

Trustee Meeting Minutes  
May 12, 2014

The May meeting of the Leominster Public Library Board of Trustees was called to order at 5:00 p.m. on Monday, May 12, 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. (MB/SCZ)

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

- Meredith Foley was asked if the Bilingual Program held at the library had targeted the displaced families that are in the school system. Johnny Appleseed and Southeast are the two middle schools with the largest bilingual populations, and were the ones targeted by the school department for this program.
- It was noted that the Dr. Seuss Birthday Party sponsored by the Leominster Community Coalition three days before the bilingual program did target the displaced families and the Orchard Street residence, with Project Apples supplying transportation for those families.
- There was a question about the Collection Management activities. Mrs. Shelton explained that the Adult Nonfiction Collection Maintenance project is a long-term project and that collection management as a whole is continuous.

OLD BUSINESS:

There has been no word from the Mayor's office regarding meetings on the budget. However, it was noted at the City Department Heads' meeting that this will be a difficult year due to a joint resolution in the state that will impact local aid.

Mrs. Shelton indicated that when she does meet with the mayor she will:

- have the list of projects that she would like to see completed in the near future
- reinforce the fact that the building and its systems are well managed for efficiency
- explain that the request for an Electronic Services Librarian is intended to address a general staffing concern, with technology related responsibilities addressing an area that is most needed.

NEW BUSINESS:

The Board was sent information for review in advance of the meeting regarding the possibility of the library serving as the permanent location for the National Chair of Honor. After considerable discussion, the Board remained uncertain of an appropriate location within the library for the chair that would not interfere with the delivery of library services and would meet the requirements of the program. All agreed that this was a wonderful designation for the City, and that the chair should be located where it gets both the visibility and the respect that it deserves. **A motion was made and unanimously approved to table discussion as the library is struggling to determine how it can meet the intention of the project.** (MB/SCZ) However, the Board would be happy to enter into further discussion about the National Chair of Honor and its possible location in the library. Since the initial

proposal for the City of Leominster to have a National Chair of Honor came from Rep. Dennis Rosa, it was suggested that Mrs. Shelton offer him a tour of the library and invite him to attend the June meeting. Mark Bodanza offered to speak with Councilor Claire Freda seeking her input on the matter.

Mrs. Foley distributed a list of proposed holiday closings from July through December 2014, some of which are legal holidays. **After a brief discussion, a motion was made and unanimously approved to accept the following holiday hours as proposed (CM/MB):**

**July 4<sup>th</sup>** (Friday holiday) – Close Thursday July 3<sup>rd</sup> at 9 p.m. and reopen Monday, July 7<sup>th</sup> at 9 a.m.

**Labor Day** September 1<sup>st</sup> (Monday holiday) – Close Friday, August 29<sup>th</sup> at 5 p.m. and reopen Tuesday, September 2<sup>nd</sup> at 9 a.m.

**Columbus Day** (Monday holiday) October 13<sup>th</sup> (close for this day only)

**Veterans Day** (Tuesday holiday) November 11<sup>th</sup> (close for this day only)

**Thanksgiving** (Thursday holiday) – Close Wednesday, November 26<sup>th</sup> at 5 p.m. and reopen Friday, November 28 at 9 a.m.

**Christmas** (Thursday holiday) – Close Wednesday, December 24<sup>th</sup> at noon and reopen Friday, December 26 at 9 a.m.

**New Year's** (Thursday holiday) – Close Wednesday, December 31 at 5 p.m. and reopen Friday, January 2 at 9 a.m.

Mrs. Shelton asked Chairman Tremblay to read a letter addressed to the Board of Trustees. The letter from Assistant Director Meredith Foley informed the Board that with mixed emotions she intends to retire from the library effective September 30, 2014 after 34 years of service. The Board accepted Mrs. Foley's retirement with sadness.

Mrs. Shelton indicated that she and Mrs. Foley will be working to update the job description of Assistant Director, and stressed the importance of the Board's involvement in the selection process for her successor, as the person in this position works closely with the Board in the absence of the director.

A thank you card from the staff for the recent Staff Appreciation luncheon was passed around for all to read.

Mrs. Shelton reminded the Board of the 7<sup>th</sup> Annual Feldman Children's Celebration that will be held on Sunday, May 19<sup>th</sup> from 1:30-4 p.m. featuring music, juggling, magic, a petting zoo, balloon art, glitter tattoos and refreshments. This celebration is sponsored annually by the Feldman family.

The next meeting will be held on Monday, June 9, 2014 at 5:00 p.m. in the Library's Historic Conference Room.

The meeting adjourned at 6:00 p.m.

Respectfully submitted,

Meredith A. Foley  
Recording Secretary