

Trustee Meeting Minutes
August 8, 2010

The August meeting of the Leominster Public Library Board of Trustees was called to order at 5:05 p.m. on Monday, August 8, 2010 by Vice-Chairman Carol Millette.

In attendance were: Carol Millette, Vice-Chairman; Kathy Reynolds Daigneault; Nancy Hicks; Robert Salvatore; Jeanne Zephir; Assistant Director Meredith Foley; and Director Susan Theriault Shelton.

Absent: Gilbert Tremblay, Chairman.

There was no July meeting due to the lack of a quorum and the absence of Director Susan Shelton due to illness.

The minutes of the June meeting were approved as amended. (KD/RS)

OLD BUSINESS:

Mrs. Shelton reported that the library returned \$2.40 in payroll and \$3.39 in operating money to the City from its FY10 budget. She also noted that the balance sheet for year-ending June 30, 2010, which was included in the packets mailed for the July meeting, has not yet been reconciled with City Hall.

The City Council approved the library's level-funded FY11 budget as submitted, which included the \$8,000.00 supplemental appropriation received in February 2010 to maintain the library's current hours of service. This was approved as part of the entire City budget at the Council meeting on Monday, June 28th. At the same meeting, the City Council voted against the proposed salary freeze for non-unionized employees. This represents an additional \$8,906.00 for the library, which is not currently in the budget. It will be discussed at a subsequent department heads' meeting as to how these increases will be funded.

The library anticipates an additional 4% reduction in state aid for FY11, which represents an overall 38% cut from FY09. Based on the approved budget and the library's current hours of service, it must expend 12% or \$138,590 on library materials in FY11. The City appropriated \$74,800.00 for materials, leaving a balance of \$64,790.00 to be paid for from other sources. According to the Department of Revenue's FY11 Cherry Sheet figures, the library's direct state aid will be \$45,255.00 this fiscal year, leaving a balance of \$19,535.00 to be covered by gifts and donations and the library's small state aid reserve fund.

The library celebrated the Centennial of the Carnegie Building at the City-wide Summer Stroll on June 26th from 1-5 p.m. with the following events:

A library banner, "Free to the People Since 1910," which was decorated during a children's program, was carried in the parade by three children.

Wheelmen on old-fashioned bicycles rode in the parade along with their classic car, and did demonstrations – including letting several people try riding the bikes – for the remainder of the afternoon.

Teen Sumo Wrestling was a big hit, and much enjoyed by young and old alike.

Old-fashion children's games and silhouette making were held in meeting room and were very popular.

The Beantown Jumpers – double Dutch jump rope – performance/demonstration was held later in the afternoon and did not get as much visibility as we had hoped. It was hot, and the jumpers wanted to perform in the shade, which meant they were further up Park Street and away from the main area of activity.

The library served free popcorn and lemonade throughout the afternoon, and gave out approximately 400 cups of lemonade.

The library also raffled off an IPOD Nano for teens and a set of Lincoln Log for kids.

Due to the popularity of the library's Centennial Historical Exhibit, it will be kept up longer than the planned date of the end of August. It will be kept up until the end of the year, assuming that a scheduled photo exhibit originally planned for fall will indeed be postponed until spring 2011. However, Colonial Band items borrowed from the Bisceglia family for the exhibit may need to be returned before the end of the year.

Susan Shelton is currently working on finalizing details for the last Centennial Celebration program – a ragtime concert on Sunday, November 14th at 2:00 p.m. featuring internationally renowned pianist Virginia Eskin. This concert will also recognize several other milestone celebrations including the Colonial Band's centennial and Louie Charpentier's 100th birthday.

Susan Shelton has been asked to speak about the library, its centennial celebration, and its relationship with the Colonial Band before tomorrow night's band concert at Carter Park.

