

Trustee Meeting Minutes  
February 13, 2012

The February meeting of the Leominster Public Library Board of Trustees was called to order at 5:50 p.m. on Monday, February 13, 2012.

In attendance were: Gilbert Tremblay, Chairman; Mark Bodanza; Susan Chalifoux Zephir; Nancy Hicks, Carol Millette; Assistant Director Meredith Foley; and Susan Theriault Shelton, Director.

Absent: Robert Salvatore

The minutes of the previous meeting were approved as submitted. (CM/NH)

There were no questions regarding the information included in the Director's Report. Gil Tremblay, Nancy Hicks and Carol Millette indicated that they will attend the Library Legislative Day scheduled for March 16<sup>th</sup> at the Townsend Public Library.

**OLD BUSINESS:**

Mrs. Shelton distributed the final start-up cost summary sheet for the library's participation in the VITA (Volunteer Income Tax Assistance) program. She noted that the first several weeks of the program were a bit bumpy. Phil Richards, Senior Vice-President of Retail Sales and Service, from I-C Credit Union has been here every night since the start of the program overseeing everything. The first week the volunteer preparers thought there was a problem with the available bandwidth on the library's wireless network. However, on Tuesday of the following week, it was determined that the library's wireless network was not the problem. Instead, it was a nationwide problem with Tax Wise, a third-party software vendor contracted by the IRS. In trying to troubleshoot the problem, Mrs. Shelton contacted Comcast, and was informed that if the library decided to upgrade the bandwidth for its wireless Internet service, it would no longer be eligible for a discounted educational institution connection. Mrs. Shelton told the Board that the library needs to consider upgrading its wireless service throughout the building at some point in the future, but she would consider Verizon as a potential option also. Currently the library pays for a Verizon Fios connection for its public computers only.

Scheduling of appointments for the VITA program remains a bit challenging. The library is now making follow-up appointment reminder calls.

**NEW BUSINESS:**

The election of officers was postponed until all Board members are present.

Mrs. Shelton informed the Board that there have been no specific guidelines issued in regards to budget preparation. She noted that the salary for the Head of Children's Services position would go back to the starting salary in FY13 due to the pending retirement of Linda Peterson at the end of this fiscal year. After a brief discussion, the Board recommended that Mrs. Shelton request a part-time technology position, to help relieve Assistant Director Meredith Foley and Head of Adult Services Edward Bergman from having to do almost daily trouble-shooting on the nearly 50 computers used by the public and staff.

Mrs. Shelton distributed the library's FY12 Annual Report.

Mrs. Shelton reminded the Board that our current meeting room policy does not allow for-profit institutions or businesses to use the library's meeting rooms for public programs. However, she was recently approached by Leominster Credit Union about holding a series of programs at the library. The credit union has a full-time Financial Literacy staff person, who has received a grant to help educate seniors about their financial well-being. The Trustees indicated that they would consider such requests on a case-by-case basis, and would require specific program details and copies of any hand-outs before making a decision. It was noted that any such approved programs could not include the selling of a product or service, or be used to market the business.

The kick-off program for the Big Read went very well with approximately 95 people in attendance.

Mrs. Shelton distributed several documents, including: the February 14-17<sup>th</sup> menu from Appleseeds Restaurant as their participation in the library's Big Read; the letter to Sharon Bernard, Director of the Fitchburg Public Library, regarding the Board's decision relating to reciprocal borrowing; and an informational sheet from the MA Board of Library Commissioners showing how they use state and federal monies to bring library services to all of the Commonwealth's residents and the savings Leominster received this year through resource sharing.

The next meeting is scheduled for 5:00 p.m. on Monday, March 19, 2012 in the library's historic conference room. (This meeting was rescheduled to Monday, March 26, 2012)

The meeting adjourned at 6:00 p.m.

Respectfully submitted,

Meredith A. Foley  
Recording Secretary