

Trustee Meeting Minutes  
December 13, 2010

The December meeting of the Leominster Public Library Board of Trustees was called to order at 5:07 p.m. on Monday, December 13, 2010.

In attendance were: Gilbert Tremblay, Chairman; Kathleen Reynolds Daigneault, Carol Millette; Nancy Hicks; Robert Salvatore; Jeanne Zephir; Assistant Director Meredith Foley; and Director Susan Theriault Shelton. Also in attendance for a portion of the meeting was Ellen Madigan Pratt, Reference & Instructional Services Librarian at Mt. Wachusett Community College.

The minutes of the previous meeting were approved as submitted. CM/GT

Old Business:

Mrs. Shelton asked that the Reciprocal Borrowing Policy – Request be considered first on the agenda as Ms. Pratt was in attendance. The Board agreed.

Mrs. Shelton informed the Board that there was an apparent misunderstanding of the Trustees' meeting time in November, and Ms. Pratt and another member of the MWCC LaChance Library staff arrived for what they believed to be an 8 p.m. meeting. Mrs. Shelton arranged a meeting on December 2<sup>nd</sup> with MWCC representatives Linda Oldach, LaChance Library Director; Ellen Madigan Pratt, Reference & Instructional Services Librarian; Melissa McCulley, Circulation & Interlibrary Loan Librarian; and Leominster Public Library staff Nancy Tourigny, Circulation Supervisor; Ann Finch, Special Services Coordinator; Edward Bergman, Head of Adult Services; Meredith Foley, Assistant Director; and Susan Shelton, Director. Mrs. Shelton reported that this was a very informative meeting as the Leominster Library staff was able to better understand MWCC's perspective on network transfers. Mrs. Shelton noted that she had first met Ms. Pratt a couple of summers ago and that Ms. Pratt mentioned she had seen many Mount students studying at the library. That meeting led to an informal partnership of the two libraries to determine how they could best serve the MWCC students who regularly use the Leominster Public Library. Mrs. Shelton then outlined several points that were discussed at the December 2<sup>nd</sup> meeting, including:

- MWCC views academic cards as “home” library cards, and therefore the cards fall under a different umbrella.
- Patrons can not choose the lending library for network transfers.
- Not every public library feels that residence of the patron trumps the privileges of an academic card.
- MWCC staff are looking to best serve ALL students.
- MWCC is a separate library card and active student status is checked two times per month. Grades, registration, diplomas, and transcripts are held if there are *any* outstanding library materials or fines. Cards expire at the end of each semester.
- MWCC uses the parameters for public library cards when registering a public patron.
- Students who come to LPL for tours and library instruction find the policy confusing.
- The C/WMARS policy of public vs. academic library cards is confusing.

Among other questions, Ms Pratt was asked how many staff and students there are at the Mount (6,700), and how many of those are Fitchburg residents (15% or about 900). Ms. Pratt noted that many of the college students are not necessarily public library users before becoming students, and therefore do not have a public library card. An informative dialogue between the Trustees and Ms. Pratt continued for nearly an hour and a half; at which time the following motion was made: **For the purpose of network transfers, the Leominster Public Library will consider academic library cards within the C/WMARS network to be “home” library cards.** (KRD/RS) **The motion carried 5 to 1.**

**A motion was made and unanimously approved to review the policy of providing network transfers on academic cards within the C/WMARS network in 6 months, and again in 1 year.** (KRD/ JZ)

Ms. Pratt thanked the Trustees for their thoughtful discussion and decision.

The new microfilm reader/printer is scheduled to be installed this Wednesday. Staff will be trained on its use before it is made available to the public.

The C/WMARS disconnect problem seems better. There are still wireless problems. It was finally determined that this could be because the current wireless router and connection are inadequate to meet the demand. Mrs. Shelton is in the process of looking into the establishment of a better wireless network for the building.

Mayor Mazzarella is having department heads attend regularly scheduled meetings with a management consultant to work on a performance management system.

The library's dedication sign was installed outside of the Community Room on November 16<sup>th</sup>. However, during installation one of the two donor signs was broken. A new sign has been ordered at no expense to the library, and it was decided to hold off installing the other donor sign until the new one is received. It is expected that the donor signs will be installed before Christmas. In a related topic, Nancy Hicks and Carol Millette are still working on the donor book and signage for the library's art work.

After the holidays, the library will embark on two new projects – 1) the staff will be trained to better assist patrons in downloading e-books to e-book readers, and 2) the technical services department will be spearheading a shelf-reading and cleaning project.

Mrs. Shelton noted that the library's programs have been very well attended. The Ragtime program featuring Virginia Eskin drew over 250 people and the Hot Fugue Sunday program drew 80 people.

Mrs. Shelton asked that the Quarterly Library Report be tabled once again. The Board agreed.

New Business:

None

Announcements:

Mrs. Shelton will email the 2011 meeting dates to the Board.

The library has received an anonymous donation for Christmas lights for the lamp posts and spruce tree.

Conflict of Interest forms are due to Mrs. Shelton by December 15<sup>th</sup>.

Carol Millette asked that Nancy Tourigny be formally thanked by the Board for the outstanding job of coordinating the staff/Trustee Christmas party.

With the passing of Dr. Robert Rossi, Mrs. Shelton will contact his family regarding the disposition of the Charles Curtis Allen pencil drawing, which has been on permanent loan to the library from Dr. Rossi.

The next meeting is scheduled for Monday, January 10, 2011 at 5:00 p.m. in the library's historic conference room.

The meeting adjourned at 7:15 p.m.

Respectfully submitted,

Meredith A. Foley  
Recording Secretary