Full-size mock-ups of the library dedication and donor signs were reviewed by Nancy Hicks, Carol Millette, and Susan Shelton on June 30th and July 19th. Corrections were made on the dedication and major donor signs, and returned to SignWorks for revision. A re-formatted Patron/In Memoriam/In Honor sign was also sent to SignWorks. Electronic copies of the corrected and re-formatted signs were received today, with full-size mock-ups due later in the week. These will need to be reviewed again before the library gives the approval to have the signs sent for production.

Susan Shelton, Diane Sanabria, Edward Bergman, as well as Dave Chester and Chet Carter from the Historical Commission, met with representatives from Donnegan Systems, Inc. on Tuesday, July 20th to view a demonstration of a Canon MS800 Microfilm Scanner. This microfilm scanner will be used primarily for viewing microfilm, held by the library, of the *Sentinel and Enterprise* and the *Leominster Enterprise* from today back to the late 1800's. The cost of this machine is \$10,082.00. However, an associated PC will also need to be purchased separately to complete the set-up of this system. This piece of equipment is being paid for completely with private donations, including one from the Leominster Historical Commission.

Edward Bergman and Susan Shelton are currently working on the Year 2 requirements of the Gates Foundation Grant. Two (2) public access computers will be added to the adult department, bringing the total of public access computers in this area to twelve (12). Additionally, the library will replace the ten (10) existing adult public access computers, purchased years ago through another Gates Foundation grant, with new systems and upgraded software. This project is being paid for through a Gates Foundation Grant and private donations.

The library has received a \$2,000.00 donation from the Acadian Cultural Society. The organization is closing after 25 years. This donation is designated for the purchase of circulating Acadian materials. Titles selected to be purchased from this donation will be chosen by the library's Historical and Genealogical Services Coordinator Jeannine Levesque. A thank you letter for this donation was sent by Chairman Gilbert Tremblay on July 12, 2010.

Mrs. Shelton asked that the Library's Year-End Usage Report be tabled until the September meeting to enable her to work with designated staff to reformat the report to be more inclusive.

Mrs. Shelton informed the Board that it is time to renew the library's membership in the North Central Massachusetts Chamber of Commerce. **A motion was made and unanimously approved to expend \$272 from Trust Funds for the library's membership in the North Central Massachusetts Chamber of Commerce for the upcoming year.** (KD/NH)

Anticipating the renewal notice any day for the library's Fine Arts insurance policy, which will most likely be due before the next Trustee meeting, Mrs. Shelton requested that the Board approve its renewal. **A motion was made and unanimously approved to expend up to \$500 to renew the library's Fine Arts insurance policy.** (JZ/KD)

Meredith Foley proposed the following Holiday Hours through the end of this calendar year:

Thanksgiving

Close at 5 p.m. on Wednesday, November 24th and reopen at 9 a.m. Friday, November 26, 2010.

Mrs. Foley reminded the Board that City Ordinance dictates that a holiday falling on Saturday will be observed on Friday.

Christmas

Close at 9 p.m. (regular time) Thursday, December 23rd. Closed Friday, December 24th and Saturday, December 25th, and reopen at 1 p.m. on Sunday, December 26th.

New Year's

Close at 9 p.m. (regular time) Thursday, December 30th. Closed Friday, December 31st and Saturday, January 1, 2011, and reopen at 1 p.m. Sunday, January 2nd

A motion was made and unanimously approved to accept the holiday hours through the end of this calendar year as proposed. (KD/ JZ)

Announcements

Mrs. Shelton read an email from library patron Tom Moser, complimenting the library staff in general, and Nancy Tourigny, Sue Mayhew, Beth DuPuis, and Ann Finch in particular, for the high quality of library service.

Mrs. Foley informed the Board that the library will be participating in Ladies Night Out on August 19th, and Kids' Day on August 28th.

Mrs. Shelton informed the Board that all of the carpets except the second floor were recently cleaned, and all the windows in the building were washed inside and out.

The next meeting is scheduled for Monday, September 13, 2010 at 5:00 p.m. in the library's historic conference room.

The meeting adjourned at 5:55 pm.

Respectfully submitted,

Meredith A. Foley
Recording Secretary