

Trustee Meeting Minutes
September 12, 2011

The September meeting of the Leominster Public Library Board of Trustees was called to order at 5:05 p.m. on Monday, September 12, 2011.

In attendance were: Gilbert Tremblay, Chairman; Mark Bodanza; Susan Chalifoux Zephir; Nancy Hicks; Carol Millette; Robert Salvatore (portion of the meeting); Assistant Director Meredith Foley; and Director Susan Theriault Shelton. Lisa Gove (President) & Sherry Crowley (Vice-President) of the Friends of the Library attended the beginning of the meeting.

Mr. Tremblay and Mrs. Shelton welcomed Mark Bodanza to the Board.

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

Mrs. Shelton asked that Mrs. Gove & Mrs. Crowley be allowed to bring the Board up-to-date on the Friends of the Library before addressing the other items on the agenda. The Board agreed.

Mrs. Gove & Mrs. Crowley informed the Board that the Friends are doing well financially, the weekly and First Saturday book sales are doing well, as is membership. The Friends fund 90 -95% of the programs offered by the library, the other 5% are funded through grants and private donations. Additionally, the Friends fund annual subscriptions for a variety of museum passes, museum pass and meeting room booking software, printing & postage for the print newsletter, software for the email newsletter, and the license fee for movie performance rights. Two years ago, the Friends asked the library to submit a budget with a 12% reduction in order to work within the constraints of the financial down-swing. Traditionally, the majority of programming money has gone to children's programs. With the new building the library now has the space to offer more programs for young adults and adults, therefore requiring additional funding. Last year they were able to increase the budget by 10%. The budget this year is level funded at \$24,000, by using \$2,000 of restricted funds for specific programs. Besides membership, both general & corporate, the Friends raise funds through book sales, raffle baskets and their annual poinsettia sale to businesses.

The Friends are expanding their fundraising efforts this year, to ensure they will be able to maintain and increase their revenue. They are planning a Decadent Dessert Night Social at the library on a Saturday evening in October. This will be similar to a wine tasting. Tickets will be sold in advance. More information will be forthcoming.

Bob Salvatore suggested Dunn & Co. in Clinton as a possible recycling source for book sale discards. He also mentioned that the Leominster Barnes & Noble has a new manager, Carol Jean Nelson who is very aggressive with book signings. Mrs. Shelton will contact her to see if anything can be done at the library.

The Board thanked the Friends for all they do to support and promote the library in the community.

OLD BUSINESS:

Projects

The library's new building security and access control system has been up and running since Thursday, August 25th. Mrs. Shelton is now just waiting for the final bills from Simplex Grinnell and Guardian Information Technologies.

The library would still like to add security cameras in the group study rooms and another one to monitor the West Street entrance. Susan Shelton is going to have Simplex Grinnell update a previously submitted quote

for this project, which was delayed when the desk top running the building security and access control system crashed.

Programs

The library had over 800 participants for its summer reading program - 659 children, 116 adults, and 33 teens.

The all-day grant researching and writing workshop was a huge success with 60 participants. One participant wrote letters to the Library Board of Trustees, and this year's project funders Leominster Credit Union and the George A. Ramlose Foundation. The letter sent to the Board was also forwarded to the Community Foundation of North Central MA, as they provided the original funding for the establishment of the Grant Resource Center. Susan Shelton will be part of a 5-minute video being put together by the Community Foundation to showcase projects they have funded. This video will be shown at their annual meeting in early November.

Mrs. Shelton distributed the fall 2011 Spend Sundays at the Library rack card.

Kids' Day was postponed from August 27th to Saturday, September 17th due to the onset of Hurricane Irene. The library will still participate.

Other Fall Adult Programs not mentioned at last month's meeting include:

Memories of Life in Germany at the end of WWII – tonight

Keeping Water Clean Workshop – Sept. 22nd (in partnership with MA Watershed Coalition)

Gluten Free Baking Class – October 13th (adult/children's program)

Coping with Grief during the Holidays – November 2nd (in partnership with Health Alliance)

Monthly evening and lunchtime book discussion groups, monthly adult movie night, and weekly job networking group meetings.

September/October Children's Programs:

The annual fall children's celebration funded by the Feldman Family has been rescheduled to Sunday, May 20th from 1:30 – 4:00 p.m.

5 - weekly storytimes will be offered (All Ages, Preschool, Just Twos, and 2 sessions of Read to Your Bunny for 12-24 month-olds)

Monthly programs include: Music and Movement with Nancy Bell; Snack Storytime; Family Fun Flicks; Family Fun Night (in partnership with Project Apples); and Library Craft Night.

