

Trustee Meeting Minutes  
May 10, 2010

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

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

Absent: Robert Salvatore

Old Business:

Project Manager Michael Mullaney has completed his work, and has submitted a final invoice in the amount of \$10,116.23. The Building Committee voted at their December 17, 2009 meeting to approve the funds necessary for Mr. Mullaney to complete the final elements of the project. Mrs. Shelton will contact Chairman Mark Bodanza to see if a final meeting of the Building Committee is necessary. Her goal is to get this project wrapped up, and return any remaining money back to the City by the end of the fiscal year.

Susan Shelton met with the Mayor and the City's financial team on Monday, May 3<sup>rd</sup> to review the library's FY'11 budget proposal that was submitted in early April. It was noted that the library submitted a level-funded budget, which did not include step increases. However, the proposal did include the \$8,000 supplemental appropriation received in February to maintain the library's current hours of service. Mrs. Shelton also reviewed the library's programs and services, its output measures, the number of volunteer hours utilized annually and the various outside sources of funding. All proposed budgets are currently being reviewed. It was noted at a Department Heads' meeting several days later that the City hopes it will be able to level-fund departmental budgets for the upcoming fiscal year.

Mrs. Shelton distributed "rack cards," which were designed to promote the programs for the library's Centennial Celebration of the Carnegie Building. The Montachusett Chorale's Spring Concert on April 25<sup>th</sup>, held as a fund raiser for the Friends of the Library, was a huge success and netted over \$3,100. This event was the kick-off event for the Centennial Celebration.

The Leominster Public Library is one of only two libraries in New England to receive a National Endowment for the Humanities Grant for the "Lincoln: The Constitution and Civil War" exhibition. The other New England location is an academic library in Connecticut. May Lee Tom, who wrote the grant proposal, will be attending training in Philadelphia May 13 & 14. The cost for her travel and accommodations for this training is covered within the grant award. Unfortunately, we are not scheduled to host the exhibit until late August 2014, and it will run until early October 2014. This gives us more than enough time to plan associated programs to compliment the exhibit.

Mrs. Shelton reviewed with the Board their discussion from the last meeting regarding whether or not there should be any further clarification about meeting room use by political

candidates in the library's Meeting Room Policy. After further discussion, it was determined that the current policy and regulations do allow candidates and elected officials to use our public meeting rooms, as any other group, subject to room availability.

Mrs. Shelton explained that she has not yet had an opportunity to review the proposed revision to the Library's Public Internet Policy with Young Adult Services Coordinator Diane Sanabria or with the Children's Room staff. She also has not spoken with Edward Bergman about the discussion he had with the adult services staff regarding how they could manage exceptions for teens with blocked cards. Mrs. Shelton requested that further discussion be tabled until the next meeting. The Board agreed.

Mrs. Shelton distributed flyers announcing the launch of the grant-funded Mental Health Research Collection. Initial funding for the grant came from the Central MA Regional Library System. The development of the Mental Health Research Collection is a partnership between the library, NAMI (National Alliance of Mental Illness) North Central MA, and the May Institute. We are currently seeking additional funding from The Shine Initiative, which is a project of Fidelity Bank.

#### New Business:

Mrs. Shelton requested that her report on the Public Library Association Conference be tabled until the next meeting. The Board agreed.

There are a number of projects that Mrs. Shelton is currently working on, which will be privately funded:

- Dedication and Donor Signage for the library's expansion and renovation project
- Replacement glass and locking systems for the two display cases on the second floor of the Carnegie building.
- Security cameras will be installed in the 6 study rooms (4 adult & 2 children), as well as a stationary camera outside the "shared" office on the main floor of the Carnegie building facing the West Street doors. Also, a UPS (Uninterrupted Power Supply) will be added to the two (2) DVRs (Digital Video Recorder).
- 4) Microfilm Reader Printer (will include donation from the Historical Commission)

#### Announcements:

Kathleen Reynolds Daigneault, Carol Millette, and Gilbert Tremblay are listed on the City Council agenda for reappointment this evening.

The next meeting is scheduled for Monday, June 14, 2010 at 5:00 p.m. in the library's historic conference room.

The meeting adjourned at 6:30 p.m.

Respectfully submitted,

Meredith A. Foley  
Recording Secretary