

Trustee Meeting Minutes
July 22, 2013

The July meeting of the Leominster Public Library Board of Trustees was called to order at 5:05 p.m. on Monday, July 22, 2013.

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

Absent: Robert Salvatore and Director Susan Theriault Shelton

The minutes of the June 10th regular meeting were approved as submitted. (SCZ/MB)

DIRECTOR'S REPORT: There were some questions about the July Director's Report regarding the elevator Drop Keys that were ordered on June 28th from Otis Elevator. The report stated that they are to be sent directly to the Fire Department. Deputy Chief Scott Cordio from the Fire Department emailed a note that the keys were received. It appears that it is not a key, but rather a wrench-like tool. Where the key/tool is to be kept is a concern, since the fire department stated that it would be kept either at the fire station or on one of their trucks. Mrs. Foley and Mr. Bergman will work with the fire department to come up with a better solution.

Trustees commented about the number of programs being offered in the Children's Room. Mrs. Foley noted that the Children's Room programs have been filling-up as soon as registration begins and some parents are unhappy that the programs are full by the second day of registration. The library is at capacity as far as the number of programs offered, the number of participants that programs can accommodate, and the cost of programs.

Mrs. Foley explained the library's partnership with the Leominster Community Coalition which is currently providing Storymobile, a summertime program with the theme No Place For Hate. Volunteer storytellers read and distribute books to children's groups throughout the city.

OLD BUSINESS:

Mrs. Foley, Mr. Bergman, and Lori Benoit worked on closing out the FY'13 budget. The remainder of the FY'13 budget was used to replace broken equipment and to purchase two new single-sided book trucks for permanent use in the Cormier Center. Also purchased were a second InFocus projector, DVD cases, some library supplies, and four new computer systems. After carry-over money was deducted, the library returned \$1.10 from the personnel budget, and \$.17 from the operating budget to the City for a total of \$1.27. Mrs. Foley reported that the carry-over money included \$29,300 for new computer equipment, software, and deployment. Also included in the carry-over money was \$100 for telephone

and \$65 for gas-heat to cover bills not received before the July 12th deadline. The actual telephone bill was \$96.52 and the gas-heat bill was \$36.57, leaving a \$13.48 balance in telephone and a \$28.43 balance in gas-heat. Therefore, the actual amount returned to the City from the library's FY'13 budget was \$41.91.

Mrs. Foley stated that the four new computer systems were deployed in early July. Three are on public service desks and one for Edward Bergman's desk. A deployment list is being created for the other systems that will be purchased early this fall. Mrs. Foley stated that they are looking at the possibility of two orders and are developing a priority list based on need. These systems will be replacing old, sluggish staff computers. Mrs. Foley also reported that earlier today the left-hand computer on the reference desk died. Mrs. Foley and Mr. Bergman are meeting with Mrs. Shelton tomorrow, and will discuss beginning the computer replacement project prior to her return the day after Labor Day.

NEW BUSINESS:

Mrs. Foley requested a transfer of \$600 from trust funds to be transferred to the working trust account to cover the anticipated annual Fine Arts Insurance premium. **A motion was made and unanimously approved to transfer \$600 from the Library Trust Funds to the working trust fund account and asked the library to pursue updating the fine arts inventory/appraisals as recommended in 2012. (MB/CM) An additional vote was made and unanimously approved to pay the Fine Arts Insurance premium when received. (MB/SZ)**

Peter Bergman, son of Richard Bergman, contacted Mrs. Foley regarding a donation to the library in honor of Dick's 85th birthday. After consulting with Mrs. Shelton and Edward Bergman, it was decided to recommend the purchase of a traditional wall clock to be hung in the Carnegie Building. The clock has been purchased and a small plaque will be hung beneath it noting that it is given by his family in recognition of Richard A. Bergman's service as a Library Trustee from 1980 – 2003 and as Chairman from 1984 – 2003. The clock was shown to the Trustees.

The library has received the offer of a donation of seven dollhouses from Kevin McCarthy. Mr. McCarthy has offered to list the Leominster Public Library in his will as the recipient of all seven of his dollhouses. After a brief discussion, the Board of Trustees has requested Chairman Gilbert Tremblay send a letter to Mr. McCarthy declining the offer of his dollhouse collection, as it does not fit within the library's mission.

Mrs. Foley announced that an additional staff member will be going out on the Family Medical Leave Act. This staff member is expected to be using her sick time for approximately 12 days from August 15th through September 2nd following her surgery.

Mrs. Foley notified the Board concerning a recent rash of problem patrons.

- A man, who is known to police, was warned by staff that drunkenness and soiling of library chairs would not be tolerated. This man has refused to accept a written warning on several occasions in the past. At the time of the incident, Edward

Bergman discussed with the police the possibility of serving a No Trespass Order. The police indicated that they prefer the order be served while the person is on the premises. Mark Bodanza noted that it is not a requirement.

- An adult male computer user had been warned several times about using his cell phone in the library and became upset when Mr. Bergman warned him once again about disrupting other patrons. This patron announced that he was going to go and see the Mayor.
- A young woman received a once-only warning regarding soliciting money and the use of foul/vulgar language in the library. If either action is repeated she will be served a no-trespass order.
- Two separate incidents of unidentified men soliciting money from library patrons in the parking lot have been reported.
- An ambulance was called on July 15th for a patron who is homeless and thought he was having a panic attack.

ANNOUNCEMENTS:

The library was alerted by a patron late Friday afternoon that a number of library DVDs were on the shelves for sale at FYE in the Mall at Whitney Field. Mrs. Foley and staff member Ann Finch went to the store and located 18 library DVDS. FYE staff cannot give out information until police are involved, but said they would put aside the identified DVDS while the library staff prepares a list for police of missing items. Movie Stop and Newberry Comics were checked and there was nothing from our library. The staff at each establishment was notified that Leominster Library does not sell discarded DVDs in their cases, and if any are brought in for resale they have been stolen from the library.

The Friends of the Library are currently making plans for a possible fall fund raiser, as well as a spring fund raiser. Stay tuned.

The children's book sale and the American Girl Doll Raffle are both very popular. The library has been approached by an anonymous donor who would like to donate a LEGO kit for a Boy-centric raffle later this summer.

The next meeting will be held on Monday, September 16, 2013 at 5:00 p.m. in the library's historic meeting room.

The meeting adjourned at 6:15p.m.

Respectfully submitted,

Nancy Hicks

Secretary, Board of Trustees