

Trustee Meeting Minutes
October 9, 2012

The October meeting of the Leominster Public Library Board of Trustees was called to order at 5:05 p.m. on Tuesday, October 9, 2012.

In attendance were: Gilbert Tremblay, Chairman; Mark Bodanza; Susan Chalifoux Zephir; Nancy Hicks; Carol Millette; Lisa Gove, President of the Friends of the Library; Assistant Director Meredith Foley; and Director Susan Theriault Shelton.

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

Mrs. Shelton asked if there were any questions or comments on the Director's Report. There was a question about the bumps in the carpet in the main hallway in front of the pantry and circulation desk. Mrs. Shelton indicated that they are most noticeable right after the carpet has been cleaned due to moisture. She indicated that this has occurred because of the way the carpet was installed. In order to be level with the tile, it was necessary to raise the carpet in these two areas. The sub-contractor glued the carpet to the backing rather than glue the backing to the plywood and then tack the carpet at the edges under the molding. A question was raised as to the possibility of replacing the two sections. Mrs. Shelton indicated that there is not enough additional carpet to replace these areas, and repair would not be cost effective. A suggestion was made to contact Wayne Amico to see if he might know of a way to resolve the problem.

It was noted that the circulation and meeting room use statistics are unbelievable.

Mrs. Shelton had hoped that the meeting with Michelle Eberle, Consumer Health Information Coordinator for the National Network of Libraries of Medicine/ New England Region would result in the library receiving some grant money to purchase additional mental health materials. Unfortunately, it did not. However, they did decide that the library would provide space in early 2013 for breakfast meetings sponsored by the National Library of Medicine for local librarians, public health officials, educators, and other community members interested in learning more about Medline and other consumer health information.

Mrs. Shelton asked that the Friends of the Library update be addressed first as Lisa Gove, President of the Friends was in attendance. Mrs. Gove indicated that after a budget cut of 12% several years ago, followed by level funding, the Friends have increased their budget for the library by 10% this year. The current budget is \$28,000, with \$20,000 of that supporting programs and museum passes. She indicated that they have decided not to hold a Dessert Night, which was a very successful fundraiser last year, as an annual event. The group who spearheaded the project last year is not able to do it again this year. They will revisit the possibility next year. The Friends Board is looking at other ideas for fund raising in the spring.

Mrs. Gove said that although the Friends have a full Board of Directors (13), they still struggle to get volunteers for projects.

The Friends recently bought a barcode scanner to aid in determining which donated books would be worth posting for on-line sales.

OLD BUSINESS:

Mrs. Shelton and Mrs. Foley consulted the library's meeting room calendar, and found that the best time to hold a 35th Anniversary Celebration for the Friends would be on the evening of Wednesday, November 28th. Nancy Hicks and Carol Millette will work with Mrs. Shelton and Mrs. Foley to plan the event and to purchase something for the library in honor of the Friends. The Friends plan on honoring Suzanne Carroll who has been a member of the Friends Board of Directors all 35 years.

NEW BUSINESS:

Mrs. Shelton informed the Board that there was internal interest in the Children's Library Associates position. Three current part-time library employees and two additional applications have been received from posting within the City. She and John Harmon have interviews scheduled this Wednesday and Thursday with selected candidates.

Library staff is becoming more comfortable with the Evergreen software, and C/WMARS has been working on the system bugs. They have hired a part-time developer to work on the problems.

MASSLNC, comprised of the three networks using Evergreen: NOBLE (North of Boston Library Exchange), MVLC (Merrimack Valley Library Consortium) and C/WMARS, has hired developers to work on software development priorities from all three networks.

The library staff has worked very hard to find shortcuts and workarounds for problems.

It has previously been noted that many operations in Evergreen seem to take longer than with the III software, using the same computers. There is a new release of Evergreen coming out in the next few months that will present further problems, as the hardware requirements will be increasing. This means that the current public service desk computers will need to be upgraded. Most of the systems were deployed in 2007. Mrs. Shelton indicated that there are several staff computers that need to be replaced also. She noted that the domain server, which authenticates users on the City Hall network, is 10 years old. LIB02, the library's work flow server, and LIB03, the phone system server, were both deployed in 2007 also. The building security server was replaced in 2011.

Several things come into play when deciding on how to proceed: 32-bit vs. 64 bit desktops, as well as upgrading to Windows 7 and Microsoft 2010 Office and Outlook, were discussed. Mrs. Shelton indicated that there will be approximately \$18,000 available in personnel due to the staff changes, and recommended that it be transferred into the operating budget for computer upgrades. Mrs. Shelton estimates that 10 computers would be needed at a total cost of between \$9,000 -10,000, plus engineering time. The current service desk computers would be redeployed to staff members with older computers, as well as add several additional public access catalogs and another PC reservation computer.

The Board encouraged Mrs. Shelton to look for the long-term fix for servers, computers and printers. She will contact Guardian Information Technologies to evaluate what the library has and needs, looking at backward compatibility in the process.

ANNOUNCEMENTS:

The library will be hosting a program with Mark Bodanza and JoJo White on October 17th.

Nancy Tourigny asked that the Trustees please be reminded to respond to the library's holiday party invitation.

The next meeting will be held on Tuesday, November 13, 2012 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