

Trustee Meeting Minutes  
February 10, 2014

The February meeting of the Leominster Public Library Board of Trustees was called to order at 5:00 p.m. on Monday, February 10, 2014. In attendance were: Gilbert Tremblay, Chairman; Mark Bodanza; Susan Chalifoux Zephir; Nancy Hicks; Assistant Director Meredith Foley; and Director Susan Theriault Shelton.

Absent: Carol Millette and R.A. Salvatore

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

There were several follow-up questions on the Director's Report.

- Royal Steam Heat - Mrs. Shelton indicated that the furnaces need to be cleaned, which may take care of the faulty flame issue that persists.
- The roof leaks were caused by open seams in several different locations, which is not covered under the warranty. As previously stated, the roof on the 1910 building is approximately 15-20 years old, and the warranty was extended to match that of the roof on the library's addition.
- The Orchard Street program is a 9-12 month program for women in recovery and their children. Over the years, the library has lost a significant amount of material to residents living in the Orchard Street house. This material was checked out and never returned. Through this new collaboration, the library is providing a permanent collection of books for the children to read and keep. These books are donations, and are not part of the library's collection.

Mrs. Shelton informed the Board that the February meeting should have included the Election of Officers for the coming year. This was an oversight, and it will be included on the agenda for the March meeting.

Due to the number of Board members who will be away at the time of the regularly scheduled March meeting, as well as the deadline for submission of the FY15 budget, Mrs. Shelton suggested that the March and April meetings be combined and held on Monday, March 31, 2014. Mrs. Shelton will ask for an extension of a day or two to be able to incorporate any changes/suggestions from the Board before submitting the FY15 budget to the Mayor's office

Old Business:

None.

New Business:

The most challenging part of the budget continues to be staffing. There are many projects that need to be done by a variety of full-time staff members. This is very hard to do with the current level of full-time staffing, as many now have 6 weeks vacation. This dramatically impacts coverage for the library's five public service desks and the ability to work on special projects. Mrs. Shelton will once again request the addition of an Electronic Services Librarian's position. She will review the draft job description that was submitted with this

request last fiscal year. Mrs. Shelton indicated that she may also request additional part-time funding as part-time employees cannot work beyond 19 hours per week on a regular basis. The current part-time staff is at this limit. Mrs. Shelton reiterated that a number of the library's goals will not be able to be achieved without additional staffing.

Mrs. Shelton reported that Phase I of the current deployment of nineteen (19) 64-bit computers has been completed. Due to the number of systems to be replaced, it was decided to deploy a small number (6-7) in each phase, with a buffer period of a week to allow for any issues to be resolved before moving on to the next phase of the deployment. The replacement of the library's EnvisionWare Management Console will be done separately at a time to be coordinated with C/WMARS. All public computers will be unavailable for a period of time on the day the console is replaced, as every public computer will need a software upgrade as part of this console replacement

Guardian Technologies was hired for the deployment, but before beginning this project, one of their engineers came in on January 24<sup>th</sup> and worked on two computers that had been experiencing problems since they were deployed in the late fall. It was discovered that there was a persistent root statement problem on both computers, which caused problems with the connection to City Hall. This has been remedied. Edward Bergman has developed a check sheet for each computer, including specific needs for each system including IP address, persistent route statements, DSN, etc.. Following the deployment, a log sheet is placed at each computer for the user(s) to record any problems in detail. Phases II and III will each include 6 computers. Mrs. Shelton will order a new laptop for her use once Phase III is completed. All of the new computer systems are running Windows 7 with Microsoft Office 10 Professional.

Library staff email remains a problem. Staff members' C/WMARS mail comes through City Hall's Exchange server, which needs to be replaced.

The VITA Tax Program began last Tuesday, February 4th, as the federal government was late in rolling out the updated software program for electronic filing. This popular free program staffed by trained employees of the local credit unions is held at the library on Tuesdays and Wednesdays from 4-7p.m. during the tax season. To date 124 appointments have been made for this program. The AARP Tax Aide program is at the library on Saturdays, and 60 appointments have been made for this program to date.

Mrs. Shelton informed the Board that through Congressman McGovern's Office, the library will be hosting an informational session on the EITC (Earned Income Tax Credit) program.

Mrs. Shelton distributed handouts from the recent Library Legislative Breakfast attended by Nancy Hicks, Meredith Foley and herself. She noted that Senator Flanagan, Vice-Chair of the Senate Ways & Means Committee, indicated that the state is still operating in a deficit. The MA Board of Library Commissioners will be trying to secure additional funding for state aid and library technology/resource sharing. Networks are highly dependent on state funding. Patron demand has skyrocketed for online databases and eBooks, while funding has been cut. The statewide eBook Pilot Project is trying to address the problem of libraries having to pay 5-6 times more than an individual for eBook titles by negotiating group purchases.

Rep. Dennis Rosa asked Mrs. Shelton to write to him with what she considers to be the most important item on the legislative agenda for the Leominster Public Library so that he can

include it as one of his top three budget priorities in a letter to the Chairman of House Ways and Means.

Mrs. Shelton outlined a number of 2014 projects and grants for the library;

- Edward Bergman has planned programs for this spring for the Created Equal Grant.
- Planning has begun for the Millette Memorial programs for this year.
- The National Endowment for the Humanities traveling display on Lincoln: The Constitution and the Civil War will be held at the library August 6 – October 10. Programs are being planned in conjunction with this exhibit.
- Website design. The City's website is currently being redesigned. The library's new website will have the look and feel of the City's and will be linked to the City's page, but will not be a subpage of the City's website as are most other departments. The library will maintain its own web presence at [www.leominsterlibrary.org](http://www.leominsterlibrary.org)
- Nancy Hicks and Carol Millette have finished the visual and descriptive identification of all of the library's artwork, with separate divisions for library holdings and donations to the library. The next step is a Fine Arts Appraisal.
- Three firefighters came to the library today to familiarize themselves with the building.
- Mrs. Shelton will set-up a meeting with the Police Chief to discuss security and how best to deal with various patron problems, and the Fire Chief to discuss fire drills and building evacuation.
- Begin investigation of materials security system
- Develop annual task calendar with contact information, staff person responsible, etc.
- Develop new Circulation Manual
- Change library staff email from cwmars.org to Leominster-ma.gov
- Painting of the window frames and panels on the historic building
- Strategic planning

The next meeting will be held on Monday, March 31, 2014 at 5:00 p.m. in the library's historic conference room.

The meeting adjourned at 6:03 p.m.

Respectfully submitted,

Meredith A. Foley  
Recording Secretary