

Trustee Meeting Minutes
January 9, 2012

The January meeting of the Leominster Public Library Board of Trustees was called to order at 5:12 p.m. on Monday, January 9, 2012. In attendance were: Gilbert Tremblay, Chairman; Mark Bodanza; Susan Chalifoux Zephir; Nancy Hicks; Carol Millette; Robert Salvatore; Assistant Director Meredith Foley; and Director Susan Theriault Shelton.

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

Mrs. Shelton asked if there were any questions regarding the Director's Report. There were none. The Trustees noted that they thought this report was a valuable communication tool.

Mrs. Shelton distributed copies of the City's Conflict of Interest Summary, and asked the Trustees to please sign and date the last page indicating that they received the document and return it to her before leaving at the end of the meeting.

OLD BUSINESS:

Mrs. Shelton indicated that the copy of the letter from Fitchburg Public Library Director Sharon Bernard, which was in their meeting packet, arrived after the December meeting. The letter indicated that Ms. Bernard, the City Council, and the Library Trustees had received assurances from Mayor Wong that the Fitchburg Public Library funding will continue for the foreseeable future. Ms. Bernard indicated that the proposal to provide temporary certification to the Fitchburg Public Library by August 31, 2012, will be placed in the FY 2013 state budget. This includes the potential of full certification in the FY2013 state aid to public libraries program. She went on to say that the Fitchburg Public Library's FY13 budget request will meet the Municipal Appropriation Requirement, the accommodated hours' requirement, and at least the minimum of the materials expenditure requirement.

Discussion followed, after which **a motion was made and unanimously approved to allow reciprocal borrowing by Fitchburg residents effective July 1, 2012, providing that the Fitchburg Public Library maintains at least the current level of hours of service and funding in FY13.** (MB/CM)

Mrs. Shelton informed the Board that things are progressing well with the preparation for the VITA program. The laptop computers and all necessary equipment and software have been purchased at a total cost of \$4,271.50, which is well below the "up to \$6,000" figure approved at the last Trustee's meeting. She noted that all the bills for this project have not been paid yet due to the need to further review the trust fund accounts to see which monies can be used.

The following is a breakdown of the project costs to date:

- 4 HP 17" laptops – \$429.99 each
- 4 three-year accidental damage insurance plans - \$269.99 each
- 4 Microsoft Office Plus Professional licenses from Tech Soup - \$31.00 each
- Wireless printer and ink cartridges - \$160.96
- Laptop storage/charging cabinet - \$765.66
- 4 laptop locks - \$35.24 each
- Deep Freeze security software licenses - \$60.00 each
- 8 laptop protective sleeves - \$5.00 each (4 additional sleeves for future use)

The only things remaining to do are install the Deep Freeze security software, and have the IRS create the shortcut to the website to be used by volunteer preparers.

The library has moved the first floor wireless router into the small meeting room closet to provide a stronger signal in this area. Mrs. Shelton noted that the library's wireless routers are really designed for residential use, and she would like to look into a mesh network for Wi-Fi access in the future. Besides better reception and coverage throughout the building, this type of network would provide better security, require patrons to accept the library's Internet and Computer Use Policy prior to accessing the service, and give the library usage statistics.

The VITA program will run at the library from January 24 through April 4th on Tuesday and Wednesday evenings from 4-8 p.m. There will be four preparers per evening, which will allow for 16 one-hour appointments per evening for the 11 weeks or a possible total of 352 appointments for the tax season. However, it is anticipated that considerably fewer appointments will be scheduled this year, as it is the first year of the program with newly trained volunteers. The preparers are volunteers from Leominster Credit Union, I-C Federal Credit Union, and Workers' Credit Union. All volunteers have been trained by the IRS.

There is a phone set up in the small historic meeting room with the extension dedicated for VITA appointments. Library staff will transfer inquiries to this extension, and a volunteer VITA scheduler can call in and access the messages and make call-backs.

Publicity for this program is on the library website, in the Friends' newsletter, and has been sent to the local newspapers, radio, LATV, as well as sent electronically to both the library's and Mayor's Constant Contact lists. Additionally, the participating credit unions have flyers in all their branches.

NEW BUSINESS:

The Leominster Public Library is one of 76 libraries in the country to receive a Big Read Grant from the National Endowment for the Arts. The title selected is *To Kill a Mockingbird* by Harper Lee. Retired Leominster High School teachers Jane Maguire and Louise Thomas assisted Head of Adult Services Edward Bergman in writing the grant and developing the programs. There are a number of groups that will be participating: the library's adult evening and lunch book discussion groups, the ALFA course "Food for

Thought” being held at the library, the Leominster Community Coalition will hold a Dr. Seuss program featuring the story *The Sneetches* with discussion about diversity, the Leominster Housing Authority will host a discussion at the George Street complex, book groups from the Fitchburg Public Library and Heywood Memorial Library in Gardner, the Unitarian Church, the Spanish American Center, and Literacy Volunteers will also participate.

The kick-off program will be held on Sunday, February 12th at 2 p.m. featuring Leominster native Chris Cormier Hayes discussing the novel’s place in literary history; and the Montachusett Chorale’s Hot Fugue Sundaes will provide music from the 1930’s. Additional programs include:

- Richard Clark’s portrayal of Atticus Finch – March 18th.
- A pastel art program with Greg Maichack- March 22nd
- Listen to the Mockingbird concert featuring pianist Virginia Eskin – April 1st.
- Movie Marathon featuring the *To Kill a Mockingbird* and *The Help*
- The Role of Defense Lawyers in our Judicial System with Attorney Mark Bodanza-April 24th
- Dramatic Readings from *To Kill a Mockingbird* by the Leominster High School Drama Club- April 30th
- Big Read Wrap-Up Trivia Night.- May 4th

Mrs. Shelton and Jeannine Levesque are still working to finalize the list of trust funds and their restrictions. Mrs. Shelton indicated that there are a few Trust Funds that they have been unable to find any information on yet regarding origin or intended use. The Board may need to consider how Trust Funds are to be used in the future, in light of fact that those funds which now have the most income interest have specific restrictions. Historically, Trust Fund interest has been used for special programs, services, or equipment, while the majority of state aid has been used for the purchase of library materials.

In reviewing the Quarterly Usage Report, Mrs. Shelton indicated that the form/format still needs to be revised to show services such as meeting room and computer use. She noted that circulation and reference questions were down slightly, but programs and program attendance were up when comparing the first half of this fiscal year with the same period in the preceding fiscal year. She also noted that there were 984 meeting and group study room uses during the first half of the fiscal year, and 12,852 public computer sessions during this same period.

The next meeting is scheduled for Monday, February 13, 2012 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

