

Trustee Meeting Minutes
March 26, 2012

The March meeting of the Leominster Public Library Board of Trustees was called to order at 5:05 p.m. on Monday, March 26, 2012.

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

Absent: Mark Bodanza.

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

There were no questions regarding the information included in the Director's Report.

Old Business:

Mrs. Shelton distributed several documents that she developed for budget preparation purposes and reviewed them with the Board.

She then reviewed the proposed Personnel Budget, noting that this year only three staff members will receive step raises. This will bring all full-time staff to the maximum of their salary ranges. Four staff members will receive an additional \$25, and one will receive an additional \$130 for longevity. With the retirement of the Head of Children's Services in June 2012, there will be a \$12,481 decrease in this salary line-item. The new person hired in this position will begin at the minimum of the salary range. Mrs. Shelton noted that there is a \$5,000 increase in the part-time line item to enable the library to hire a person to provide technical support for computers. This will relieve Director Meredith Foley and Head of Adult Services Edward Bergman from having to do all of the routine updating and servicing of the library's staff, service desks, and public computers. It will also hopefully provide some help with electronic resources.

Mrs. Shelton then reviewed the Operating Budget, noting several proposed increases including: \$300 in water due to changes in the City rate; \$5,000 in Buildings & Grounds to cover maintenance of systems coming off warranty; \$200 in unclassified and \$180 in computer lines/fees to meet rising costs; \$800 in books to help meet the municipal appropriation requirement for receipt of state aid and \$500 in both historical collection and professional development to restore funding cuts from FY10.

The library's FY13 proposed budget reflects a \$4,928 or a half of a percentage point increase from its FY12 budget.

The Board thanked Mrs. Shelton for her hard work in preparing the budgets. **A motion was made and unanimously approved to accept the proposed FY13 Personnel and Operating Budgets as presented.** (SCZ/ RS)

After a brief discussion, it was decided that due to the late date of the March meeting there would be no April meeting. The next meeting will be held on Monday, May 14, 2012 at 5:00 p.m. in the library's Historic Conference Room.

The meeting adjourned at 5:45 p.m.

Respectfully submitted,
Meredith A. Foley
Recording Secretary