

Trustee Meeting Minutes
August 4, 2014

The August meeting of the Leominster Public Library Board of Trustees was called to order at 5:00 p.m. on Monday, August 4, 2014.

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

Absent: Susan Chalifoux Zephir.

There was no Director's Report due to the month ending last Thursday. Both July and August reports will be included with next month's meeting materials.

OLD BUSINESS:

Mrs. Shelton reported that the current public computer project is completed and seems stable.

The library has ordered ten (10) additional 64-bit Windows 7 computer systems to replace seven (7) public access catalog computers, the PC reservation station, the microfilm computer, and the Grant Center computer.

An additional UPS has been ordered for the basement data closet to help disburse the load. At the time of installation, the basement data closet will be reorganized, and all equipment and cabling will be labeled for ease of identification and trouble shooting.

C/WMARS will be replacing its router, connecting it to the new MBI Juniper Switch and moving the library's connection for its integrated library system Evergreen from Comcast to Crocker Communications.

Susan Shelton is in the process of developing specifications for a new work computer for herself to complete the library's transition to all 64-bit Windows 7 systems using Office 2013.

Nancy Tourigny is investigating recent C/WMARS circulation reports, which show sharp declines in circulation numbers, which anecdotally library usage does not support.

Robert Salvatore mentioned how the Minneapolis-St. Paul Airport is providing public use iPads, which are locked down. Mrs. Shelton indicated that she would investigate this for possible use in the library when time permits.

Mrs. Shelton noted that there are two (2) new computers in the Children's Room. The AWE computers are self-contained units with touch screens and are pre-loaded with 1,000 early learning programs. Each unit costs approximately \$3,200, and comes with an extended warranty and free updates. The young children find these to be easy to use, and they have been popular ever since they were introduced in the children's area.

Meredith Foley's sick leave buy back will initially come out of the library's personnel budget, and will be reimbursed in full when free cash is certified. Her sick leave buy back will go on the payroll sometime in September.

The trustees discussed the benefits of advertising the Assistant Director's position on the Simmons College and the University of RI library schools websites, as well as with the MA Board of Library Commissioners. It was decided that it was important to attract a wider pool of applicants, not knowing if a qualified internal candidate will apply.

It was noted once again that the beginning salary and benefits for the position are non-negotiable. Should an existing City of Leominster employee be appointed, they would go to the step for the position that is immediately above what they are currently making and would retain their current level of vacation and other benefits.

Mrs. Shelton indicated that it is hoped that she, Mark Bodanza, Susan Chalifoux Zephir and City Human Resources Director John Harmon will be able to interview candidates in September.

Plans are progressing for the public reception for Meredith Foley on Tuesday, September 23rd, as well as the dinner with staff, trustees and Friends' Executive Board members on Friday, October 3rd.

NEW BUSINESS:

Mrs. Shelton distributed an informational sheet outlining the proposed funding sources for the library to meet the FY15 state aid materials expenditure requirement. She noted that for the past several years, the library has slightly exceeded its minimum expenditure requirement, which is based on its population group, and proposed doing the same this year. She recommended the FY15 materials expenditure be \$180,000. To meet this goal, \$120,200 would come from the municipal budget, \$4,070 would come from Gifts & Donations, \$5,730 would come from the Friends of the Library, and \$50,000 would come from state aid.

After a brief discussion, **a motion was made and unanimously approved to authorize Mrs. Shelton to request from the City Council the transfer of \$50,000 for books from the library's state aid account. (CM/RS)**

Mrs. Shelton asked if there were any questions regarding the year-end trust fund report that was sent to the trustees. Mrs. Millette asked why some trust funds appear to have greater increases than others. Mrs. Shelton indicated that she would contact David Laplante to answer this question.

The next meeting will be held at 5:00 PM on Monday, September 8, 2014 in the Library's Historic Conference Room.

The meeting adjourned at 6:40 P.M.

Respectfully submitted,

Meredith A. Foley
Recording Secretary