

Trustee Meeting Minutes  
March 31, 2014

The March/April meeting of the Leominster Public Library Board of Trustees was called to order at 5:02 p.m. on Monday March 31, 2014.

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

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

There were a couple of follow-up questions to the Director's Report.

- Regarding the persisting fault flame issue with the furnace, it was determined that there was a defective sensor which has now been replaced.
- The Board expressed their support of the increasing number of programs that are being offered by the library in partnership with the Leominster Public Schools.

OLD BUSINESS:

Mrs. Shelton reviewed the proposed FY15 budget with the Board. She indicated the operating budget shows only minor changes from the current budget. In order to better represent spending, the proposed FY15 operating budget reflects an increase of just over \$12,400 or 3.7%. The library is requesting an additional \$5,200 in the automation (C/WMARS) line-item due to an increase in the annual membership fee and the addition of clients on the Envisionware (time and print management for public computers) software.

The personnel budget includes mandated step increases, previously approved cost-of-living increases, changes in additional longevity pay, a request for a new Electronic Services Librarian position, and an additional \$10,000 for part-time hours. The Electronic Services' position is classified as an S5, with a starting salary of \$42,298. The proposed FY15 budget represents a modest 5% increase in addition to the mandated personnel increases over FY14.

Mrs. Shelton reviewed the draft job description for the Electronic Services position, and noted that adding this position would not totally eliminate the need for services from a third party technology vendor. However, it would allow the library to better oversee IT problems, while increasing productivity and reducing cost, and enable staff to develop a number of necessary technology initiatives.

It was agreed that a simple cover letter should accompany the budget request, highlighting the changes from this past fiscal year.

**A motion was made and unanimously approved to submit the proposed FY15 Operating and Personnel Budgets as presented.** (SCZ/MB)

Mrs. Shelton updated the Board on the Computer Deployment Project and noted the following:

- All service desk computers have been replaced with new 64-bit Windows 7 systems and larger monitors.
- All staff computers, with the exception of hers, have been replaced with new 64-bit Windows 7 systems, larger monitors, and Office 2010 Professional.

- Nine (9) additional 64-bit Windows 7 systems have been ordered and received to replace five (5) children's public Internet computers and two (2) Young Adult Center public Internet computers.
- Two (2) additional computers will be added for tweens and family computing, and will be located on the counter in the tween area of the Children's Room.
- Working with Guardian Information Technologies to roll adult public Internet computers forward from Windows XP to Windows 7. These systems were originally Windows 7 systems, but were rolled back due to a compatibility issue with Steady State (the security software used). Patrons are beginning to have problems accessing certain websites, particularly government websites with Windows XP. The library is investigating a similar compatible security software program called Deep Freeze.
- Once these public Internet computers have been either replaced or rolled forward to Windows 7, the library will deploy the new Envisionware management console and work with C/WMARS to upgrade the time and print management software.
- The aforementioned project with public Internet computers will require that public computing will be unavailable for a good portion of at least one day. Edward Bergman and I are currently working on a time line for this project.
- Additionally the public printers for both the adult department and the Children's Room need to be replaced. Edward Bergman is working on recommendations for new printers.

Mrs. Shelton and the Board expressed sincere thanks to Edward Bergman for all the work he has done on the computer deployment project to date.

#### NEW BUSINESS:

After a brief discussion, **a motion was made and unanimously approved to reelect the current offices for another year.** (MB/SCZ)

They are:

Gilbert Tremblay, Chairman  
 Carol Millette, Vice-Chairman  
 Nancy Hicks, Secretary

Due to a previous delay in several Trustee appointments, there are now four terms expiring in April 2014. Mrs. Shelton spoke with Mayor Mazzarella to ask that these reappointments be staggered so in the future only two terms expire each year. This change would reflect Library Trustee terms of appointment as stated in the City Charter. To facilitate this change, Mark Bodanza and Robert Salvatore will be reappointed for one year terms, expiring April 2015,. Nancy Hicks and Susan Chalifoux Zephir will be reappointed for three year terms, expiring April 2017. The terms of Gilbert Tremblay and Carol Millette are scheduled to expire in April 2016.

Plans for the Millette Memorial Trust program are progressing well. Details for the upcoming program featuring the Point 'N' Swing Big Band are being finalized. Mrs. Shelton, Mrs. Foley, and Mr. Bergman will meet later this week to review the program specifics.

The doors are scheduled to open at 6 p.m. with music from 7 – 8:30 p.m., followed by refreshments in the Community Room. Refreshments will include pastries and brownies (both dark and light) made by CTE, as well as cookies purchased through CTE from Cisco. Additionally decaf coffee donated by Dunkin Donuts, Lemonade and bottle water will be served. Ann Finch and Cheryl Gallagher

will be in charge of refreshments and decorating the Community Room in a black & white theme. Beth Dupuis will be in charge of decorations on the second floor. Christmas lights will be wrapped around the penthouse railing, cut-outs of musical instruments will be hung on the woodwork dropping down from the mezzanine, and musical notes will be on the curtain wall windows behind band. Susan Shelton will be the contact person for the band. Edward Bergman will roam the building to deal with any issues that arise. Meredith Foley will work with Alby Donaldson and Gus Johnson to ensure necessary furniture gets moved. Meredith and Susan will meet with Alby and Gus early next week to finalize the plan. The first floor service desks will be staffed: Children's Room – Diane Sanabria; Circulation Desk – Nancy Tourigny; Reception Desk – Joe Mule. Since Susan, Meredith, Edward and Beth will be on 2<sup>nd</sup> floor and that is where the majority of the public will be, the reference desk will not be staffed. Mrs. Shelton is waiting for a response from Police Chief Healy regarding a detail of two officers for evening.

Mrs. Shelton requested a transfer of \$5,000.00 from the Millette Memorial Trust to the working trust fund account to cover costs for both the spring and fall programs. **A motion was made and unanimously approved to transfer \$5,000.00 from the Millette Memorial Trust (MB.SCZ)**

Mrs. Shelton distributed a list of proposed 2014 programs to be sponsored by the Marcia W. O'Donnell Art Activities Fund. These include one adult program, one young adult program, and five children's programs. The total cost of these programs for 2014 is \$1,850.00. After a brief discussion, **a motion was made and unanimously approved to transfer \$1,850.00 from the Marcia W. O'Donnell Art Activities Fund (CM/MB)**

Mrs. Shelton will write a letter to the Treasurer/Collector David Laplante and signed by Mr. Tremblay, requesting these trust fund transfers.

#### ANNOUNCEMENTS:

The annual Staff Appreciation lunch will be held at noon on Wednesday, April 23<sup>rd</sup>. Mrs. Hicks and Mrs. Millette will take care of the arrangements and asked their fellow Trustees for contributions to cover the cost.

Mrs. Hicks and Mrs. Millette oversaw the framing and hanging of several additional pieces of artwork, including two photographs of the library.

Trustees were reminded of the meeting with the City Council on Monday, April 28<sup>th</sup> at 6:30 p.m.

The next meeting will be held on Monday, May 12, 2014 at 5:00 p.m. in the library's historic conference room.

The meeting adjourned at 6:18 p.m.

Respectfully submitted,

Meredith A. Foley  
Recording Secretary

