

Trustee Meeting Minutes
January 10, 2011

The January meeting of the Leominster Public Library Board of Trustees was called to order at 5:05 p.m. on Monday, January 10, 2011.

In attendance were: Gilbert Tremblay, Chairman; Kathleen Reynolds Daigneault; Nancy Hicks; Robert Salvatore; Jeanne Zephir; Assistant Director Meredith Foley; and Director Susan Theriault Shelton.

Absent: Carol Millette

The minutes of the previous meeting were approved as submitted (KRD/RS)

OLD BUSINESS:

The new microfilm reader/printer/scanner was installed on December 15th. It is a bit more complicated to use than was anticipated. Staff is currently working on standardizing the settings and developing training guidelines. The reference staff will be trained in the next few weeks. Once staff training is completed, the machine will be made available for use by the public.

The replacement for the Donor Sign that was broken during the initial installation arrived on December 15th, but without the required hardware. SignWorks returned on December 16th to complete the job. It was noted that in order to ensure consistency of sandblasting, both donor signs were redone.

Nancy Hicks and Carol Millette are working on the donor book, end panel signage, and art identification with Susan Shelton. Jeanne Zephir will also be involved in the art identification signage.

Mrs. Shelton showed the Board a landscape photograph representing the Italian community in Leominster circa 1917. The original photo was given to the library by Mary Mann, and because it had been rolled-up for many years, it was severely cracked. Mrs. Shelton spoke with George Schroeder regarding the possible restoration of the photograph. Mr. Schroeder was able to dampen and flatten the photo, then took digital images and "sewed" the sections together. Mr. Schroeder was able to get a good quality print made and mounted at Add-A-Sign. The only cost to the library was the printing and mounting of the photo, as Mr. Schroeder donated his time. The photo will be framed and hung in the library. Mrs. Mann could identify a few of the individuals in the photo. An effort will be made to identify others. Mr. Tremblay will write a letter of thanks to Mr. Schroeder, and Mrs. Shelton will thank Mrs. Mann.

Mrs. Shelton noted that the larger historical photos that had been part of the library's Centennial Exhibit will be framed and hung in the library also.

Mrs. Shelton will be meeting on Thursday with Special Services Coordinator Ann Finch, who will head-up a project to familiarize staff with several popular non-proprietary E-readers and how to download content available in the library's collection. Eventually, the library would like to provide informational sessions for patrons.

Mrs. Shelton will be attending a Long Range Planning Workshop offered by the Massachusetts Library System in early February. The library must have a Long Range Plan in place in order to apply for state and federal grants offered through the Massachusetts Board of Library Commissioners. The library's previous long range plan has expired. The meeting will be held at the Leominster Public Library.

Mrs. Shelton outlined for the Board upcoming library programs: They include:

Adult monthly programs: Evening Book Discussion Group, Brown Bag Lunch Book Discussion Group, Adult Movie Night

Adult Sunday programs: Carnival Sunday with Joy of Samba! A fun-filled musical program for the entire family on March 6th; Girl Power: The Supremes as Cultural Icons on March 26th; The Golden Age of Radio on April 10th; Author Michael Tougias speaks about King Philip's War on May 1st, and a still-to-be planned musical program on May 15th or 22nd.

Adult ALFA program (partnership with Fitchburg State College): Seers and Seekers New England Visionaries and Crackpots on Feb. 1, 8, 15, 22 and March 1; School Days: Going to School in the 40s and 50s on March 22, 29, and April 5, 12, 26.

Adult stand-alone programs: Senior Tax Assistance on Saturdays in February and March; Leominster Library Family Trivia Challenge on April 1st; Creating a Rain Garden for Your Home on April 7th; Michael Gotthelf Photography Fine Art Nature and Wildlife Exhibit and Opening on April 14th (exhibit April 14th – May 14th); Sisters in Crime featuring a panel of Massachusetts mystery writers on May 12th, and an Arm Chair Travel Series including: Journey to the Roof of Africa (March 3); Iceland: Hiking on Top of the World (March 9), and Germany: *Life in Hitler's Backyard* (March 17).

Young Adult monthly programs: Card Battle Royale; Anime and Manga Club; Video Game Night

Children's weekly programs: All-ages story time (Mondays); Preschool story time (Tuesdays); Just twos story time (Wednesdays), and two sessions of Read-to-Your-Bunny baby story time (Thursday)

Children's monthly programs: Library Craft Night; Family Fun Flick; Family Fun Night (a partnership program with Project Apples) and Musical Movements with Nancy Bell.

Children's special February school vacation programs: Magic show by award winning magician Todd Migliacci; Zumbatomic® for Little Stars; The Yo-Yo ABC's with Brett 'Ooch' Outchunis; 4 days of drop-in-crafts, and Family Fun Flick: Legend of the Guardians- The Owls of Ga'Hoole .

Several other adult programs are still in the planning stages, and children's programs scheduled for the late winter and spring will be included in a report to the Board at a later meeting.

NEW BUSINESS:

Mrs. Shelton informed the Board that there are a number of inspections to be done during each year, including annual/semi-annual inspections of backflow preventers, fire alarm panel, fire extinguishers; sprinklers, and elevator. Additionally, an annual inspection is conducted by the City Building Department. She indicated that she had begun a separate maintenance balance sheet to better account for the various building expenses.

Mrs. Shelton indicated that there have been some minor repairs required on equipment that is no longer under warranty. She went on to say that Alby Donaldson is working with an engineering firm to have the hot and cold water systems analyzed for the current concentration of glycol, and the presence of inhibitors to prevent corrosion to black and yellow metals. Both are necessary to ensure the systems will not freeze, and the piping will not corrode prematurely.

Due to budget cut-backs state-wide, the Massachusetts Board of Library Commissioners received 122 waiver applications for FY11 state aid. Waiver applications will be voted on in early February. Also, the MBLC has been directed by the Governor's Office to submit a FY12 budget with a 7.7% reduction from FY11, which saw a 17% cut from the previous fiscal year. This may again impact the amount of state aid awarded to the library, forcing it to find additional funding sources in order to meet the state minimum materials expenditure requirement.

ANNOUNCEMENTS:

Kellie Aponovich will be leaving the library the end of January in order to spend more time with her family. Kellie coordinated the Centennial Celebration, as well as worked on the reference desk. Prior to her resignation, it was planned that she would remain heavily involved in adult programming, thus freeing up some of Edward Bergman's time to focus on library technology.

Marissa Monteiro will be leaving in the early spring to move to the west coast. She has been working at the circulation desk and in the children's room evenings and Saturdays.

The next meeting is scheduled for Monday, February 14, 2011 at 5:00 p.m. in the library's historic conference room.

The meeting adjourned at 6:10 p.m.

Respectfully submitted,

Meredith A. Foley
Recording Secretary