

Library Board of Trustees
Meeting Minutes
April 1, 2013

The April Meeting of the Leominster Public Library was called to order at 5:03 p.m. on Monday, April 1, 2013.

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. (MB/RS)

OLD BUSEINESS:

Mrs. Shelton distributed budget packets to the Board. It included a summary of library usage and patron visits from FY04 through FY12. FY04 was the last full fiscal year the library operated in the old building. She emphasized that the library, in spite of significant increases in usage and patron visits, has not had an increase in its FTE staffing since FY04.

Mrs. Shelton discussed the proposed FY14 budget. It was noted that the Personnel Budget includes a 3% COLA for full-time salaries as approved by the City Council. Additionally, there is the request for a full-time Electronic Services Librarian's position graded at an S5, requiring a master's degree in Library and Information Science, with no supervisory responsibilities. This position would be responsible for overseeing the library's technology infrastructure, including computer networks, hardware, software, databases, wireless, printing, Internet, website and social media, including related equipment; conducting computer training for library staff and the public; and performing reference/information librarian duties. Mrs. Shelton distributed a draft job description for this position, and will include it in the budget packet to the Mayor.

Mrs. Shelton is also asking for an additional \$10,000.00 in the part-time line-item to add some additional hours and increase hourly wages, something which is long overdue. It was noted by the Board that the current hourly rates are lower than those paid at local retail box stores.

The total requested Personnel Budget for FY14 is \$995,469.00.

Mrs. Shelton reviewed the proposed Operating Budget. She noted that line-items requests for Electric, Gas, Postage and Microfilm Service were decreased, while line-item requests for Automation, Books, Conference (mileage) and Computer Equipment were increased. The proposed Operating Budget request of \$336,165.00 is level-funded.

A motion was made and unanimously approved to accept the proposed FY14 library budget as presented. (CM/MB)

The budget will be submitted to the Mayor this week.

NEW BUSINESS:

Mrs. Shelton reminded the Board of the Trustee Focus sponsored by the MBLC and the MA Trustees Association being held at the library this coming Saturday. She noted that 80 - 100 Library Trustees from across the Commonwealth will be in attendance.

The Staff Appreciation Luncheon will be held on Wednesday, April 10th from 12-2 p.m. in the large meeting room. Mrs. Hicks & Mrs. Millette will be preparing the meal that is privately funded by the individual members of the Board of Trustees. At the luncheon a 25-Year Service Plaque will be unveiled honoring those full-time library staff members, past and present, who have served library patrons for 25 years or more. The plaque will be hung in the main hallway near the audio-visual room.

Susan Shelton, Edward Bergman and Diane Sanabria recently met with Leominster High School Media Specialist Brian Tata and Principal Thomas Brown to discuss collaboration.

The next meeting is scheduled for Monday, May 13, 2013 at 5:00 p.m. in the library's historic conference room.

The meeting adjourned at 6:05 p.m.

Respectfully submitted,

Meredith A. Foley
Recording Secretary