

Trustee Meeting Minutes  
July 14, 2014

The July meeting of the Leominster Public Library Board of Trustees was called to order at 5:00 p.m. on Monday, July 14, 2014.

In attendance were: Gilbert Tremblay, Chairman; Mark Bodanza; Susan Chalifoux Zephir (joined via speaker phone); Nancy Hicks; Carol Millette; Assistant Director Meredith Foley; and Director Susan Theriault Shelton. Also in attendance for the first portion of the meeting was library patron Raymond Whitney.

Absent: Robert Salvatore

Chairman Tremblay asked Mr. Whitney if he wished to address the Board. Mr. Whitney then reported that his unattended jacket, which had been left with other personal items in the seating area outside the Administrative Office, had been stolen at approximately 3:30 p.m. on February 26<sup>th</sup> or 27<sup>th</sup>. He said he thinks his jacket was taken by a library staff member. At some point after this event, Mr. Whitney spoke with Susan Shelton who checked the library's "lost and found" for the jacket. She did not find it. Mrs. Shelton then informed Mr. Whitney that personal belongings are the individual's responsibility and should not be left unattended. Mrs. Shelton recommended that Mr. Whitney file a report with the police. Mr. Whitney indicated that he had also spoken to Head of Adult Services Edward Bergman and wanted to see the film from the camera in the area where he said his jacket was located. Mr. Bergman told Mr. Whitney that the camera closest to that area does not rotate, and would not have been able to "see around the corner." Mr. Whitney indicated that neither Mrs. Shelton nor Mr. Bergman were willing to do anything about his loss.

At this point Mr. Whitney became agitated, and his account of events became muddled. He indicated that he has contacted a Boston lawyer about this matter. He also stated that there is a state law that all libraries must have surveillance cameras. Mr. Bodanza indicated that he did not believe this was true, and asked Mr. Whitney to cite the statute. He could not.

Mr. Whitney has called Mrs. Shelton several times about this matter, as well a number of staff members at the Massachusetts Board of Library Commissioners. The MBLC indicated they have no jurisdiction over individual libraries. The MBLC's Interim Director Diane Carty called Mrs. Shelton to inform her of Mr. Whitney's calls. Mr. Whitney has also called Mayor Mazzarella.

When Mr. Whitney asked what the Board of Trustees was going to do about his issue, he was told they could do nothing. He again referred to having a Boston lawyer. Mr. Bodanza indicated that Mr. Whitney was welcome to consult his attorney.

The Trustees thanked Mr. Whitney for attending the meeting.

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

There was only one question regarding the Director's Report. Would any trust funds be required for the Lincoln exhibit? Mrs. Shelton explained that in addition to the National Endowment for the Humanities grant for the exhibit, the library has funds from the Friends of the Library, a donation in memory of Eliane Tonkin, and a contribution from the Leominster Community Coalition to provide additional support for the associated programming.

## OLD BUSINESS:

Mrs. Shelton reported that expenditures from the FY14 budget have been finalized. The library returned 10¢ from the personnel budget and \$10.25 from the operating budget to the City. A letter was sent to the Comptroller's Office on July 11<sup>th</sup> requesting \$5,807.65 for lights (exact amount), and an estimated \$139.86 for AT & T and cell phones be carried forward to FY15 to pay bills yet to be received. The actual phone bills were \$129.61.

The FY15 budget defense before the City Council was held on Wednesday, June 18<sup>th</sup>. Mrs. Shelton, along with trustees Gilbert Tremblay and Nancy Hicks and Assistant Director Meredith Foley, attended. All attending thought it went very well.

The FY15 budget passed by the City Council included the requested increases in operating and an additional \$10,000 in part-time. It did not include funding for the new Electronic Services position that was requested. Mrs. Shelton indicated that a request for a supplemental appropriation will need to be made soon for the sick leave buy-back for retiring Assistant Director Meredith Foley. Mrs. Shelton indicated that funding for this comes from the City, not the library and cannot exceed 20% of her annual salary.

The latest public computer deployment project has not gone smoothly. On Tuesday, June 24<sup>th</sup> Guardian was scheduled to continue work on the public computer project, using the new security software called Clean Slate. However, because they had been receiving a trouble signal on a UPS located in the 2<sup>nd</sup> floor data closet, the engineer started the day by replacing the battery in this UPS which required rebooting the switch. Unfortunately, the switch didn't reboot properly because of a failed module. This impacted all the library's computers and the phone system. It wasn't until later in the day that the library was able to get back online when the switch was reprogrammed. Since then, a new module has been installed in the switch, which required reprogramming to its original configuration.

Finally on Wednesday, July 9<sup>th</sup>, Guardian deployed the 7 new public access children's computers and the two public access Tween computers. As of today, these computers all appear to be working fine. They are scheduled to return this Wednesday and Thursday to deploy the 12 adult department public computers.

