

Trustee Meeting Minutes
February 11, 2008

The February meeting of the Leominster Public Library Board of Trustees was called to order at 5:05 p.m. on Monday, February 11, 2008.

In attendance were: Gilbert Tremblay, Chairman; Kathleen Reynolds Daigneault; Carol Millette; Nancy Hicks; Jeanne Zephir; Assistant Director Meredith Foley and Director Susan Theriault Shelton. Head of Adult Services Edward Bergman attended the portion of the meeting related to Meeting Room Usage.

Absent: Robert Salvatore.

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

OLD BUSINESS:

Mrs. Shelton updated the Board on the Expansion & Renovation Project.

- The general contractor has had a presence on site for the past several weeks, and has completed many of the items on the punch list. He will be back tomorrow and again on Monday, February 18th (President's Day) to hopefully complete his portion of the punch list. Mike Mullaney, library maintenance employee Alby Donaldson, and Mrs. Shelton did a walk-through with the general contractor last Wednesday to update the punch list. The general contractor plans to replace the Travertine tiles in the Pearl Street vestibule, fix the Pearl Street book drop, and paint the end of the handrails at stairway #1 on the President's Day holiday. Alby will work on finishing filling the divots in the Travertine tile, under the direction of the general contractor, that day.
- The elevator punch list was completed, but while this work was being done a programming problem was discovered that was previously undetected. This has been added to the punch list.
- The painting sub-contractor was back on site, and has finished up the punch list.
- The site sub-contractor installed the "One Way / Do Not Enter" sign at the end of the church's egress driveway early last week.
- The Building Committee is meeting this evening. Fontaine has accepted constructability of the Beacon re-design for the ramps and walkways.

Mrs. Shelton is working on a wrap-up article for the fundraising project and a photo opportunity with the president of Leominster Credit Union, as they were the first and largest corporate donor to the project.

Mrs. Shelton and Mrs. Hicks will meet on Tuesday to continue working on the donor signage, as well as other recognition and building signage. They will work on this signage in consultation with Lucas-Stefura Interiors.

Mrs. Shelton is still waiting for comments from the Board on the proposed Meeting Room Usage Policy. Copies of the new Fitchburg Public Library meeting room policy were distributed to the Board. There may be some language that would be usable in our policy. Mrs. Shelton asked again for written comments from the Board as soon as possible so that they may be compiled, sent to the Board, and reviewed for a final time at the March meeting. Once the Board has approved a policy, it will be forwarded to the Purchasing Agent and the City Solicitor.

The next policies to be reviewed are the Public Bulletin Board Policy and the Acceptable Behavior Policy. Policies for these areas will be gathered from other libraries and distributed for review as a starting point for the Board.

Mrs. Shelton received a call from Leominster Credit Union wanting to use our meeting room for two Reverse Mortgage seminars (4/29 & 5/20). She felt that the Board should make the decision on this noting that they were our first large corporate donor. However, it was noted that the request use does not comply with the library's current or proposed Meeting Room Policy. The Board felt that the policy should be adhered to and the request be denied.

The Library Legislative Breakfast for North Worcester County will be held here on Friday, February 15. Currently 59 people have registered to attend. Mrs. Shelton thanked Carol Millette for coordinating refreshments for the event. Jeanne Zephir, Carol Millette, Carol Tremblay, Meredith Foley, and Susan Shelton will be cooking. Confirmed legislators and elected officials to date are Antonioni, Flanagan, Rice, Hargraves, DiNatale, Mayor Mazzarella, Leominster City Councilors James Lanciani and Bob Salvatelli, Fitchburg City Councilor Tom Conry, Jr., and Gardner Mayor Mark Hawke. Meredith Foley will prepare nametags, and Susan Shelton will prepare the event's program. Gil Tremblay will give the welcoming remarks, and Mrs. Shelton will introduce speakers.

Mrs. Shelton, Mrs. Zephir, and Mr. Tremblay met with Maestro Wada on January 25th to plan a concert to be held in memory of Clara Lane. They still need to confirm the performer and date, which is tentatively Pianist Virginia Eskin performing on Sunday, May 11th - Mother's Day. There should be more information at the next meeting.

The library has received a \$1,200.00 grant for a Pathfinder Project. Edward Bergman, May Lee Tom, Ann Finch, and Diane Sanabria met recently with the new Deputy Superintendent of Schools regarding the project, which is designed to provide online help to support the public middle school curriculum. The school department will promote the project.

