

Trustee Meeting Minutes  
May 14, 2012

The May meeting of the Leominster Public Library Board of Trustees was called to order at 5:10 p.m. on Monday, May 14, 2012.

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

Absent: Robert Salvatore

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

There were several questions in regard to the Director's Report, mainly concerning the annual inspection of the elevator. Mrs. Shelton elaborated on the information in the report, indicating that there seemed to be a difference in interpretation of the code between the state inspector and Otis Elevator Co. regarding the governor override switch and whether or not it needed to be connected. It is unclear as to why this was not raised as a concern in the initial elevator inspection or the three subsequent annual inspections. Otis was the elevator's manufacturer and installer. Ultimately, Otis wired the governor override switch several days after the elevator failed inspection and was taken out of service, and calibrated/tested the switch the following Monday. The state inspector returned to retest the elevator on Wednesday, May 2<sup>nd</sup>, 8 days after the initial inspection, and put it back in service, issuing a 90 day certificate to operate. He cited the need for a thermostat in the elevator mechanical room for the power vent, in lieu of the one that was installed in the elevator shaft. Several hours and approximately 50 uses after this retest, building custodian Alby Donaldson was stuck in the elevator for approximately 45 minutes. Because he was calm, the library was able to contact Otis rather than the Fire Department to extricate him from the elevator carriage. He was able to describe what happened, enabling Otis Elevator personnel to determine that the newly installed governor override switch had tripped. The Otis technician disabled the switch until further calibration and testing could be done. This entire situation is complicated by the fact that service for the City's elevators was recently sent out to bid, and the library's elevator service company will be changing to ThyssenKrupp Elevator as of July 1<sup>st</sup>. Mrs. Shelton has been in contact with Otis, and is attempting to obtain assurances that they will be responsible for resolving the noted deficiencies under the existing contract and be present for the retest in early August.

In early May, the library began offering Freading as a means of meeting the e-book demand of Leominster residents, thus allowing them access to more electronic book titles than those currently available through C/WMARS. This service offers books from smaller presses, works on a token system, and provides simultaneous use of all titles. In order to authenticate Leominster residents who use Freading and other locally purchased data bases, the library is now using Easy Proxy. This authenticates patrons by their address rather than by the barcode on their library card.

## OLD BUSINESS:

The election of officers was again tabled, as not all board members were present.

Mrs. Shelton commended Historical & Genealogical Collections Coordinator Jeannine Levesque for the huge amount of work she has done to organize and bring up-to-date the Trust Fund documentation. One set of documents for each trust fund, including the original copies of wills, is now stored in acid free files/boxes in the library's archives. A duplicate file has been created for the Administrative Office. Additionally, a summary document has been created listing the trust funds in alphabetical order with the following information: original date and amount of bequest, conditions – if any – of trust, and any details of trust funds that have been depleted or used for major capital projects. Mrs. Shelton distributed copies of this summary document along with the quarterly trust fund report for the period ending 3/31/12 from the City's Treasurer-Collector. She asked the trustees to please review these documents for discussion at a later meeting. A decision regarding how trust funds are to be expended in the future will need to be determined, given the conditions of the trusts and each fund's available principal and interest. It was noted that some years ago Gilbert Tremblay and former trustee Richard Bergman found some library trust fund wills were housed at City Hall. Mr. Tremblay will consult Mr. Bergman as to the whereabouts of these wills.

Mrs. Shelton indicated that at the May 2<sup>nd</sup> City Department Heads' meeting the Mayor indicated that they are waiting for the unions to vote on health insurance before finalizing the FY13 budget.

Mrs. Shelton spoke with Fitchburg Public Library Director Sharon Bernard. Ms. Bernard indicated she is optimistic that the Fitchburg Library will receive a budget increase allowing them to meet the state's minimum requirements for hours of services and materials expenditure. However, no change in the Leominster Public Library's reciprocal borrowing policy to Fitchburg residents will occur until this increase has been officially voted by their City Council.

The entire C/WMARS library system will be unavailable from 5 p.m. on Friday, May 26 through Monday, May 28. The library is closed Sunday, May 27 and Monday May 28 (holiday). Mrs. Shelton indicated that the off-line circulation module is not a viable solution, and requested that the library close at 5 p.m., Friday, May 26 and reopen at 9 a.m. Tuesday, May 29<sup>th</sup>. **A motion was made and unanimously approved to close at 5 p.m., Friday, May 26 and reopen at 9 a.m. Tuesday, May 29<sup>th</sup>.** (MB/SCZ) Mrs. Shelton passed out three pieces of publicity that will be used to inform patrons of the impending closing and computer changes. Mrs. Shelton also noted that this is by far the most difficult of the three software migrations the library has gone through over the years with C/WMARS. The last was 13 years ago. This is due to the fact that Evergreen is open source software and does not have a vendor as such to give technical support to C/WMARS prior to or during the migration. The burden of the migration falls on C/WMARS central site staff and the member libraries.

NEW BUSINESS:

Mrs. Shelton advertised the Head of Children's Services position in mid-April on Simmons College's New England Job-line, on the Massachusetts Board of Library Commissions' website, and as required by City Ordinance in the *Sentinel & Enterprise* on Sunday, April 22<sup>nd</sup>. Through the *Sentinel* on-line, it was also posted on Monster.com. To date, the library has received 30 applications. Mrs. Shelton noted that all applications and cover letters are being sent to Human Resource Director John Harmon, who will be present for the interviews. Mrs. Shelton indicated that a firm date in late June has not yet been set for Linda Peterson's last day. The library is planning an informal public reception for Linda on Wednesday, June 13<sup>th</sup> from 1-4 p.m. in the library's meeting room. Part-time staff will be used to help in the Children's Room until the position is filled.

The 5<sup>th</sup> Annual Feldman Celebration will be held this Sunday afternoon from 1:30 – 4 p.m. There has been very good advertising for the event including the electronic sign at Washington Square and the sign at Fidelity Bank. Mrs. Shelton commended Sarah Chapdelaine for handling most of the details of the event, including negotiating with all of the performers. She also extended a special thanks to Carol Millette and Nancy Hicks for all the price comparison and shopping they do annually for the event's refreshments and paper goods.

The next meeting will be held on Monday, June 11, 2012 in the library's Historic Conference Room.

The meeting adjourned at 5:55 p.m.

Respectfully submitted,

Meredith A. Foley  
Recording Secretary