

Trustee Meeting Minutes  
February 14, 2011

The February meeting of the Leominster Public Library Board of Trustees was called to order at 5:05 p.m. on Monday, February 14, 2011.

In attendance were: Gilbert Tremblay, Chairman; Nancy Hicks; Carol Millette; Jeanne Zephir; Assistant Director Meredith Foley; and Director Susan Theriault Shelton.

Absent: Kathleen Reynolds Daigneault and Robert Salvatore

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

OLD BUSINESS:

Mrs. Shelton updated the Board on projects currently under way at the library. They include:

Staff training on the new microfilm reader/printer/scanner was completed at the end of January, and the system was made available to the public on Feb. 1<sup>st</sup>.

Nancy Hicks and Carol Millette have completed the double checking of ALL donor names – this includes absolutely everyone who gave to the Library Building Fund – and Nancy is currently in the process of contacting Blanchard & Brown Printing to discuss possible book formats for the publication of the names.

There was an article entitled “Lunenburg Library embraces Amazon's Kindle e-reader” on the front page of the *Sentinel and Enterprise*. Leominster Library was quoted as not offering e-readers for loan given the size of the library and the population served. What they neglected to include was that the library is offering assistance to patrons in the use of e-readers. Ann Finch has purchased a Barnes and Noble Nook, and developed instructions for it. Staff members are currently beginning to experiment with downloading books and using the Nook. Ann hopes to order a Sony e-reader today. These two devices offer library patrons the ability to download books for free from the C/W/MARS catalog through Overdrive. E-books can be requested and downloaded (borrowed) and at the end of the loan period they disappear from the patron's device. Currently, the Kindle is proprietary to Amazon, and books must be purchased through Amazon.

Work has been progressing on a number of programs. Edward Bergman, working with Kellie Aponovich and volunteers Jane Maguire and Louise Thomas, submitted a Big Read grant application to the National Endowment for the Humanities (NEH) at the end of January. *To Kill a Mockingbird* would be the book, and a number of programs would be developed around the themes of the book, if the grant is approved.

Mrs. Shelton informed the Board that the Spring Sundays at the Library series is taking shape and this spring, taking the place of the Lane Memorial Concert, the library will host *Celtic Celebration! A Fun-filled Musical Program for the Entire Family*. Internationally-acclaimed Jeremy and Nancy Bell will entertain us with an afternoon of Irish and Scottish tunes played on a variety of traditional instruments. Their performance will also include dance, stories, and tidbits of history.

It is anticipated that a classical musical program – hopefully featuring guitarist Peter Clementi – will be part of fall Sunday series.

The library will be the location for the Film Screening of “Robert Cormier: Back in Time” on March 21<sup>st</sup>. This is a new film about Leominster author Robert Cormier, in which he talks about one of his characters being inspired by Leominster artist and sculptor Louis Charpentier.

Edward Bergman is also working on several other possible adult programs, including:

a grant training workshop presented by the Foundation Center staff to coincide with their site visit; a financial planning workshop for parents with mentally disabled children in partnership with the local chapter of the National Alliance on Mental Illness (NAMI) in May for National Mental Health Month, and a talk by David Hitch, editorial cartoonist for the Worcester Telegram.

Several building issues have arisen since the last meeting. The building security server died. Mrs. Shelton is trying to find a system with Windows XP, so that Simplex Grinnell can come in and reinstall the C-Cure software and bring the system back to a time when the last back-up was created. She is currently working with Guardian Information Technologies to find a suitable computer system. This is proving to be very challenging. The system is currently in fail safe mode, so is working properly. The only problem would occur if we needed to re-program the doors and the Besam door operator in case of a storm.

An analysis of the hot and cold water systems, revealed no inhibitor for yellow metals in either the hot or cold water system. The library had this inhibitor added to protect the copper pipes in the system. Additionally, the level of glycol in the system was lower than what was indicated on the system design, so more glycol will be added to lower the burst and freeze temperatures in both the hot and cold water loops. The glycol has been received, and hopefully this will be added this week. Alby Donaldson has been checking the roof piping regularly to make sure there are no problems.

