

Trustee Meeting Minutes
December 8, 2014

The December meeting of the Leominster Public Library Board of Trustees was called to order at 5:07 p.m. on Monday, December 8, 2014.

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

The minutes of the November meeting were approved as submitted. (CM/MB)

There was a question and a comment about the Library Director's December monthly report:

- There was a question about the increase in state aid. Mrs. Shelton explained that state aid has fluctuated over the years to its current level. This year's state aid increase was one of the items lobbied for in last year's library legislative agenda. Mrs. Shelton reminded the Board that Governor Patrick has proposed cutting local aid, which would result in a reduction of state aid by about 5%. However, incoming Governor Baker is not in favor of cutting state aid, so we will have to wait to see what happens.
- There was a comment about delivery service to shut-ins appearing in the Director's Reports for the last several months. Mrs. Shelton explained that we had a call from a Leominster resident asking if someone from the library could deliver books to her, and a library staff member volunteered. In the ensuing discussion, Mrs. Shelton and Mr. Bergman realized there are additional staff members delivering books to shut-ins. They will survey the staff in order to accurately report shut-in delivery in future monthly reports.

OLD BUSINESS:

Mrs. Shelton welcomed Edward Bergman to his first Trustees' meeting as Assistant Director.

Mrs. Shelton presented a summary of the library's fine arts appraisal conducted by Robin S.R. Star, Director of American & European Works of Art, Skinner, Inc., on October 6, 2014. For comparison purposes, the summary included the values at last appraisal, done in the year 2000. Mrs. Shelton still needs to contact Jeanne Zephir to obtain her artist's biography and a bill of sale for her three paintings. Once she receives these, she will contact the insurance company to request increased coverage. The Board questioned how often the fine arts appraisal should be done, and Mrs. Shelton said she would follow-up with Skinner.

Mrs. Shelton reviewed the status of the Head of Adult Services position. She reported that she received 19 applications by the November 21 deadline. She and Mr. Bergman reviewed the cover letters and resumes, and selected 5 candidates for interviewing. Four candidates will be interviewed in the Conference Room at the Leominster Veterans' Center. The fifth candidate lives outside of this area and the interview will take place via Skype. Human Resources Director John Harmon will be joining Mrs.

Shelton and Mr. Bergman for the interviews.

Mrs. Shelton reviewed the names of candidates to recommend to the Mayor for filling the upcoming Trustee vacancy. Chairman Tremblay will make an appointment to bring the list of names to the Mayor.

Mrs. Shelton reminded the Board of a special Trustees' meeting scheduled for Wednesday, January 28, 2015, at 5:00 p.m. Richard Rogers of Abbey Capital LLC and the City's Treasurer/Collector David Laplante will review trust fund investments with the Board.

NEW BUSINESS:

Mrs. Shelton reminded the Board that the Community Foundation of North Central Massachusetts is holding the balance of the private funds raised during the library's renovation and expansion project. These funds are being managed by the Mason Companies. The Mason Companies will be making presentations at the Community Foundation on January 21 and 22. Mrs. Shelton will distribute additional information about the meetings to the Board.

Mrs. Shelton distributed the schedule of Trustees' Meetings for 2015.

Mrs. Shelton reminded the Board of the upcoming Library Legislative Breakfast at the Bigelow Free Public Library in Clinton on January 9, 2015.

ANNOUNCEMENTS:

There were no announcements.

The next meeting will be held on Monday, January 12, 2015, at 5:00 p.m. in the library's historic conference room.

The meeting adjourned at 5:43 p.m.

Respectfully submitted,

Edward L. Bergman
Recording Secretary