

Trustee Meeting Minutes
July 13, 2015

The July meeting of the Leominster Public Library Board of Trustees took place on Monday, July 13, 2015.

In attendance were: Chairman Gilbert Tremblay; Mark Bodanza; Susan Chalifoux Zephir; Nancy Hicks; and Lawrence Nfor. Director Susan Theriault Shelton; Assistant Director Edward Bergman; and Head of Adult Services Tim Silva. Absent: Carol Millette.

Prior to the meeting being called to order, the Board welcomed newly-appointed board member Lawrence Nfor.

The meeting was called to order at 5:04 p.m.

APPROVAL OF MINUTES

The Trustees asked Mrs. Shelton if anything had been done with Rollin Lane's letter. She reported that she had received permission from Mr. Lane, and will send out the letter this week.

The minutes of the June 8, 2015 meeting were approved as submitted. (MB/SCZ)

REVIEW OF DIRECTOR'S REPORT

- The Trustees commented that the patron story was interesting, and noted the increase in daily use of the library meeting rooms.
- Historical & Genealogical Collections Coordinator Jeannine Levesque was recognized for the work she has done with the Historical Commission on Leominster's prisoners of war (POWs) of 20th century wars.
- Mrs. Shelton was asked about the building lighting program. She reported that despite a slight glitch with the lights being on during a holiday, the program is now working properly.

OLD BUSINESS

Mrs. Shelton reported on the closing of the FY2015 budget. \$30,216.00 will be carried over to FY2016: \$30,000.00 for upgrading computer equipment, and \$216.00 for the June telephone bills. \$0.86 was returned to the City from the operating budget, and \$0.67 was returned from the personnel budget. Mrs. Shelton commended the library's Bookkeeper/Administrative Assistant Lori Benoit for the excellent job she did in helping to close

out the FY2015 budget.

Mrs. Shelton informed the Board that the City Council had voted on the FY2016 budget that was discussed at the June Trustees' meeting. She reminded the Board that the personnel budget included only step increases and longevity. The new Electronic Services Librarian's position and the upgrade to the Bookkeeper/Administrative Assistant position were not included. The operating budget had an increase of \$15,650.00.

Mrs. Shelton told the Board that library funding has not fared well in the state budget. In particular, there are proposed cuts in the Library Technology and Resource Sharing line. Although this funding does not directly impact the library, it funds the automated networks and may affect our annual membership costs in the C/WMARS network.

Mrs. Shelton distributed copies of Owen Shuman's proposal to facilitate the strategic planning meetings. Mrs. Shelton asked if the Trustees would be willing to support the strategic planning process with trust funds. She noted there are no restrictions on the use of the current trust fund money available in the working account. **A motion was made and unanimously approved to appropriate up to \$2,000.00 from trust funds for the strategic plan consultant. SCZ/MB**

NEW BUSINESS

Mr. Silva updated the Board on planning for the Millette environmental field trip program in early October. He has been investigating nearby outdoor sites including the Doyle Reservation, Wachusett Meadow in Princeton, and Far and Near in Shirley. He has also spoken with the staff at the Nashua River Watershed Association. Mrs. Shelton reminded the Board that it is the wish of the Millette family to offer a free outdoor program with transportation and a boxed lunch. Board members suggested other possible sites including Fruitlands Museum, Sholan Farm, Tower Hill Botanic Garden, Barrett Park, and Dexter Drumlin.

Edward Bergman updated the Board on the Spend Sundays at the Library Series for Fall 2015:

- September 20: The Delvena Theatre Company will present *Meet Julia Child!*
- October 4: Actors Richard Clark and Lynne McKenney will present *A Time to Laugh, A Time to Weep*, scenes from three theatrical masterpieces.
- October 18: As part of Leominster's Centennial Celebration, Leominster Access TV will re-screen *It Happened in Leominster: 1938* along with some never-before-seen footage, as well as the premiere of the film *The Complete Un-abridged Story of the Leominster Time Capsule 1915 to 2015*.
- October, date to be determined: The Centennial Celebration will continue with a presentation of *Leominster's Road to Revolution*, a dramatic reading about Leominster's history from the Stamp Act to the Revolutionary War.

- November 1: Historian Christopher Daley’s presentation will explore the controversial trial and execution of immigrant Italian anarchists Nicola Sacco and Bartolomeo Vanzetti.
- November, date to be determined: Clara Lane Memorial Concert

Mr. Bodanza talked about his involvement with the discovery and opening of Leominster’s 1915 time capsule. He had a conversation with the Mayor about a permanent home for the contents of the time capsule. They discussed potential locations including the Leominster Historical Society, the Leominster Historical Commission, and the library. They determined that the library would be the best place to house the contents due to the fact that the library is a public institution; it has access control and climate control; and it has the ability to catalog and display the contents. Mrs. Shelton told the Board that the Digital Commonwealth program at the Boston Public Library can assist with scanning and making the contents of the time capsule available to the public. Mrs. Shelton asked the Board to formally accept the contents of the time capsule. **A motion was made and unanimously approved to accept from the City the custody of the contents of the 1915 time capsule. (MB/NH)**

ANNOUNCEMENTS

Mrs. Shelton told the Board that the Superintendent of Schools contacted her to ask if she could help to restore access to the statewide online databases for students at Leominster High School and the Center for Technical Education Innovation. The schools’ Library Media Specialist had been let go at the end of the last school year and not replaced. The Superintendent received a letter from the Massachusetts Library System (MLS) informing him that one of the criteria for membership in the MLS, and access to the statewide databases, is having a professional librarian in the Library Media Center. Mrs. Shelton explained to the Superintendent that the students can access the statewide databases through the library’s website. The students will need a library card in order to do this, and every student is eligible to obtain a free library card. The library will continue to work with students one-on-one with their research projects.

The meeting adjourned at 6:03 pm.

Respectfully submitted,

Edward L. Bergman
Recording Secretary