NEW BUSINESS:

The FY'09 budget is due in the Mayor's Office on March 15, 2008. The next Board meeting is March 10th. Carol Millette will be away the last week of February and Gil Tremblay leaves on vacation March 1st. Mrs. Shelton will email the proposed budget to the Trustees as soon as possible.

Mrs. Shelton informed the Board that she will be on vacation March 12-22 and at the Public Library Association Conference in Minneapolis from March 26-29.

Copies of the Quarter 2 Library Usage Report (July 1st – December 31st) were distributed. Mrs. Shelton noted that compared to the 2nd quarter of FY'07, each category of the FY'08 has increased. Circulation is up 32%, reference is up 60%, programs are up 10%, program attendance is up 24%, network transfers are up 21%, new library cards are up 133%, overdue notices/bills are up 51%; and fines collected are up 39% (thru 1/3/08). Non-resident circulation is also up 43% (thru 12/07).

The library has been informed that the Gates Foundation will be holding another grant round for computer technology in libraries. In order to be eligible for this grant, the library must submit a technology survey to the Foundation by the end of this week. Edward Bergman will assist Mrs. Shelton on this survey.

The library has been informed that it may receive approximately \$300 cash, as a result of another settlement from the Compact Disc Antitrust Litigation. Several years ago the library received a collection of CDs, which could either be added to the library collection or sold with the provision that funds realized from the sale be used for a musical program or music-related materials. Some of the CDs were added to the collection. Others were sold at Friends of the Library Book Sales, and the nearly \$1,200.00 has been used to sponsor several musical programs for all ages.

Mrs. Shelton informed the Board that there had been an issue with a problem patron. Several staff members suspected the man in question had been drinking in the men's room located on the second floor of the library and leaving empty vodka bottles in the wastebasket. He had been in the library almost every day for several weeks using the public Internet computers and spending time at one of the carrels on the third level. He usually carried several plastic bags and a backpack with him. Several times staff found a red substance and foot prints on the study carrel on the third level. It is assumed that he stood there to get better cell phone reception. Approximately two weeks ago when staff members were closing the building at night, they found several large vibrant red stains on the carpet at the computer where the man had been using the Internet. A number of attempts were made over the next few days to remove the stains, but to no avail. In the time following that, a red substance was found in the men's room on the second floor. Another day the man was preparing to leave the library with his various bags and one of them was leaking the red substance on the carpet from the computers to the elevator on the second floor. As he came out of the elevator on the main floor, he was intercepted by staff and escorted out of the building. Stains were found on the carpet in the elevator and along the main hallway, as well as a "puddle" on the sidewalk outside where he stopped. He indicated that he is diabetic and needed the Crystal Light. He was told that he could not bring the liquid into the library again. The puddle of liquid outside the library reeked of alcohol, and the patron was clearly inebriated. Mrs. Shelton spoke with Chief Roddy concerning the incidents, and a week ago Thursday when the man was in the library a No Trespass Order was served by Head of Adult Services Edward Bergman. Three Leominster police officers were present at that time. This order prohibits the man from being on library property. The man indicated that he understands that a violation of this order could result in his arrest. Mrs. Shelton is contacting a professional carpet cleaning company, to see if the stains can be removed.

Mrs. Shelton informed the Board that she had been approached by an individual who wanted to donate a sketch of John Fitzgerald Kennedy to the library. After a brief discussion, the Board declined the offer, as the majority of the library's own artwork has not been unpacked and hung. The Board suggested that the prospective donor should perhaps make the offer to the Leominster Historical Society. It was noted that the sketch was signed; however the name was not totally legible. There also was no substantiating information with the sketch. Mrs. Shelton will contact the prospective donor.

ANNOUNCEMENTS:

LATV is airing a “tour” of the library including conversations with Mrs. Shelton, Head of Adult Services Edward Bergman, Young Adult Services Coordinator Diane Sanabria, and Head of Children’s Services Linda Peterson.

The Library’s State Aid transfer will be voted on by the City Council this evening.

Mrs. Shelton informed the Board that library staff have been having some difficulties with their email since being switched over to the City Hall server.

The meeting adjourned at 6:30 p.m.

The next meeting is scheduled for Monday, March 10, 2008 at 5:00 p.m. in the library’s conference room.

Respectfully submitted,

Meredith A. Foley
Assistant Director