

Trustee Meeting Minutes
March 8, 2010

The March meeting of the Leominster Public Library Board of Trustees was called to order at 5:10 p.m. on Monday, March 8, 2010.

In attendance were: Gilbert Tremblay, Chairman; Nancy Hicks; Carol Millette; Robert Salvatore; Jeanne Zephir; Assistant Director Meredith Foley; and Director Susan Theriault Shelton.

Absent: Kathleen Reynolds Daigneault.

The minutes of the previous meeting were approved as corrected. (CM/JZ)

OLD BUSINESS:

Library Expansion Project

Mike Mullaney is still working on final reports. Mrs. Shelton will ask Mr. Mullaney to have everything wrapped up by April 30, so he can submit his final bill. This will enable Mrs. Shelton to close-out the budget, and return any remaining funds to the City prior to the end of the fiscal year.

Library Hours of Service

The library's \$8,000.00 request for part-time money to maintain its current hours of service through the end of June was approved with a 9-0 vote on Monday, Feb. 22nd. The Board asked Mrs. Shelton to develop a list of the area libraries' hours of service.

FY11 Budget

The Mayor gave an overview of the challenges the City will be facing in the upcoming fiscal year. He noted that departments should anticipate cuts, but didn't provide specifics. He asked department heads to develop cost-saving measures without compromising public safety.

The Library's personnel figures received for FY11 show no step increases. For the library to maintain the current hours of service next fiscal year, it will need to add an extra \$8,000.00 to the FY10 appropriation. Mrs. Shelton and Mrs. Foley will develop various scenarios for possible cuts, if they should be necessary.

The Mayor wants all departments to do a presentation for LATV to explain departmental services and budget requests. This is similar to the presentations that were intended to be done for the City Council several years ago, but were done for LATV instead due to lack of time.

The Mayor requested budgets be submitted by April 1st.

There was a brief discussion on how Mrs. Shelton should develop the FY11 budget.

CMRLS Mini Grant Proposal

The library's grant proposal to build on a previous Mental Health grant was not funded. Mrs. Shelton would still like to hire a Mental Health professional to do in-service training for the staff on how to better handle problem patrons.

Centennial Celebration

Planning for the Centennial Celebration continues with bi-weekly meetings. The kick-off will be at the Montachusett Chorale's Spring Concert to benefit the Friends of the Library on Sunday, April 25th, when the Chorale will invite the audience to sing Happy Birthday to the Carnegie building. A library scavenger hunt will be held on Friday, May 21st; and an exhibit featuring the Carnegie Library and Leominster history will open with members of the Hot Fugue Sundaes performing period music on Thursday, June 8th. The library will hold an outdoor Birthday Party, with entertainment, in conjunction with the Summer Stroll on June 28th, and a Ragtime Concert featuring Virginia Eskin will culminate the anniversary celebration on Sunday, November 14th. A video documentary of the Carnegie building is nearing completion, with the help of LATV, as well as Barry Lew and one of his students. This will be played in the library and shown on local access television.

Mrs. Shelton asked the Trustees for \$2,000 from trust funds to help support the aforementioned events. **A motion was made and unanimously approved to allow Mrs. Shelton to expend \$2,000 from working trust funds for the Centennial Celebration.**
(RS/CM)

Community Foundation of North Central MA grant proposal

Mrs. Shelton reported that the grant proposal entitled "Hungry for Change," submitted to the Community Foundation of North Central Massachusetts, was not funded. This proposal included a series of programs on how to eat better locally. The proposal will be reworked and submitted to another funding source. Additionally, Edward Bergman will be working with volunteer Jane Maguire to write a proposal for a community reading project, which will be submitted to the Mass. Foundation for the Humanities this fall.

Conflict of Interest

The Board was reminded of the April 2nd deadline to take the on-line training for the state's Conflict of Interest Law. Mrs. Shelton provided the Trustees with website information for training.

NEW BUSINESS:

Mrs. Shelton informed the Board that we are now in the second year of the current Gates Foundation Grant. During this year, we hope to expand the Adult Internet area by adding 2-4 computers. The library would also like to replace 10 old computers, which need major software updates. It is not financially sound to put money into the old computers when it will cost less to purchase new computers with higher functionality.

ANNOUNCEMENTS:

Mr. Tremblay read a thank you to the Trustees from Meredith Foley on behalf of the library staff for the recent Staff Appreciation Luncheon, which the Trustees paid for personally.

Mrs. Shelton informed the Board that there was an article in the Sentinel reporting that a girl was assaulted at the library on Sunday, February 28th. No staff members working that day were aware of a problem, nor did anyone notify the staff. It is presumed that the incident happened outside the library.

Susan Shelton will be a speaker on a directors' panel at s statewide Teen Summit, which will be held next Tuesday at Tower Hill Botanical Gardens.

Mrs. Shelton will be at the Public Library Association Conference in Portland, Oregon from March 22nd through March 27th.

The next meeting is scheduled for Monday, April 12, 2010 at 5:00 p.m. in the library's historic conference room.

The meeting adjourned at 6:35 p.m.

Respectfully submitted,

Meredith A. Foley
Recording Secretary