The next technology initiatives include:

- Replacing 2 existing firewalls with one more robust firewall. This is currently in progress and was finally resolved today.
- Putting arms on monitors at the circulation, reception and information service desks to improve ergonomics.
- Hanging CPUs on racks mounted to underside of service desks to get them up off the floor.
- Susan Shelton is last staff person who needs to get a new 64 bit Windows 7 system with Office 2010
- Adding a UPS in the basement data closet, reorganizing data room, and labeling all equipment and wiring. This project will most likely cause the library to be down for 6 – 8 hours, so we are trying to plan it for when the library is closed.
- Upgrading public access catalog computers.
- Expanding wireless access points throughout the building

Mrs. Shelton indicated that she has contacted the Massachusetts Library System for a list of potential locations to advertise the Assistant Director's position. She is currently beginning work on an updated job description and job advertisement. There will be a public reception for Meredith Foley on the evening of Wednesday, September 24<sup>th</sup>, and a dinner for library staff, trustees and Friends' Executive Board members on Friday, October 3<sup>rd</sup> at 6 p.m. at the Apple Hill Farm. Mrs. Shelton asked anyone willing to help with these events to please let her know.

#### NEW BUSINESS:

Nancy Hicks, Carol Millette and Susan Shelton visited the Chicopee Public Library and the Holyoke Public Library on Wednesday, July 25<sup>th</sup> to look at 3M RFID materials security systems and self-check. They also looked at a print release work station in Chicopee, as this is another technology initiative the library has planned.

Mrs. Shelton reviewed the programs scheduled in conjunction with the Lincoln: The Constitution and the Civil War exhibit that will be at the library from August 23<sup>rd</sup> through October 10<sup>th</sup>. Trustees will be sent the actual rack card as soon as they are received. Mrs. Shelton noted that this is a museum quality exhibit, which must be insured by the library for \$50,000. It is a very large exhibit, which will take up the entire center table area of the second floor.

The kick-off program will be a Living History Encampment with Company "A" of the 54<sup>th</sup> Massachusetts Volunteer Regiment on August 23<sup>rd</sup> from 11 a.m. to 5 p.m. during Kids' Day.

Other programs associated with the exhibit include:

- Lincoln and the Civil War: A movie Marathon on Saturday, September 6<sup>th</sup>
- Hard Times: The Civil War in Song with the Hist'ry-onics on Sunday, September 14<sup>th</sup>
- Meet Louisa May Alcott & Experience Games of the Civil War Period on Saturday, September 20<sup>th</sup>
- Library Craft Night: Celebrate President Lincoln on Wednesday, September 24<sup>th</sup>
- Author Stephen Puleo presents *The Caning: The Assault That Drove America to Civil War* on Sunday, September 28<sup>th</sup>
- Adult Book Discussion: *March* by Geraldine Brooks on Monday, September 29<sup>th</sup>
- Author Mark Bodanza presents *Resolve and Rescue* on Thursday, October 2<sup>nd</sup>
- The Lincoln Assassination with Historian Christopher Daley on Sunday, October 5<sup>th</sup>
- Civil War Ballroom Dance Troupe with Small Planet Dancers on Sunday, October 12<sup>th</sup>

Planning is underway for the fall Millette Memorial Program. Blue Star Planetarium, an indoor planetarium will be on the second floor of the library on Saturday October 11<sup>th</sup>, providing demonstrations to all ages. This program will be by registration only.

Four of the Lincoln programs will be part of our *Spend Sunday Afternoons at the Library* fall series. Susan Shelton and Edward Bergman are trying to plan a Lane Memorial Concert featuring soprano Merrycarol "Yumi" Wada accompanied on the piano. Possible dates are Sunday October 26<sup>th</sup> or Sunday, November 2<sup>nd</sup> at 2 p.m.

ANNOUNCEMENTS:

Meredith Foley showed the Board a copy of the *Zucchini and other Summer Squashes* cookbook, which the Friends of the Library have produced as a fundraiser. Additional cookbooks are being compiled for Tomatoes, Corn, and Fall Fruits & Vegetables. All of the cookbooks will be available as published at the library and Gove Farm for \$5 each.

Mrs. Shelton reminded the Board that they will need to begin thinking of names to be submitted to the Mayor for consideration as a replacement for outgoing trustee Robert Salvatore, whose term is up in April 2015. His schedule has become more demanding, and he is finding it increasingly difficult to make the monthly meetings.

The next meeting will be held at 5:00 p.m. on Monday, August 4, 2014 in the Library's Historic Conference Room.

The meeting adjourned at 5:45 p.m.

Respectfully submitted,

Meredith A. Foley  
Recording Secretary