

Trustee Meeting Minutes
April 12, 2010

The April meeting of the Leominster Public Library Board of Trustees was called to order at 5:50 p.m. on Monday, April 12, 2010.

In attendance were: Gilbert Tremblay, Chairman; Nancy Hicks; Carol Millette; Robert Salvatore; Jeanne Zephir; Assistant Director Meredith Foley and Director Susan Theriault Shelton. Circulation Supervisor Nancy Tourigny, and Head of Adult Services Edward Bergman attended a portion of the meeting.

Absent: Kathleen Reynolds Daigneault

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

Chairman Tremblay asked that the item of correspondence under new business on the agenda be addressed at the beginning of the meeting as Mrs. Tourigny was in attendance. The Board agreed.

The Trustees received a letter of complaint from a library patron who had returned a number of books belonging to other libraries, (some academic) all of which had numerous pages highlighted. Mrs. Tourigny explained that this patron had previously been asked to pay for another library's item because she had highlighted the book. The patron was again reminded that highlighting books is not acceptable, and that we would contact the lending libraries to see if they felt that the patron should be charged replacement costs on the items in question. The owning libraries did put the replacement costs for the damaged material on the patron's record. The patron then came in last week to pick up a book on hold from another library, and Circulation Supervisor Nancy Tourigny refused to check the item out to the patron noting that the previous issue had not been resolved. This resulted in the patron sending a letter of complaint to the Trustees, which contained many inaccuracies.

After a brief discussion, Mrs. Shelton was asked to write a letter to the patron, on behalf of the Board of Trustees, indicating that the patron would be responsible for paying for these damaged items before being allowed to use her library card again. Also, in the future, all items this patron checks will be inspected by both the library staff and the patron at the point of check-out and again at the point of return.

OLD BUSINESS:

Mrs. Shelton spoke with Project Manager Michael Mullaney, who informed her that his final reports are complete. However, Mrs. Shelton noted that Mr. Mullaney is finishing work on a few minor items prior to sending his final invoice.

Mrs. Shelton indicated that there has been no additional news regarding the FY11 budget. It is anticipated that the City's state aid will be cut 4%-5% for the upcoming fiscal year. Mrs. Shelton noted that there are seven (7) full-time employees who are slated for step increases. As requested, step increases were frozen, for the second year in a row, in the budget that the library submitted to the City. Mrs. Shelton met with those staff members who were slated to receive a step increase to inform them of the situation. Mrs. Shelton did however include what the salaries would have been had they not been frozen in FY10 and FY11. She indicated that she did this for recordkeeping purposes, so the information would not be lost. Mrs. Shelton also told the Board

that although these staff members understood the need to freeze step increases, given the current economic climate, they were upset that they, as non-union employees, were being treated differently than unionized employees in regard to step raises.

The budget that was submitted to the City was a level-funded budget, which included the \$8,000.00 supplemental appropriation received by the library in February to maintain its current hours of service.

The Centennial Committee (Carnegie Building) chaired by Kellie Aponovich and comprised of Susan Shelton, Meredith Foley, Edward Bergman, Diane Sanabria, Jeannine Levesque and Beth DuPuis is currently meeting weekly, focusing on the Library Scavenger Hunt on May 21st, preparation of materials for the exhibit which will run from June 8th through August 24th, the library activities for the Summer Stroll on June 26, and the ragtime concert scheduled for November 14th. Additionally Kellie Aponovich has been working with LATV on the production of a program which will be shown at the library and on LATV beginning in early June.

NEW BUSINESS:

Mrs. Shelton distributed copies of the 3rd Quarterly Library Usage Report. She indicated that she would like to see a few changes in the report to include meeting room and computer use.

The library has received word that it is one of 50 libraries in the United States, and the second from New England to receive a National Endowment for the Humanities grant in the amount of \$2,500 for a traveling exhibit on *Lincoln: The Constitution and the Civil War*. May Lee Tom wrote the proposal and will administer the grant. She will be attending a training workshop in Philadelphia in mid-May. These expenses are covered by the grant. It is expected that the library will host this exhibit in late 2011 or early 2012.

Mrs. Foley received a question regarding the possibility of a candidate running for state treasurer using the library meeting room to hold a "meet and greet" event. She did considerable research as to how other libraries across the country address this issue through their meeting room policies. The major concerns are that it could be almost impossible to be fair to all, and provide time and space to all candidates; and how would the library dispel the perception that it supports or endorses a candidate or political party. Mrs. Foley distributed a compilation of meeting room policy statements from libraries in varying sized communities regarding use of library meeting rooms by political candidates/parties. After a brief discussion, the Board felt that it should wait until the next meeting when all board members are in attendance, before any action is taken.

The library's current Public Internet Policy allows anyone with a C/WMARS library card to use the computers, regardless of whether the card is in good standing (Fines under \$10 and no lost or billed items) or "blocked". Head of Adult Services Edward Bergman would like to see the policy updated to require that the card be in good standing. After speaking with Fitchburg Public Library Director Sharon Bernard, Mr. Bergman learned that Fitchburg refuses Internet usage to patrons with blocked cards. There are not a great number of patrons using blocked cards in Leominster, but it is more of a philosophical issue which begs for some consistency

between libraries. The Board asked that Mrs. Shelton speak with Young Adult Librarian Diane Sanabria and the Children's Room staff regarding this issue before voting and asked that it be put on the agenda for May.

ANNOUNCEMENTS:

Mrs. Shelton thanked the Board for allowing her to attend the Public Library Association Conference in Portland, Oregon. She will provide a full report and financials at the next meeting.

A thank you for the staff appreciation luncheon from Nancy Tourigny was read.

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

The meeting adjourned at 6:55 p.m.

Respectfully submitted,

Meredith A. Foley