

Trustee Meeting Minutes  
July 23, 2012

The July/August meeting of the Leominster Public Library Board of Trustees was called to order at 5:10 p.m. on Monday, July 23, 2012.

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

Absent: Robert Salvatore

The minutes of the previous meeting were approved as submitted.

As a follow-up to the Director's June 2012 report, there was a question regarding the vehicle used for the Leominster Community Coalition's Storymobile. There is no vehicle, but the name was based on the story times being held at a variety of locations around the City. The Coalition does have a large banner that is hung at each site during the program.

OLD BUSINESS:

The election of officers was postponed until the end of the meeting in order to see if all members would be in attendance for the vote. After a brief discussion, with 5 of the 6 members present, **a motion was made and unanimously approved to nominate the current officers for another term.** (SCZ/MB).

Mrs. Shelton reviewed for the Trustees some of the reasons why C/WMARS recommended the network migrate to the Evergreen open source software. These included: a one-search interface, allowing patrons to search both the central and western catalogs at once; better handling of patron and bibliographic databases and number of network transactions; significantly lower cost to operate and maintain; easier customization of the catalog; and integration of e-content into the catalog.

Now that we are two months into using the Evergreen system, it has become quite evident that many libraries had a misunderstanding as to what "open source" actually meant. Libraries have discovered that the "out-of-the-box" functionality is not what was expected. At this point there are three networks using Evergreen: MVLC (Merrimack Valley Library Consortium); NOBLE (North of Boston Library Exchange); and C/WMARS. Mrs. Shelton indicated that key library staff are still meeting almost weekly to discuss updates and problems that are encountered.

Mrs. Shelton and approximately a dozen other C/WMARS library directors have met and drafted a letter to C/WMARS expressing their unhappiness with the functionality of the Evergreen software and the poor communication between C/WMARS and its member libraries. This letter was sent to the C/WMARS Executive Board, and copied to the Massachusetts Board of Library Commissioners.

Mrs. Shelton recognized the hard work that the staff has put forth during the first two months with the new software. The trustees echoed her sentiments.

There are currently three interviews scheduled next week for the Head of Children's Services' position, and an additional three to four that will be scheduled the week of August 6th. Mrs. Shelton, along with Human Resources Director John Harmon,

will conduct the interviews. Mr. Harmon will present the position's salary and benefits. Mrs. Shelton will review the job requirements, and ask the interview questions. Mrs. Shelton is in the process of updating the job description and finalizing the interview questions. Currently, among the candidates being interviewed are two current staff members – one full-time and one part-time – as well as one former staff member. Others to be interviewed are external candidates.

Mrs. Shelton distributed the latest year-end trust fund report from David Laplante, and the trust fund overview with associated restrictions compiled by the library's Historical and Genealogical Collections Coordinator Jeannine Levesque. The Trustees will need to make a decision on which trust funds are to be used for what purpose. In the past, trust funds have paid for the library's Fine Arts insurance policy, membership in the Chamber of Commerce, professional development (mileage/conference fees), computer related expenses, and special projects. The majority of the money for the aforementioned is taken from the trust funds' income balances, thus maintaining the trust funds' principal balances.

Mrs. Shelton asked that the Trustees review the documents for discussion at the next meeting. The Trustees requested that trust funds be grouped according to restrictions with current balances.

Mrs. Shelton indicated that there needs to be a trust fund transfer in order to pay the premium for the upcoming fine arts insurance policy. She indicated that there is a very short window of time to pay the premium after the invoice is received. **A motion was made and unanimously approved to authorize Chairman Tremblay to request a transfer of \$600 from designated trust funds to cover the fine arts insurance premium, which may leave a small amount in the general account.** (SCZ/MB)

It was noted that it has been a number of years since the library's art work has been appraised. It was decided that another appraisal should be done as soon as possible. Then, the insurance policy will be reviewed to make a more informed decision on fine arts insurance when the policy is up for renewal in September 2013. **A motion was made and unanimously approved to renew the current fine arts insurance policy when the bill is received.** (CM/MB)

Mrs. Shelton estimated that the library's minimum materials expenditure requirement for FY13 would be approximately \$150,000. This will required an additional \$39,000 from trust funds and state aid for library materials over and above what has been appropriated by the City. Sue Chalifoux Zephir recommended that the library use the 13% figure, rather than the 12% accommodation figure, when developing a budget for the library's FY13 materials expenditure. Mrs. Shelton noted that over the past several years, the amount received annually from state aid has diminished greatly.

#### NEW BUSINESS:

None.

#### ANNOUNCEMENTS:

Mrs. Shelton read a letter from Sharon Bernard, Director of the Fitchburg Public Library, dated July 10<sup>th</sup>. This letter indicated that special state budget language will provisionally certify the Fitchburg Public Library by the end of August. The library began loaning to Fitchburg residents once again on Tuesday, July 10<sup>th</sup>.

The Leominster Public Library has been selected by the Boston Bruins to receive a “Bruins Reading Rink.” This may include a carpet, rocking chair, and bookcase. The Bruins’ mascot Blades and a Bruins’ representative will come to the library for a reading and craft program. The media will be contacted regarding the event, once the date has been set. Children’s Library Associates Sarah Chapdelaine and Amy Shea were credited for completing the application. The Board expressed their appreciation for their effort.

The Massachusetts Friends of Libraries announced their 1<sup>st</sup> Annual Fantastic Friends Award. Nancy Hicks, Susan Shelton, and Meredith Foley will work on the application on behalf of the Trustees.

The next meeting will be held on Monday, September 10, 2012 at 5:00 p.m. (later rescheduled to September 17, 2012) in the library’s historic Conference Room.

The meeting adjourned at 6:30 p.m.

Respectfully submitted,

Meredith A. Foley  
Recording Secretary