

Trustee Meeting Minutes
September 17, 2012

The September meeting of the Leominster Public Library Board of Trustees was called to order at 5:10 p.m. on Monday, September 17, 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. (SCZ/RS)

There were no questions regarding the August or September Library Director's Reports. Mrs. Shelton mentioned a police log incident noted in the September 14th *Sentinel & Enterprise*, which referred to an intoxicated man who, on his way home from the library, vandalized a piece of construction equipment. Mrs. Shelton indicated the staff knows this patron, and he has never been a problem while in the library.

Mrs. Shelton asked the Board to consider New Business first, as Mrs. Millette has another evening commitment and will need to leave the meeting by 6:15. The Board agreed.

NEW BUSINESS:

Mrs. Shelton reported there were 36 applicants for the Head of Children's Services position. Six candidates were scheduled for interviews, including two internal candidates and one former employee. Four in-person interviews, one telephone interview, and one Skype interview were scheduled. One candidate scheduled for an interview withdrew her name the morning of her interview. Human Resources Director John Harmon was present for all but two of these interviews. Mrs. Shelton invited two finalists back for second interviews, for which Mr. Harmon was present. The position was offered to and accepted by current Children's Library Associate Sarah Chapdelaine. Ms. Chapdelaine has been working in the Children's Room for the past seven years, during which time she has assumed increasing responsibilities. She has taken over many additional job responsibilities since the retirement of the previous Head of Children's Services, and the Children's Room operated quite smoothly over the very busy summer months under her leadership. Additionally, Ms. Chapdelaine has assumed primary responsibility for the planning and execution of the annual Feldman Celebration over the past several years. Mrs. Shelton noted that although Ms. Chapdelaine does not currently have a Masters' Degree in Library Science, she is considering pursuing the advanced degree. Ms. Chapdelaine officially began as Head of Children's Services on Monday, September 10th. **A motion was made and unanimously approved to confirm the appointment of Sarah Chapdelaine as Head of Children's Services, effective September 10, 2012.** (CM/NH)

Mrs. Shelton hopes to advertise the Children's Library Associate's position next week, and looks forward to hiring someone as soon as possible.

Mrs. Shelton distributed a list of proposed holiday closings for October through December 2012.

Monday, October 8, 2012	CLOSED Columbus Day
Sunday, November 11, 2012	CLOSED Veterans Day
Monday, November 12, 2012	CLOSED Veterans Day Monday Holiday (Per City Ordinance)
Wednesday, November 21, 2012	CLOSE at 5 p.m. Thanksgiving Holiday
Thursday, November 22, 2012	CLOSED Thanksgiving Day
Sunday, December 23, 2012	CLOSED Christmas Holiday
Monday, December 24, 2012	CLOSED at 12:00 p.m. Christmas Eve (As per previous City Hall Christmas closings)
Tuesday, December 25, 2012	CLOSED Christmas Day
Monday, December 31, 2012	CLOSE at 5:00 p.m. New Year's Eve
Tuesday, January 1, 2013	CLOSED New Year's Day

Mrs. Shelton noted that the library is open and very busy on the day after Thanksgiving. Therefore, if City Hall closes the Friday after Thanksgiving, as it has done in the past, staff will receive a compensatory day. **A motion was made and unanimously approved to accept the proposed holiday closings from October through December.** (MB/ SCZ)

Mrs. Shelton reminded the Board that this is the 35th anniversary of the Friends of the Library, and asked the Board to think of a way to recognize this milestone.

Coincidentally, the Massachusetts Friends of Libraries is initiating a *Fantastic Friends Award* this year. Mrs. Shelton, Mrs. Hicks, and Mrs. Foley met to gather information in order to submit an application for this award on behalf of our Friends' group. Mrs. Shelton completed and submitted the application in August, highlighting the history of the Friends, and noting that over the 35 years they have raised more than \$575,000 for the library. This has funded a large and varied number of projects both on-going and single ventures, including print and non-print materials for the collection, museum passes, furnishings, capital campaigns for computers and curriculum development materials, historical preservation, Library Insight software for museum pass and meeting room bookings, and Constant Contact for electronic announcements and newsletters. Mrs. Shelton also noted that the Friends fund over 95% of the library's 400+ programs annually. The Friends community involvement includes, participating in many of the downtown City-wide events, and the premier of the movie *I am the Cheese*, a number of years ago. They also have been very involved in lobbying on behalf of the library, most notably before they City Council in support of the library's building project.

The application asked for examples of creativity in fundraising. In addition to book sales, a cookbook, a historic calendar, and raffle baskets, Mrs. Shelton highlighted last fall's very successful Dessert Social attended by over 150 people. Local restaurants, bakeries, food stores, the Culinary Arts program at Leominster High School, and individuals partnered with the Friends to make possible an evening social with a French café theme. The evening also featured live music and a silent auction.

