

Trustee Meeting Minutes
February 11, 2013

The February meeting of the Leominster Public Library Board of Trustees was called to order at 5:05 p.m. on Monday, February 11, 2013.

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

Absent: Robert Salvatore.

The minutes of the previous meeting were approved as submitted. (CM/MB). It was noted that the date on the December 10, 2012 minutes reads "December 10, 2013". This will be corrected on the official copy.

There were no questions regarding the Director's Report.

Old Business:

The FY'14 budget deadline is March 29, 2013. Mrs. Shelton hopes to present a draft budget at the March 11, 2013 meeting.

A public hearing and second reading for non-union cost-of-living adjustments will be before the City Council this evening. The proposed adjustments for full-time staff are:

2% as of July 1, 2011

2% as of July 1, 2012

1% as of January 1, 2013

3% as of July 1, 2013

3% as of July 2014

There will be a 20 day waiting period from the date the ordinance change is passed by the City Council before this is enacted.

Mrs. Shelton distributed a compilation of Library Usage Statistics from FY04 through FY12 showing the growth in library services provided by the same number of FTE staff. She noted that the number of borrowers represents active users, as the patron data base is purged on an annual basis.

Rosalyn Navaroli, who has volunteered at the library for a number of years, has been hired as a new part-time staff member. She will be working 19 hours per week, handling network transfers and working at the main circulation desk.

Mrs. Shelton is currently reviewing the part-time budget to develop an hourly salary schedule that is more in line with other salaries for comparable positions, in order to maintain greater consistency with part-time staff. She is also reviewing the part-time budget to determine if there are funds available to support another much-needed part-time position.

Mrs. Shelton is developing a list of those things she would like the library to accomplish in FY14.

A Legislative Breakfast will be held at the Leominster Public Library on Friday, March 1st. Senator Flanagan has confirmed she will be attending. Confirmations have also been received from Representative DiNatale, Representative Ferguson, Representative Harrington, Representative Hogan, Representative Rosa, and Representative Zlotnik. The library is still waiting for confirmation from Representative Benson and Representative Naughton. Mrs. Shelton is in the process of developing a program for the event. Trustees Nancy Hicks, Carol Millette, and Gil Tremblay have confirmed they will be attending. Mayor Mazzarella has also confirmed he will be coming to the breakfast.

Mrs. Shelton brought the Trustees up-to-date on the computer replacement project. The 10-year-old back-up domain controller has been taken out-of-service, but still needs to be dis-joined from the network. The domain controller is critical for authentication on the City Hall's work and email servers. City ITTF money will pay for the new server and the associated engineering time. The cost is expected to be \$11,796.91. The library will purchase the required server software. This new server will enable the library to replace service desk computers with 64-bit systems, and increase the amount of usable RAM. The City's Strategic Plan, when funded, will upgrade City Hall's virtualized servers. There has been some discussion about the possibility of locating some of this equipment at the library. When City Hall's virtualized work server and the network's infrastructure has been upgraded, this could be the library's work server and replace the one it purchased in 2007. As soon as the new domain controller is installed, the library will begin purchasing new computers to replace those that are well past their life-expectancy and are functioning poorly.

New Business:

Mrs. Shelton informed the Trustees about the Encore Fellowship Program, which works with companies throughout the country to place retiring employees, with a high-level of expertise, in non-profit institutions. The companies pay their retired employees for 1,000 hours of work over a 12-month period by awarding a grant to the non-profits. Mrs. Shelton worked on the documentation for the Host Application and Position Description, which has been accepted by Encore. The library has been matched with David Johnson, who has worked for Intel for the past 33 years, and is retiring in March. David's area of expertise is operations. Mrs. Shelton developed position descriptions for system analysis and strategic planning. His services must be used for capacity building, not direct service to the public. Mrs. Shelton is meeting with Mr. Johnson tomorrow, and hopes that if all goes smoothly he will be able to begin sometime in April.

Mrs. Shelton distributed copies of a draft Child Safety Policy developed by the Children's Room staff, who reviewed a number of policies from other libraries. The question was raised as to whether the Recreation Department has such a policy that might be valuable to review. It was suggested that the Police Chief, Mayor, and City Solicitor be asked to review and comment on the draft policy.

Dr. Seth Garber, brother of Dr. Geraldine Feldman, contacted Mrs. Shelton regarding the possible donation of something permanent for the library's Dr. Martin T. Feldman Children's Room in memory of his recently deceased mother Eleanor Natalie Garber.

Mrs. Shelton and the Children's Room staff have been working to find some suitable options for this donation. Mrs. Shelton distributed copies of some specialized seating (chairs and benches) and artwork for Dr. Garber to consider.

Announcements:

Work continues on the 25-year plaque, and is nearing completion.

When asked about the proposed ordinance change on City appointments, Susan Chalifoux Zephir indicated that the City Council is working on improving and clarifying this portion of the ordinance's language. Mrs. Shelton noted that the library currently has the terms for four trustees expiring at the same time. She would like to see the appointment terms returned to having only two trustee terms expiring each year.

The next meeting will be held on Monday, March 11, 2013 at 5:00 p.m. in the library's historic conference room.

The meeting adjourned at 6:00 p.m.

Respectfully submitted,

Meredith A. Foley
Recording Secretary