

Trustee Meeting Minutes
January 14, 2008

The January meeting of the Leominster Public Library Board of Trustees was called to order at 5:05 p.m. on Monday, January 14, 2008.

In attendance were: Gilbert Tremblay, Chairman; Carol Millette; Nancy Hicks; Robert Salvatore Jeanne Zephir; Assistant Director Meredith Foley and Director Susan Theriault Shelton. Head of Adult Services Edward Bergman attended the meeting for the discussion of the Meeting Room Policy.

Absent: Kathleen Reynolds Daigneault.

The minutes of the previous meeting were approved as amended. CM/RS

OLD BUSINESS:

Mrs. Shelton announced that the Meeting Room Policy Sub-Committee had met twice since the last Board meeting and have produced a draft of the revised Meeting Room Policy included in the Trustee packets for this meeting. Since Mrs. Daigneault was not in attendance and two of the Trustees had not had time to read the draft policy, it was decided to table discussion this until the next meeting. Mrs. Shelton encouraged Trustees to e-mail their comments to her. She will collect any comments received, and share them with everyone before the next meeting. Once a final document is agreed upon by the Trustees, Mrs. Shelton will forward it to the Purchasing Agent and City Solicitor for review.

Mrs. Shelton informed the Trustees that the library has received a request for use of meeting space by a non-profit, who wants to charge attendees for materials to be used during the program. After some discussion it was determined that Mrs. Shelton would speak with the agency to see if the cost of materials could be reduced and have the library sponsor the program. It was noted that this is a program which the library itself has sponsored in the past.

Trustees were reminded that the next policy to be reviewed and updated is the Bulletin Board Policy. The Trustees indicated that they are very pleased with the presentation of materials and organization of the Bulletin Board, and asked Mrs. Shelton to commend Beth Dupuis for her work maintaining the Bulletin Board.

Mr. Tremblay also wanted to thank all of the library staff involved in the set-up for his recent Historical Society program presented at the library.

The Building Committee reviewed Beacon Architectural Associates' Supplemental Instructions #14 on December 10, 2007. These drawings are the proposed solution to the compliance issues associated with the ramps and walkways. The Building Committee accepted the design solution presented by Beacon, and the drawings have been forwarded to the general contractor for review and an opinion as to constructability. The architect and the general contractor will share the cost of any required reconstruction. Additionally the Building Committee will be reviewing any soft costs associated with this issue. Once a response has been received by the general contractor, the Building Committee will schedule meetings with the Building Inspector, the Leominster Disabilities Commission, and representatives from Pilgrim Congregational Church. Mrs. Shelton then reviewed with the Trustees elements of the design solutions presented by Beacon. It is the Building Committee's wish that this issue be resolved in the spring.

Mrs. Shelton informed the Board that there have been several recent building related issues. Sub-contractors have finally begun to address punch-list items, and Mrs. Shelton expects the general contractor to have a presence on site in the next few weeks. The closer on one of the inside Besam doors at the Pearl Street entrance, and several small leaks in the building's HV/AC system have been repaired. The library is still waiting for resolution on several issues associated with the elevator and a One-Way/Do Not Enter sign at the end of the church's egress driveway, among other items which appear on the project's monetized punch-list. The library is also still waiting for the As-Built Drawings and other project documentation including Owner's Manuals.

Mrs. Shelton informed the Board that both she and Mark Bodanza have made numerous phone calls to Mr. Peter Zichelle requesting the return of the library's security deposit from Crossroads since last May. A second letter was sent certified mail/return receipt requested after an assurance was received from Mr. Zichelle's office that a check would be sent before Thanksgiving and was never received. *(It is noted that since this meeting a check was received from Mr. Zichelle on Friday, February 1, 2008, and deposited that same day with the City's Treasurer/Collector)*

The library's new custodian Alby Donaldson has been doing a great job since his arrival on November 30th. He is getting to know the building and its various systems, has organized the project's attic stock, cleaned storage and mechanical areas of the building, will oversee the project's punch-list, and has done a wonderful job keeping the walkways and ramps free of snow and ice. He will be scheduled for HV/AC training soon, followed by training on the library's lighting system.

The Library Legislative Breakfast for the communities of Ashburnham, Ashby, Bolton, Fitchburg, Gardner, Groton, Lancaster, Leominster, Lunenburg, Pepperell, Sterling, Townsend, and Westminster will be held at the Leominster Public Library on Friday, February 15th from 8-9 a.m. Trustee Carol Millette is spearheading the refreshment committee for the event. Senators Antonioni and Panagiotakos, as well as Representatives Flanagan, DiNatale, Hargraves and Rice have been invited to attend. All have confirmed their attendance with the exception of Senator Panagiotakos who has a previous commitment at the state house that morning. Invitations have also been sent to the Mayor and members of the Leominster City Council. Also attending will be representatives from the Massachusetts Board of Library Commissioners, CMRLS Administrator Carolyn Noah, and a representative of C/WMARS. Other libraries are responsible for contacting their local officials.

NEW BUSINESS:

Mrs. Shelton has been contacted by a representative from the Associated Grant Makers in an effort to bring local private grant information to the community. AGM has an affiliation with Mt. Wachusett Community College's Institute for Non-Profit Development. Mrs. Shelton, Assistant Director Meredith Foley, and Head of Adult Services Edward Bergman will meet with Martha Moore of AGM on January 24th.

Mrs. Shelton, Mr. Tremblay and Mrs. Zephir will meet with Sandra Lane within the next week in order to plan a musical concert in memory of her mother-in-law Clara Lane. Mr. Tremblay will contact Maestro Wada regarding the possibility of members of the Thayer Orchestra participating. It is anticipated that the concert would take place on a Sunday afternoon in May, possibly featuring music of Chopin and Horowitz.

Guardian Information Technologies had offered to donate a wireless hub so that the library can offer WI-FI to the public. They were at the library last week and tested the Comcast

line. The hub that they brought in will be connected on a temporary basis in the Reference Office. Eventually a permanent hub will be hardwired with an antenna in the Penthouse area.

Mrs. Shelton and Mrs. Hicks will meet tomorrow to begin to develop a list of signs that are needed for the building. This is the preliminary work that needs to be done prior to meeting with Lucas Stefura. Signs will include donor recognition plaques, designated gift plaques, building project plaques, stack signage, etc.

ANNOUNCEMENTS:

The library has received state aid in the amount of \$64,169.82. Mrs. Shelton will request the City Council transfer this state aid into the library's operating budget to enable the library to meet its minimum materials expenditure requirement for receipt of state aid in FY09.

The meeting adjourned at 6:45 p.m.

The next meeting is scheduled for Monday, February 11, 2008 at 5:00 p.m. in the library's conference room.

Respectfully submitted,

Meredith A. Foley
Recording Secretary