

Trustee Meeting Minutes
October 15, 2013

The October meeting of the Leominster Public Library Board of Trustees was called to order at 5:04 p.m. on Monday, October 15, 2013.

In attendance were Gilbert Tremblay, Chairman; Mark Bodanza; Susan Chalifoux Zephir; Nancy Hicks; Carol Millette; Head of Adult Services Edward Bergman; Assistant Director Meredith Foley and Director Susan Theriault Shelton.

Absent: Robert Salvatore

The minutes of the previous meeting were approved as submitted. (MB/CM)

There were no questions regarding the Director's Report. The Board commented on how helpful this report is and that they are continually amazed by the number of programs and offerings the library makes available to the public.

OLD BUSINESS:

Mrs. Shelton informed the Board that to date \$31,185 has been donated to the library in memory of Armand J. Millette. The request for the establishment of the Millette Family Trust Fund goes before the City Council for a second reading and vote this evening. The donations have been deposited with the City and are being temporarily held in the library's Gifts and Donations account. Mrs. Millette asked if the remaining money in Gifts & Donations given in memory of her mother Louise Cavaoli could be moved into this new Trust Fund. Mrs. Shelton will check with Mr. Laplante and Comptroller John Richard to see if this is possible. It is estimated that the amount remaining in memory of Mrs. Cavaoli is \$465.00. The library will work with Mrs. Millette and her sons to offer two Sunday programs annually, a musical program in the spring, and an outdoor/environmental program in the fall.

The library has hired Joseph Mulé, Director of the Thayer Memorial Library in Lancaster, to work part-time on Sundays. He begins training on October 20th. Mr. Mulé has indicated that if given enough notice he would also be able to fill-in on an evening if the library is short-handed.

Circulation Supervisor Nancy Tourigny and Head of Adult Services Edward Bergman have reviewed over 40 applications for the part-time Circulation Assistant position. They selected ten people to interview and determined that there were three very good candidates. The position was offered to and accepted by Nicole Piermarini, who is currently working on her master's degree in library and information science. Nicole has volunteered at the library for a number of years, and begins her training tomorrow.

NEW BUSINESS:

The library has received a check from the estate of Andrew O'Donnell in the amount of \$100,000.00 for the establishment of the Marcia W. O'Donnell Art Activities Fund. The bequest comes with no restrictions other than that it be used for art-related programs. At next month's meeting, the Trustees will discuss whether they want to place any conditions on expenditures.

Mrs. Shelton commended Head of Children's Services Sarah Chapdelaine for always inviting Mr. O'Donnell to the programs that his annual donations funded in memory of his wife, and for providing him with the publicity and details of each program if he was unable to attend.

A motion was made and unanimously approved to accept the \$100,000.00 bequest from the estate of Andrew O'Donnell for the establishment of the Marcia W. O'Donnell Art Activities Fund. (MB/SCZ)

The request for establishment of the trust fund will go to the Mayor and then to the City Council for their acceptance on behalf of the library.

Mrs. Shelton distributed a hand-out outlining the FY14 Materials Budget, which highlighted the municipal appropriation, materials expenditure requirement, gifts & donations, Friends' estimated contributions and state aid. She noted that our state aid requirements are based on the population group of 25,000 to 49,999. If the library met the minimum requirement for hours of service, it would be required to expend 13% of its budget on library materials. However, because the library meets the hours of service requirement for the next higher population group, the municipal appropriation could be reduced to 12% or \$154,868. Mrs. Shelton is recommending that the FY14 target expenditure for materials be slightly over 13% at \$170,058.00. (13% is \$167,774.00) She noted that there are always some changes at the end of the fiscal year, and this would provide the necessary cushion to be on target. She anticipates using:

Municipal Appropriation	\$114,250.00
Gifts & Donations	\$ 5,658.00
Friends' Estimated Expenditures	\$ 5,650.00
State Aid	<u>\$ 44,500.00</u>
	\$170,058.00

Mrs. Shelton recommended transferring \$44,500 from the state aid account to meet this recommended materials expenditure for FY14. After a brief discussion, **a motion was made and unanimously approved to accept the recommended materials expenditure for FY14 at \$170,058.00.** (MB/ CM) **A motion was then made to transfer \$44,500.00 from the library's state aid account to library materials.** (MB/SCZ)

ANNOUNCEMENTS:

Mrs. Foley reported that Detective Aubuchon has found additional library DVDs at FYE, and is trying to find out who sold them to the store. She noted that the store will be closing in November. Most of the other DVDs that were recovered have been repackaged and put back into circulation.

The next meeting will be held on Tuesday, November 12, 2013 at 5:00 p.m. in the library's historic conference room.

The meeting adjourned at 5:30 p.m.

Respectfully submitted,

Meredith A. Foley
Recording Secretary