Mrs. Shelton distributed copies of several trust fund related materials. As requested last month, Mrs. Shelton prepared a chart of the library trust funds grouped by restricted and non-restricted, to provide a more concise picture of trust funds available for use. She also prepared a breakdown of the monies needed to meet the 13% Materials Expenditure Requirement. For

FY13, the minimum amount required is \$158,000. However, Mrs. Shelton proposed spending \$162,500. This would be broken down as follows:

\$111,250	Municipal Appropriation for books, a-v, and replacement books
\$ 21,900	Income only trust fund requests from the following funds: Leonard Burrage, Mary Butterick, Robert & Janet Goldman, Constance Mark, and the Leominster Lions Club
\$ 3,350	Gifts & Donations in memory of the following individuals: Alice Pickford, George Poultney, and Paul Voutour. Also contributions from the CMRLS Pathfinder Project
\$ 6,000	Friends' funding for the Adopt-A-Magazine program, museum passes, and the Drs. Martin and Geraldine Feldman Children's Book Fund
\$ 20,000	State Aid Transfer

After reviewing the proposed budget, the Board was in agreement that the library should proceed in the above manner to meet the FY13 Materials Expenditure Requirement for receipt of certification and state aid. In order to garner as much interest as possible, Mrs. Shelton will wait to bring the trust fund requests to the Board until later in the fiscal year.

Mrs. Shelton noted that the library needs to replace its service desk computers to meet the network's current minimum specifications, as well as a number of staff computers. All systems to be replaced are nearly six years old and are either running very slowly or becoming unreliable. The library currently has no back-up computers in the event of a system failure. Mrs. Chalifoux Zephir recommended putting computers on the library's annual capital budget request. Mrs. Shelton noted that it has always been the responsibility of City Departments to fund their own computers, and City technology money is used to fund the City's network.

OLD BUSINESS:

Mrs. Shelton reported that the Evergreen software is getting better. However, response time is still a problem. This software is more labor intensive than the previous software, requiring additional steps to accomplish a task. There is also much more work to be done to bring the catalog up to the previous standard. She noted that the member libraries did not expect to get a product that was less than what we had. The library director's group, which previously met and sent a letter to the C/WMARS Executive Board, met again and drafted another letter expressing concern about the network's response to major problems and the poor communication with member libraries.

ANNOUNCEMENTS:

Mrs. Shelton received a call from a teacher, on behalf of the LHS Boys' Soccer Team, requesting use of the lawn between the library and Pilgrim Congregational Church for a fundraising jousting event during the Johnny Appleseed Festival on September 29th. This teacher was previously the President of the Friends of the Library, and not directly associated with the team or the fundraising activity. This property is half owned by the library and half by the church. Mrs. Shelton was told by the teacher that the church had already been contacted. Since the group understood they were contacting the library at the last minute, they had an alternative plan should the Board not have adequate time or information to approve the request.

After a brief discussion, the Board felt they had too many unanswered questions to approve the request. They were concerned about liability, what the activity actually entailed, and who was the responsible party. They asked Mrs. Shelton to contact the teacher and explain their position, and ask the group to contact them earlier next year with the particulars.

Mrs. Shelton informed the Board that Mr. Andrew O'Donnell had recently passed away. For many years, Mr. O'Donnell has funded children's art programs at the library in memory of his late wife Marcia W. O'Donnell, who was a local art teacher. This week Mrs. Shelton received a call from Mr. O'Donnell's lawyer indicating the library has been bequeathed money to establish the Marcia W. O'Donnell Art Activities Fund for Children. The lawyer indicated that it will take about a year before the estate is settled and funds are released. Once Mrs. Shelton receives the bequest, she will bring the information to the Board for approval. Then a request for the establishment of a new library trust fund will be submitted to the Mayor and City Council. The amount of the bequest is unknown.

Nancy Hicks informed the Board that she, Carol Millette, and Susan Shelton met to finalize the details of the library's 25-Year Service plaque, and then contacted Blazing Sign Works to start production. Unfortunately, Blazing Sign Works closed its business before the sign could be completed. However, a Blazing Sign Works employee, now working for Add-A-Sign, met with them regarding the project. Although originally optimistic Add-A-Sign could produce what was being requested, Mrs. Hicks recently received an email now stating that they are unable to make the plaque.

On Friday, September 7th, when Mrs. Shelton was on vacation, the Mayor contacted Mrs. Foley to inform her that he would be bringing Ron Ansin to the library for a tour. Mr. Ansin made the final large donation to conclude the library's capital campaign several years ago. After the tour with the Mayor, Mrs. Foley presented Mr. Ansin with a book that had been purchased to thank him for his contribution. Mr. Ansin said he was very impressed with the library project.

Mr. Salvatore will be receiving the prestigious Chandler Reward of Merit from the Thayer Memorial Library in Lancaster on October 4th as part of Lancaster's 150th Anniversary Celebration.

The next meeting will be held on Tuesday, October 9, 2012 at 5:00 p.m. in the library's historic conference room.

The meeting adjourned at 6:10

Respectfully submitted,

Meredith A. Foley
Recording Secretary