

Trustee Meeting Minutes
Monday, June 9, 2014

The June meeting of the Leominster Public Library Board of Trustees was called to order at 4:02 p.m. on Monday, June 9, 2014.

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 (SC/CM)

Follow-up questions to the Director's Report included:

- Edward Bergman and Ann Finch attended an Overdrive demonstration, which used a large all-in-one touch screen computer to promote the borrowing of Overdrive e-Books. Based on this demonstration, they do not recommend the library purchase the Overdrive software. This software does not make borrowing e-Books through Overdrive any easier for library patrons, but is simply a marketing tool. However, they felt a large all-in-one touch screen computer does present a large number of other possible uses, such as an oversized public access catalog for the visually impaired or an electronic bulletin board to promote library programs and services. This will be considered for a future purchase.
- Carol Millette, Nancy Hicks, and Susan Shelton will begin making site visits to area libraries to look at RFID (Radio Frequency Identification) materials security systems, keeping in mind it will need to be compatible with C/WMARS. Any system the library considers will also need to have a self-check option. The library would like to deploy several self-check workstations once a material security system is in place. The Worcester Public Library has a 3M RFID security system. It was also suggested both Framingham and Lexington be contacted, among other libraries for possible site visits.

OLD BUSINESS:

Mrs. Shelton met with the Mayor and John Richard on Wednesday, June 5th regarding the library's FY15 proposed budget. She indicated that it appeared funding for the library had already been preliminarily decided. She thinks the request for an additional \$10,000 in part-time salaries will be included. However, she does not think the library will receive the necessary funding for the full-time Electronic Resources Librarian' position. Mrs. Shelton noted that she explained to the Mayor and John Richard that the additional part-time money is a Band-Aid approach to the library's staffing issues, and the Electronic Resources position would help to provide many library- specific services to the public. Assistant Director Meredith Foley's salary appears to have remained fully funded in this budget, and the salary differential upon her retirement can also be used for part-time in the upcoming fiscal year. The minor increases requested in the operating budget appear to have been included. The library will continue to do the best that it can with the resources provided.

Mrs. Shelton emailed Representative Rosa regarding the Trustees' discussion of the library as a possible location for the National Chair of Honor. In a subsequent conversation with Mrs. Shelton, Representative Rosa said he recently learned that Councilor Claire Freda did not think that the library was the best location for the chair. Councilor Rosa indicated due to the differing options regarding the best location in the City for the chair that the decision should be made by the Mayor and City Council. Mrs. Shelton passed along this information to the Mayor's Administrative Assistant Michelle Nadeau to be shared with the Mayor.

NEW BUSINESS:

Mrs. Shelton requested \$975 from trust funds to cover the cost of tent rental for the recent Feldman Children's Celebration. She noted that the Feldman family sent a check for \$5,000. Of that amount, \$4,275 was used to cover the cost of performers, the photographer and refreshments for the event. The remaining \$725 was put into the Feldman Children's Book Fund. Mrs. Shelton noted that in the past the family funded the tents, which limited the amount of money available to spend on performers. For the last several years, the library has assumed the cost of the tents, as it would be impossible to do the event without them. **A motion was made and unanimously approved to appropriate \$975.00 from trust funds to cover the cost of the tents for this year's Feldman Children's Celebration (CM/MB).**

The library is moving forward with the public computer project. The existing twelve adult public computers have been rolled forward to Windows 7, and have had an additional 4 GB of RAM installed. The library has purchased seven new 64 bit Windows 7 systems to replace the five existing public computers in the Children's Room and the two existing public computers in the Young Adult Center. Another two identical systems have been purchased to be added to the "tween" area of the Children's Room. This will give "tweens" their own public computers, as well as provide adults with young children Internet access in the Children's Room. Additionally Envisionware's PC Reservation and LPT ONE, the time management and print software from CW/MARS, needs to be updated to work with the 64 bit Windows 7 systems. In the process of beginning this public computer deployment project, it became apparent that the new security software Clean Slate was not compatible with the print management portion of Envisionware. Therefore, the security software had to be changed from Clean Slate to Deep Freeze. Springfield City Library has successfully used this with Envisionware's time and print management. Mrs. Shelton noted that this is a big technology project, which has to include CW/MARS. Additionally two new color printers were added for the public, one in the adult department and one in the Children's Room. This project is ongoing.

Mrs. Shelton sent an email to the staff, Trustee Robert Salvatore (who was not at the May meeting), and the Mayor announcing the impending retirement of Assistant Director Meredith Foley. Mrs. Foley and Mrs. Shelton each met with Human Resources Director John Harmon. The position must be advertised a minimum of one day in a local newspaper. Mrs. Shelton stressed the importance of the Trustees being involved in the process. John Harmon wants to be present for the interviews, and suggested that a maximum of two trustees along with Mrs. Shelton conduct the interviews. There was discussion regarding using the appropriate job lines to further advertise the position. Trustees Mark Bodanza and Sue Chalifoux Zephir will be involved in the process. Work will begin soon on updating the position's job description. Mrs.

Shelton would like to begin interviewing in August, with the hopes of selecting a candidate in September.

ANNOUNCEMENTS:

Mrs. Shelton indicated that she was contacted by Rick Voutour and Bob Bray from the Veteran's Center regarding whether the library would be involved with other surrounding cities and towns in a community read commemorating the Worcester Revolution of 1774. Mrs. Shelton informed them that the Leominster Public Library will be very involved in a Lincoln: the Constitution and the Civil War exhibit from the end of August through the beginning of October, with a number of associated programs. Therefore, it will not have the available resources to take part in this community read.

The next meeting will be held on Monday, July 14, 2014 in the Library's Historic Conference Room.

The meeting Adjourned at 5:00 p.m.

Respectfully submitted,

Meredith A. Foley
Assistant Director