

Trustee Meeting Minutes
May 9, 2011

The May Meeting of the Leominster Public Library Board of Trustees was called to order at 5:05 p.m. on Monday, May 9, 2011.

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

Absent: Kathleen Reynolds Daigneault.

Chairman Tremblay announced that trustee Jeanne Zephir has decided that she will not accept reappointment to the Board. It was noted that Mrs. Zephir will remain on the Board until the Mayor appoints her replacement. Mrs. Zephir has served on the Board for over 30 years, and will continue to be active with the library. The Trustees thanked Mrs. Zephir for her many years of valued service.

The minutes of the March meeting (there was no April meeting) were approved as submitted. (CM/JZ)

OLD BUSINESS:

Mrs. Shelton gave an update on current library projects including:

E-Readers: Instructions for the Sony e-reader have been developed as best as possible, and are now circulating with the device among the staff. The instructions are not as precise as those for the Nook, simply because the language that appears at the interface point on each computer for the Sony Reader varies greatly depending on what other programs are on the computer.

Amazon has recently signed an agreement with Overdrive, the provider of E-content for libraries, to enable Kindle owners to borrow content from libraries beginning in November 2011. As we get closer to this agreement date, the library will also purchase a Kindle (by far the most popular e-reader) to develop instructions and familiarize staff with this device.

Stack signage: Shifting of adult department collections is almost finished, and signage is in the process of being made for those areas of the collection where shifting has been completed. The goal is to have all of the adult department stack signage installed by mid to late June.

Donor book: Progress is being made on the donor book. Cover style and material have been selected, as well as paper and finish of the pages. It was determined that the donor book will be located on the counter across from the main circulation desk, perhaps on a stand. A method to secure the book is under development.

Library program updates include:

Late winter/spring programs will be concluding over the next month. The last Sunday program is May 15th, which is a Celtic family program with Jeremy and Nancy Bell.

Adult programs are already being planned for the fall in an effort to get these finalized early due to the C/WMARS software conversion that will be taking place in October.

The library is currently developing programming requests for 2012 to present to the Friends for funding.

Library Building updates include:

Elevator: The elevator inspection was postponed for a second time due to the escalator accident that happened at the Auburn Mall. It is now currently scheduled for Tuesday, May 24th at 12:30 p.m.

Boiler Room Inspection: A representative from Traveler's Insurance made a surprise visit in April to inspect the library's boiler room on behalf of the City. This representative told Alby the library's boiler room was the cleanest he had ever seen.

Building to be washed in purple light: The Mayor has asked the City's Wiring Inspector to find a way to wash municipal buildings with purple light to raise awareness for cancer, and upcoming Relay for Life to be held at MWCC in early June. An article recently appeared in the *Sentinel and Enterprise* about the City of Fitchburg participating in this awareness campaign. Mrs. Shelton has given them permission to externally mount purple film over the four lights that wash light on the front of the historic building – two are located in the bushes closest to the service drive and the other two are located between the handicapped ramp and the building closest to Pilgrim Congregational Church. Mrs. Shelton has also given them permission to internally mount purple film in the two building pac lights that illuminate the ramp to the basement door, and put colored bulbs in the lamp posts. This will be done over the next week, and the Wiring Department will assume full responsibility if anything happens to these lights.

The City Council approved the library's request to transfer a total of \$47,500.00 from the library's direct state aid account to municipal accounts - \$42,000.00 for books and \$5,500 for audio visual - on April 11th. This in addition to \$23,699.60 of state aid previously deposited into the library's "other state funding" account will be added to this fiscal year's municipal appropriations to meet our minimum materials expenditure requirement of \$145,000 to qualify for state aid next fiscal year.

This leaves a balance of only \$4,560.08 in reserve state aid. State aid is projected to be level-funded in FY12, and this represents a 32% decrease in state aid from several earlier fiscal years. Since the library must use state aid to meet its materials expenditure requirement for receipt of state aid the following year, since state aid has been so dramatically reduced and since the library no longer has much reserve state aid, additional municipal funding will be required for books and audio visual in order to meet FY12 materials expenditure requirement.

Meredith Foley attended last week's Department Heads' meeting in Susan Shelton's absence due to a family funeral. The Mayor indicated that at best department heads can expect level funding in FY12. He plans to start scheduling budget meetings with department heads this week. At this meeting, he is looking for a list of all clerical staff, when they were hired, and if they have permanent or provisional civil service status.

NEW BUSINESS:

The library participated in a State-Wide Snapshot Day on Thursday, April 12th. During this day, the library collected a variety of usage statistics, took photographs, and conducted a patron survey with the assistance of volunteers. Statistics and photographs were shared with the Mass Library System for statewide publicity. Statistics reported for the day (12 hours) at the Leominster Public Library were:

- Circulation: 1,028 (an average of 85.6 items per hour)
- Interlibrary loans: 93
- Reference questions: 109
- Patron visits: 1,058 (an average of 88 visits per hour)
- Attendance to programs: 228
- Use of meeting and group study rooms: 14
- Use of public Internet computers: 168 (an average of 14 per hour)
- Newly registered borrowers: 3

The Leominster Networking Group, which formerly met at the Career Center, is now meeting at the library on a trial basis. This group provides an opportunity for individuals seeking employment to interact with

other job seekers, exchange information, and develop contacts. Attendees share their contacts and discuss job search techniques. The library has currently assigned Renee Wheeler as the coordinator for this group meeting. Edward Bergman will be meeting with the point person for the networking group at the end of June to discuss future use of the library as a meeting location.

Mrs. Shelton showed the Board what was thought to be the original of Leominster's Departed Veterans Listing (compiled by J. Edward Landry in 1940), noting those from Leominster who fought in battles from the Revolutionary War through World War I, and who had passed away. This document was recently found in the library's historical archives. Rocco Palmieri of the Leominster Historical Commission scanned the oversize document, and provided a digital copy to the library. As part of the 4History project, digital copies were also given to the Veterans' Department, the Historical Society, the Historical Commission, LATV, and the DPW. Afterwards the Leominster DPW located the original document in their records. The 4History Project is a collaboration between the library, the Historical Society, the Historical Commission, and LATV to collect, preserve and share our community's history. This document is interesting in that it not only lists the names of the departed veterans, but also notes the cemetery and plot number where they are buried. A copy of this document is currently in our display case on the main floor.

Mrs. Shelton indicated that she would like to have our copy of the Departed Veterans Listing framed to hang in the Library. The Trustees directed Mrs. Shelton to go ahead and have Powers Gallery and Picture Framers in Acton mat and frame it.

Mrs. Shelton distributed the 3rd Quarterly Library Usage Report, and noted that circulation is on the rise once again and program attendance is going up proportionately to the number of programs offered. It was also noted that non-resident circulation has increased this fiscal year.

The Leominster Public Library has been awarded a \$6,000 National Endowment for the Humanities (NEH) grant for a Big Read/Community Read for *To Kill a Mockingbird* by Harper Lee. The grant proposal was written by Edward Bergman, along with volunteers Jane Maguire and Louise Thomas. The official public notice of this grant award cannot be made until July. Edward Bergman is currently reviewing the information sent to him by NEH, and more information about the programs planned in conjunction with this grant will be forthcoming.

The next meeting is scheduled for Monday, June 13, 2011 at 5:00 p.m. in the library's historic conference room.

The meeting adjourned at 6:00 p.m.

Respectfully submitted,

Meredith A. Foley
Recording Secretary