

Trustee Meeting Minutes  
October 12, 2010

The October meeting of the Leominster Public Library Board of Trustees was called to order at 5:05 p.m. on Tuesday, October 12, 2010. In attendance were: Chairman Gilbert Tremblay, Kathleen Reynolds Daigneault, Nancy Hicks, Carol Millette, Jeanne Zephir, and Director Susan Theriault Shelton. Absent: Assistant Director Meredith Foley and Robert Salvatore.

The minutes of the September meeting were approved with minor grammatical corrections. (GT/CM)

OLD BUSINESS:

Mrs. Shelton gave updates on the following projects:

Gates Foundation Grant and public computer project:

The twelve new computers were deployed last week, but there are still some minor adjustments to be made. The only remaining obligation for the fulfillment of Year Two of the grant requirements will be the completion of a national survey due on November 5th. Any additional costs for this project will be paid for by private money.

Computer Program Problem

The staff computers at the service desks have been experiencing intermittent disconnect problems, which began in the late winter/early spring. In February, C/WMARS switched the library's connection to the network from frame relay with Verizon to cable with Comcast. This was done in an effort to increase bandwidth and decrease telecommunications costs. Since these disconnect problems were erratic, it was not until late May/early June that it became evident there was a problem. Starting in June, the staff began listing the dates and times the systems went down. C/WMARS was contacted with this information, and they installed a new router in August. However, the new router did not resolve the disconnect issue, and Mrs. Shelton and Edward Bergman are continuing to work with the C/WMARS staff to rectify this problem as soon as possible.

Microfilm Reader/Scanner

The Historical Commission has generously agreed to donate \$5,000 towards the purchase of the new microfilm reader/scanner. The total cost for this new machine is \$9,682.00, which includes a one year annual maintenance agreement. The balance will be paid for through other private donations. The machine has been delivered, and following installation and staff training it will be available to the public using the time and print management software already utilized for public computer s.

### Donor Recognition Plaques

The requested revisions to the dedication and donor recognition plaques have been received, and will be reviewed by Mrs. Shelton, Carol Millette, and Nancy Hicks this week. If all changes have been completed, the plaques will be ordered. It is hoped the signage will be installed by the end of the year.

### Programs:

The 4<sup>th</sup> Annual Dr. Martin T. Feldman Children's Celebration was held on Sunday, October 3<sup>rd</sup>. Attendance was estimated between four and five hundred people, including many members of the Feldman family. Appreciation from the Board of Trustees was expressed to the many members of the library staff who participated in this event, many of them baking cookies. A special thank you from the Trustees will be sent to Sarah Chapdelaine, the library staff member who co-coordinated all the performers and craft projects for the event. Mrs. Shelton will be sending a note of appreciation to the Feldman family for once again providing the funds for this community event.

Reminders about upcoming program were given by Mrs. Shelton:

- Sunday, October 17<sup>th</sup> – *Love Letters*, a play by A.R. Gurney
- Sunday, October 24<sup>th</sup> – *The Three Swinging' Tenors*, a Despo Memorial Concert
- Monday, October 25<sup>th</sup> – Book Talk and Signing by Mark Bodanza
- Wednesday, November 17<sup>th</sup> – *We're Talking Ragtime*, a musical performance featuring piano virtuoso Virginia Eskin. This is the last of the library's centennial programs. This event will include recognition of the Leominster Colonial Band's centennial, a rousing 100<sup>th</sup> Happy Birthday to Louis Charpentier, and a drawing for four donated tickets to the Boston Pops Christmas Concert
- Monday, November 18<sup>th</sup> – Van Gogh's *Starry Night*, a free demonstration and hands-on workshop
- Sunday, December 12<sup>th</sup> – The Montachusett Chorale's *Hot Fugue Sundae's Winter Wonderland* concert

### Score Partnership

Mrs. Shelton announced that the library will once again partner with SCORE (Counselors to America's Small Business) and the City of Leominster's Office of Small Business Development to present a program entitled "What Does It Take to Succeed in Business." The program will be held on the evenings of November 10<sup>th</sup> and 17<sup>th</sup>. Topics presented in this program will include: the business plan, marketing, cash flow, bank requirements, legal entity structures, and E-commerce.

Open Meeting Law:

The information about the new open meeting law requirements was distributed at the September 13<sup>th</sup> meeting, and Board of Trustee members were asked to review it for discussion at tonight's meeting. It was noted that the most significant change for the library is the amount of lead time for posting meeting agendas.

NEW BUSINESS:

FY11 State Aid

Due to a clerical error in transferring numbers from the previous year's application, it was discovered by Mrs. Shelton that the FY08 TAMI (Total Appropriated Municipal Income) used in the calculation was incorrect, and resulted in a \$38,000 shortfall for FY11 MAR (Municipal Appropriation Requirement). A waiver application has been submitted to the MA Board of Library Commissioners, which will be reviewed in January. After a discussion with this state agency, it is anticipated that the library's waiver will be approved.

The next meeting is scheduled for Monday, November 8<sup>th</sup> in the library's historic conference room.

The meeting adjourned at 6:05 p.m.

Respectfully submitted,

Nancy Hicks  
Secretary