

Trustee Meeting Minutes  
May 13, 2013

The May meeting of the Leominster Public Library Board of Trustees was called to order at 5:05 p.m. on Monday, May 13, 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. (MB/SCZ)

There were no questions regarding the Director's Report. A suggestion was made that at the end of the fiscal year, it would be nice to have a summary of the grants, etc. which the library undertook during the year.

**OLD BUSINESS:**

The library has not heard anything regarding the proposed FY14 budget since it was submitted in early April. Mrs. Shelton expects a budget meeting with the Mayor very soon. Mrs. Shelton will email the FY14 budget cover letter to the Board.

Two new HP service desk computers with larger-screen monitors were deployed on Friday, April 12<sup>th</sup> at the main circulation desk and in the Children's Room. Unofficial feedback has been positive, but more formal comments will be solicited at tomorrow's staff meeting. If overall feedback is positive, all service desk computers will be replaced with the exact same systems. Additionally, Mrs. Shelton will be working with Meredith Foley and Edward Bergman to determine which staff systems are also in critical need of replacement. Once the total on the number of computers needed has been determined, Mrs. Shelton will secure a per system price from the representative for HP using the state contract.

Mrs. Shelton expects to be able to make a budget transfer of approximately \$30,000 from the Salary & Wages line item which will be targeted for the computer replacement project. This extra money in Salary & Wages is due to the retirement of the Head of Children's Services (at maximum) being replaced with a with a current library assistant (at the beginning level) - with the position vacant for 3 months; library assistant Sarah Chapdelaine moving to Head of Children's Services; that position being vacant for a period of time; and part-time employee Renée Wheeler filling the full-time library assistant position at the beginning level. Additionally there will be some part-time money available as Renée Wheeler's position was vacant for a short period of time.

Meredith Foley has done a preliminary projection of part-time hours until the end of the fiscal year. Administrative Assistant Lori Benoit has reconciled the library's personnel budget with City Hall, and has done a projection of full-time staff salaries until the end of the fiscal year. Once this has all been double-checked, Mrs. Shelton will be able to determine the amount available to request to transfer for the computer replacement project. The number of computers

to be purchased ultimately will be dependent upon the cost per system, plus an average engineering cost to deploy each system, vs. the amount of money available. A request for transfer will be submitted to the Mayor to appear on the Tuesday, May 28<sup>th</sup> City Council meeting.

David Johnson, the retired Intel employee, who is currently working at the library under the Encore Fellowship program, began on Wednesday, April 17<sup>th</sup>. The focus of his work has changed somewhat from the original work statement submitted to Encore. After reviewing all the building's mechanical and electrical systems, he has determined that all are functioning at their maximum efficiency. He is planning on writing a report reviewing each system with his observations. Therefore he is currently doing more hands-on work with Alby, which will help in getting some long overdue projects, such as washing walls, etc. done during his Fellowship. Mrs. Shelton has spoken with her contact at Encore who is fine with this shift in work duties. Additional projects will be developed as David continues to get more familiar with the building. David is currently working at the library on Tuesday, Wednesday, and Thursday from 8 a.m. until 2:30 p.m. with ½ hour for lunch.

The library currently has a staff member who went out on FMLA beginning Wednesday, May 8<sup>th</sup> for shoulder surgery. She potentially could be out for 12 weeks, not returning to work until Wednesday, July 31<sup>st</sup>. She is unable to drive for at least 6 weeks, so we will have a better idea if she will be returning sooner than the end of July when her doctor determines if she can drive around the 3<sup>rd</sup> week in June. Whenever she does return, she could be on restricted duty for a period of time. Part-time employees are being given additional hours in order to cover her weekly desk time.

The wooden panels around the windows in the 1910 historic building are already peeling badly and should probably be scraped and repainted prior to winter. Mrs. Shelton is planning on contacting several painters to get quotes to decide how best to proceed. As she begins to close out this year's operating budget, Mrs. Shelton will determine if there is money available in the Building and Grounds line item to enable us to do this project before the end of the fiscal year, or if the library will need to wait until next fiscal year. If the project is under \$10,000, the library does not have to go through the procurement process.

There was some discussion as to whether the wood is still in good condition or if the peeling paint is due to rot. A suggestion was made that if the latter is true, we might want to consider replacing the panels with a composite material which may last longer, then painting it. Mrs. Shelton will work on finding someone who can make a determination on the status of the wood.

Mrs. Shelton showed the Board two framed photographs taken by local photographer John Chris Brault, who would like to donate them to the library. The photos of the gazebo at Carter Park and the water tower at Sholan Farms are approximately 14" x 18". After a brief discussion **a motion was made and unanimously approved to accept John Chris Brault's donation of the two photographs listed above.** (MB/SCZ)

It appears if the Longsjo Downtown Criterium takes place as planned on the evening of Thursday, June 27<sup>th</sup>; the entire area around the library may be inaccessible to cars. Although this

event was planned to take place last year and was cancelled, a March 31<sup>st</sup> article in the *Telegram & Gazette* stated that this four day race was definitely happening. Mrs. Shelton has yet to learn the final areas to be blocked off, but early discussions indicated that it would be both the portion of West Street in front of the library and Pearl Street. A decision as to whether or not the library should consider closing at 5:00 p.m. that day due to restricted vehicular traffic will be made at the June meeting.

Mrs. Foley distributed copies of the current Meeting Room Policy with proposed revisions included. After a brief discussion **a motion was made and unanimously approved to accept the changes to the Meeting Room Policy.** (GT/ MB)

#### ANNOUNCEMENTS:

A thank you card from the staff for the luncheon sponsored personally by the members of the Board of Trustees, was circulated.

Mrs. Shelton announced that Gilbert Tremblay and Carol Millette have both been reappointed to the Board. Their terms expire April 15, 2016. Both indicated that they have been sworn in.

Mrs. Shelton reminded the Board that the annual Feldman Children's Celebration will be on Sunday, May 19<sup>th</sup> from 1:30-4 p.m. This program with performers, balloon artists, live animals and refreshments is sponsored by the Feldman Family.

The next meeting will be held on Monday, June 10, 2013 at 5:00 p.m. in the library's historic conference room. Mr. Salvatore indicated that he would not be able to attend that meeting.

The meeting adjourned at 5:55 p.m.

Respectfully submitted,

Meredith A. Foley  
Recording Secretary