foundation Grant

- 1st year grant of \$7,800 was received
- Seven (7) Dell computers and two (2) laser printers were ordered and received through Nelinet for this project. Nelinet, in consultation with the Gate Foundation, developed the specifications for the systems.
- A balance of \$159.00 from the 1st year grant has been deposited in the library's gifts and donations account.
- Deployment of the computers will take place once the Verizon FIOS line has been activated. Anticipated date for activation is July 23, 2009.
- Five (5) computers will be deployed in the Children's Room and two (2) in the Teen Center.
- The two (2) older Gates computers located in the Children's Room, and the one (1) older Gates computer located in the Teen Center will be relocated to the adult department during the 2nd phase of the computer deployment project.
- The deadline for reporting to the Gates Foundation on the public computers added through the 1st year of grant funding is September 15th.

NEW BUSINESS:

Mrs. Shelton brought a request to the Board for the library to accept a donation of an early Louis Charpentier carving. After careful consideration, the Board decided that the library is unable to accept this donation. It noted that the library currently owns four carvings given by the artist. Mrs. Shelton will notify the donor.

Mrs. Shelton updated the Board on the status of the Grant Resource Network Project.

- The grant proposal in the amount of \$6,245.00, submitted to the Community Foundation of North Central MA, for the establishment of a Grant Resource Center at the Leominster Public Library was approved in June.
- Funds will be managed by the library's partnering organization Associated Grant Makers.
- Library will receive Foundation Center's National database, and the Associated Grant Makers Database. The Library purchased a computer that will be dedicated for the purposes of the Grant Resource Center several months ago.
- Library staff and volunteers will attend train-the-trainer sessions: Intro to Grant Research – October 21st; In-depth Database Training – October 26th; Grants Writing – November 4th
- Reception for public launch of Grant Resource Center – Wednesday, November 18th at 8:00 a.m.
- Non-profit training: Intro to Grant Research 01/3/10 with snow date of 01/20/10; In-depth Database Training 02/10/10 with snow date of 02/24/10; Intro to Grants Writing 03/10/10 with snow date of 3/17/10. All training will be from 8:00 to 10:00 a.m. These training sessions will be repeated in September, October, and November of 2010.

Mrs. Shelton informed the Board that the library's Cormier Center for Young Adults has a Facebook page that is used to promote the Center and young adult reading. She noted that there was an article that appeared on the front page of today's *Sentinel & Enterprise*, which focused on social networking by teens and included interviews with staff and teens in the library. Mrs. Shelton noted that the library is investigating Twitter, and its value in prompting the library's programs and services.

ANNOUNCEMENTS:

Meredith Foley has been called for federal district court jury duty in Worcester. The time span indicated is Tuesday, September 8th through Friday, October 30th. This is a busy time of year for the library, and we are not sure how the library will be impacted. There was no option for rescheduling the jury duty.

The next meeting is scheduled for Monday, August 10, 2009 at 5:00 p.m. in the library's historic conference room.

The meeting adjourned at 6:20 p.m.

Respectfully submitted,

Meredith A. Foley
Recording Secretary