Starting in October: Young Writers Workshop and 2 different book discussion groups.

Special programs: Zumbatomic (Saturday, Sept. 17th); Trick or Treat Magic Show (Sunday, October 9th – in memory of Tyler Pupecki, funded by the family); Tiny Tykes Trick or Treat (October 28th)

Ongoing monthly YA Programs: Card Battle Royale and Friday Night Video Games, and bi-monthly Anime & Manga Society meeting. Diane Sanabria is working on a teen movie/discussion program and reviving a YA book discussion group.

Building

Four PTZ (Pan/Zoom/Tilt) cameras have been sent out for repair. They were causing blown fuses at the head-end equipment and were not tilting or zooming upon command. Unfortunately, the cameras are no longer under warranty. Simplex Grinnell also returned on August 29th to replace a defective card reader located at the 2nd floor emergency stairwell.

The building's fire alarm panel passed testing and inspection on August 29th. The report from this inspection will be provided to the City's Department of Inspections later this calendar year as part of the process in securing the annual occupancy permit.

Evergreen Migration

The C/WMARS migration from III to Evergreen software has been postponed from mid-October until the end of December. The old system is scheduled to go down Friday, December 30th, and the new system to come up on Tuesday, January 3rd. This new date assumes that a number of software issues are resolved in a timely manner. This information was released by C/WMARS the middle of last week. It was noted that because the new software is Open Source, migration support is not available to C/WMARS and the member libraries. Mrs. Shelton is concerned that it could be very problematic to be open on Saturday December 31st with minimum Saturday staffing, no circulation system, and no computer reservation software. She would like to discuss either closing that Saturday or limiting the number of items a patron can check out later in the meeting when holiday closings are discussed.

Trust Fund Request

Mrs. Shelton requested the expenditure of \$471 for the renewal of the library's Fine Arts insurance policy. The library's art work is not covered by the City's insurance. **A motion was made and unanimously approved to expend \$471 to renew the library's Fine Arts insurance policy.** (CM/MB) Mr. Bodanza inquired as to how recent the appraisal is for the artwork. Mrs. Shelton indicated that it was approximately 10 years ago. Getting another appraisal will go on a to-do list.

Personnel

The library currently has an adult department staff person out on 12 days of FMLA for foot surgery. It is currently anticipated, if all goes well, that she will return to work on Tuesday, September 27th, and will be on modified work duty for 10 – 12 weeks following her return. She will be unable to do any unnecessary walking and no lifting during this time. Since she lives out of town and cannot drive, she will be living with another staff person in Leominster to make it possible for her to return to work. This will mean that her desk time during her recovery period will be significantly curtailed. A part-time staff person has been given additional hours to help cover public desk time to ease some of the additional hours given to full-time staff members.

A Children's Room staff person will be on 12 weeks of FMLA when her baby arrives in February.

Holiday Hours

Mrs. Foley proposed the following holiday closings:

Thanksgiving- close at 5 p.m. on Wednesday, November 23rd and reopen at 9 a.m. Friday, November 25th.

Christmas – close at 5 p.m. Friday, December 23rd and reopen at 9 a.m. Tuesday, December 27th. Since Christmas falls on a Sunday, by ordinance municipal buildings will be closed on Monday.

New Year's – After a brief discussion, the Trustees recommended closing Saturday, December 31st, assuming the migration to Evergreen software takes place that weekend. Therefore, the library will close at 5 p.m. on Friday, December 30th and reopen at 9 a.m. Tuesday, January 3, 2012. Since New Year's Day falls on a Sunday, by ordinance municipal buildings will be closed on Monday. (MB/ SCZ)

ANNOUNCEMENTS:

Head of Adult Services Edward Bergman will be on the Mayor's show this Thursday along with Dr. Shirley Wagner who heads the ALFA Program at Fitchburg State University. They will be discussing the upcoming fall ALFA programs to be held at the library.

Mrs. Foley distributed copies of the Annual Report of the Secretary for FY11. Mrs. Shelton noted that due to two delayed reappointments and two new appointments there are now 4 trustees whose terms will expire in 2014, (Mark Bodanza, Susan Chalifoux Zephyr, Robert Salvatore, and Nancy Hicks). Gilbert Tremblay and Carol Millette's terms expire in 2013.

Mrs. Shelton requested that the date of the October meeting be changed to Monday, October 17, 2011. The Board agreed. Mr. Tremblay indicated that he would not be able to attend.

The next meeting is scheduled for Monday, October 17, 2011 in the library's historic conference room.

The meeting adjourned at 6:10 p.m.

Respectfully submitted,

Meredith A. Foley
Recording Secretary