The Besam control for Children's Room doors stopped working over the weekend. Alby thought he had it repaired several times today, but it stopped working again. We may need to have the transmitter replaced.

Mrs. Shelton reported that there have not been any problems with the snow and ice this winter.

#### NEW BUSINESS:

At the Massachusetts Board of Library Commissioners meeting on February 3<sup>rd</sup>, the Leominster Public Library was granted a waiver for the library's FY11 state aid. It awarded the library one-half of its annual state aid payment at this time in the amount of \$21,940.25. According to the MBLC, they hope to have the 2<sup>nd</sup> payment available in March/April, bringing the total state aid for the library for this fiscal year to \$43,880.50 (this is slightly less than the estimated amount of \$45,255 and roughly a 32% decrease from the average of several preceding fiscal years). Mrs. Shelton has not yet received a formal letter notifying her of the library's certification and grant award. State aid is down from - \$65,246.20 in FY05, \$64,680.95 in FY06, \$66,074.69 in FY07, \$66,126.35 in FY08, \$73,033.45 in FY09, and \$47,443.87 in FY10. Mrs. Shelton noted that this decrease hurts the library, since state aid is needed to make up the difference between the municipal appropriation and what is needed to meet the 13% materials expenditure requirement for receipt of state aid the following year. Mrs. Shelton indicated that she would likely request a state aid transfer within the next month.

Mrs. Shelton reviewed the FY11 budget summary, which was included in the trustees' packets. The Board was impressed with the report and how well the library is used. Mrs. Foley was asked to start tallying referrals to other meeting sites due to the unavailability of our meeting rooms because of previous reservations.

The library has completed the historical information portion of the FY12 statutory budget sheets. Susan Shelton will begin working on the January to June 2011 expenditures, as well as the FY12 requests as soon as possible. The Municipal Appropriations Requirement (MAR) for FY12 is \$1,206,603 which is a \$42,777 or 3.7% increase over this fiscal year. These figures

include the additional \$8,906 for FY11 step increases, which was recently added to the library's budget.

Mrs. Shelton distributed the Quarterly Library Usage Report comparing 2<sup>nd</sup> Quarter of FY10 and FY11, and noted that the format still needs revision. She gave a brief overview, noting that circulation is pretty much level, reference is up 5%; programs are up 4% and program attendance is up 10%. Network transfers are up 8%, and non-resident circulation is up 35%. Mrs. Shelton also noted that computer use and meeting room use continue to increase. The number of people coming into the library is about the same as last year.

#### ANNOUNCEMENTS:

The library is experiencing some staff shortages as Kellie Aponovich (part-time) has resigned in order to spend more time with her family, and Marissa Monteiro (part-time) will be leaving March 4<sup>th</sup> to move to Seattle. It is hoped that Marissa's position will be filled soon, as she has been working on the circulation desk two nights per week, 2 out of every 3 Saturdays, and every other Sunday. Full-time staff will have to cover for Marissa's position until it is filled. For the time being, Mrs. Shelton, Mrs. Foley & Mr. Bergman are taking turns covering Kellie Aponovich's night each week.

The library now subscribes to Wowbrary through C/W MARS. Library patrons can subscribe for free to receive weekly emails that list the new materials added to the library's collection during the previous week. You can click on any of the featured items to place a reserve. Patrons can also see reviews of the material from Amazon, and as an added bonus, can help the library every time they shop at Amazon, simply by accessing Amazon through the special *Wowbrary* link that appears on the weekly email or at [wowbrary.org/leominster](http://wowbrary.org/leominster). The library will receive a commission from these sales.

The Library Legislative Breakfast is scheduled for Friday, February 18<sup>th</sup> in Westminster. Carol Millette, Gil Tremblay and Susan Shelton will be attending.

Carol Millette announced that the Staff Appreciation Luncheon will be held on Thursday, March 10<sup>th</sup>, and asked Trustees for cash donations. Mrs. Millette and Mrs. Hicks will prepare the meal.

The next meeting is scheduled for Monday, March 14, 2001 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