

Trustee Meeting Minutes  
November, 13, 2012

The November meeting of the Leominster Public Library Board of Trustees was called to order at 5:10 p.m. on Tuesday, November 13, 2012.

In attendance were: Gilbert Tremblay, Chairman; Mark Bodanza; Susan Chalifoux Zephir; Nancy Hicks; Robert Salvatore and Assistant Director Meredith Foley.

Director Susan Theriault Shelton was absent due to a family matter.

The minutes of the previous meeting were approved as submitted. SC/RS

There were no questions regarding the Library Director's Report for November.

OLD BUSINESS:

Invitations to the Friends of the Leominster Public Library's 35<sup>th</sup> Anniversary Celebration have been sent by mail to all previous Friends board members who could be located, the Mayor, City Councilors, and John McLaughlin (as mayor at the time of the organization's formation). Invitations have also been sent via email (Constant Contact) to all of the library's distribution lists, including current Friends members. Flyers are available in the library and a poster will be made for the Pearl Street entrance. In addition, a flyer was sent to LATV for on-air posting. The glass display case at the West Street entrance will have a Friends display in it very soon.

Mrs. Foley showed the Board the clock which Mrs. Hicks & Mrs. Millette, in conjunction with Mrs. Shelton, selected for the library to be presented by the Trustees to the Friends in recognition of the organization's 35<sup>th</sup> Anniversary. This clock will be hung in the library's Community Room. The cost was \$550 plus \$34.38 tax. Mrs. Shelton is working on getting the sales tax refunded. There is also a small associated plaque, which cost \$15. The current balance available in the working trust fund account is \$134.85. Mrs. Foley requested that there be a transfer of \$500 from unrestricted trust funds to cover these costs. **A motion was made and unanimously approved to transfer \$500 from unrestricted trust funds to cover the costs associated with the gift for the Friends' 35<sup>th</sup> Anniversary.** (SCZ/MB)

The Friends will be making a presentation to Suzanne Carroll, who is a founding member of the organization, and has served on the Board of Directors for its entire 35 years.

Mrs. Foley prepared the wording for proclamations for both the Friends and Suzanne Carroll to give to the Mayor's office. The proclamations are ready and have been signed by Mayor Mazzarella. Susan Chalifoux Zephir will take them to this evening's City Council meeting for the Councilors' signatures.

There was a brief discussion about who will speak on behalf of the Trustees at the Friends' celebration. Mrs. Shelton will welcome everyone, and thank the Friends for everything they have done for the library. Mr. Tremblay will make some additional remarks, and present the clock.

The Children's Library Associate position was advertised within the City only. Five applications were received. The electronic attachment of one candidate's letter and résumé could not be opened, and she did not respond when asked to supply another electronic or print copy. Of the 4 remaining applicants, 3 candidates worked part-time for the library, and the 4<sup>th</sup> candidate was associated with the City, but not a municipal employee.

As stated in the Director's Report, Susan Shelton and John Harmon conducted interviews for the Children's Library Associate position on Wednesday, October 10<sup>th</sup> and Thursday, October 11<sup>th</sup>. A total of 3 candidates, all part-time library employees, were interviewed for the position.

The position was offered to and accepted by Renée Wheeler, who has worked part-time for the library for the past 12 years. Renée began in this position on Monday, October 22<sup>nd</sup>. **A motion was made and unanimously approved to confirm the appointment of Renée Wheeler to the position of Children's Library Associate, effective Monday, October 20, 2012.** (NH/RS)

Edward Bergman and Susan Shelton are currently working on completing an inventory of all library computers. This inventory will identify those critical replacements, necessary replacements, and redeployments.

As noted in the Director's Report, Susan Shelton attended the City's Information Technology Task Force meetings on October 17<sup>th</sup> and 31<sup>st</sup>. The library's technology needs and concerns were included in the discussions of the overall needs of the departments. The committee is looking to submit a supplemental appropriation request to address pressing needs of municipal departments, once free cash is certified. This may or may not address the two library servers which need to be replaced – the domain control server used to authenticate staff on the City Hall exchange server and the library's workflow server – depending on the amount of money the Mayor recommends and the Council approves.

Mrs. Shelton has concerns regarding securing additional funds needed to upgrade service desk computers soon after the newest Evergreen software update. She plans on replacing the two circulation desk service computers, plus one children's room desk computer with 64-bit systems allowing for 6 GB of RAM. These will probably be needed before the larger plan can be completed, funding secured, and plan implemented. Funds for these systems will be taken from the library's municipal budget – computer equipment and repair. Printing is not critical on these systems, but these systems handle the greatest percentage of the library's circulation. Work on this project will continue as time permits.

#### OLD BUSINESS:

Mrs. Hicks updated the Board on the progress of the 25-year service plaque. She indicated that it has gone through a number of designs, and a decision has finally been made. A plaque has been ordered from a firm in Auburn. The plaque has a wood backing, which our building maintenance supervisor will stain to match the library's woodwork. There will be a quote at the top, and then the name plates. There will be 4 blank plates for future use. It is hoped that this plaque will be presented in conjunction with the staff appreciation luncheon in the spring. The cost of the plaque is \$146.49, and will be funded through the library's municipal budget.

The next meeting will be held on Monday, December 10, 2012 at 5:00 p.m. in the library's historic conference room. Mrs. Hicks indicated that she will not be able to attend.

The meeting adjourned at 5:35 p.m.

Respectfully submitted,

Meredith A. Foley  
Recording Secretary.