

Trustee Meeting Minutes  
December 9, 2013

The December meeting of the Leominster Public Library Board of Trustees was called to order at 5:00 p.m. on Monday, December 9, 2013.

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

Absent: Mark Bodanza

The minutes from the October 15, 2013 meeting were approved with the addition of Head of Adult Service Edward Bergman in attendance. (SCZ/CM)

The November 12, 2013 meeting was canceled due to the lack of a quorum.

There was a question relating to the repairs to the Pearl Street Doors as noted in the Director's Report. Mrs. Shelton explained that a patron who was agitated slammed the door open, pushing it beyond its normal stopping point. Mrs. Shelton said that this happens with some frequency and that with 80+ people per hour entering the building it is not possible for staff to monitor their leaving. Mrs. Shelton noted that after the incident she spoke with the patron's supervisor asking that the patron be accompanied by the supervisor when leaving the building in an agitated state. This particular incident compromised building security, as it raked the door enough that the security contact could not be enabled.

Mrs. Shelton noted that the graffiti is still on the walkway and limestone cap for the Pearl Street entrance. Cold weather is preventing any further attempts of removal until spring. Once the graffiti is removed, it may be possible for the stone mason who recently worked on the West Street steps to put a sealer of some sort on the capstone. Susan Chalifoux Zephir suggested considering motion-sensor lights for that area. Mrs. Shelton is planning a meeting with the Police Department to address several issues related to building and patron security.

**OLD BUSINESS:**

The Millette Memorial Trust Fund was established by the City Council vote on October 28, 2013. Checks totaling \$32,000.00 and a letter were sent to David Laplante on November 7, 2013 requesting establishment of a trust fund. David confirmed that he sent checks and a letter on November 7<sup>th</sup> to Abby Capital LCC, which is the firm the City uses for its Trust Funds. Subsequently, he confirmed that the fund has been established. It will appear on the October – December 2013 trust fund report. All money in the trust fund will be put in income (as opposed to principal), as the family is allowing all funds to be expended over a certain period of time. Additional donations will be put in the library's Gifts and Donations account until which time a check can be requested to send on to Treasurer/Collector for investment in the trust fund. To date, an additional \$65.00 has been received in donations, and will be temporarily held in the library's Gifts and Donations account.

Mrs. Shelton and Mr. Bergman are beginning to work on a musical program to be held in the spring and an environmental program to be held in the fall, funded by the Millette Memorial Trust. Mrs. Shelton noted that the Lane Concert (musical) will be moved to the fall.

A letter was sent to the Mayor on October 16, 2013 requesting the establishment of the Marcia W. O'Donnell Art Activities Trust Fund. It was delayed in being put on the City Council agenda due to the vacation of David Laplante. It appeared for a first reading on November 12<sup>th</sup>, and was voted by the City Council on Monday, November 25<sup>th</sup>. A check for \$100,000 will be given to David Laplante with all the supporting documents to forward on to Abby Capital. There was a brief article about the establishment of this trust fund in the *Worcester Telegram*. Mrs. Shelton asked the Trustees if they wanted to put any further restrictions on the trust fund over and above what Mr. O'Donnell stipulated in his will. It was left that there should possibly be at least one adult program and one children's program funded by this trust annually. The Trustees asked that Mrs. Shelton bring a proposal to the Trustees annually.

Mrs. Shelton said that the FY14 Cherry Sheet Estimate indicated that the library should be receiving a \$43,859 state aid award. The library was certified at the Massachusetts Board of Library Commissioners' December 5<sup>th</sup> meeting. The breakdown for the 1<sup>st</sup> payment is \$9,696.91 (Library Incentive Grant), \$9,587.75 (Municipal Equalization g-Grant), and \$3,803.01 (Non-resident Lending - 56,395 circulations of the 356,872 total annual circulation for FY13 represents 15.8%) for a total of \$23,087.67.

Mrs. Shelton spoke with the MBLC State Aid Specialist today, who indicated that the 2<sup>nd</sup> payment in April should be at least equal to the 1<sup>st</sup> payment and could even be higher as we will be given a portion of the pool of money left over from libraries who had their state aid reduced for only meeting a certain percentage of their hours or materials expenditure requirements.

The two new part-time staff members, Nicole Piermarini (currently working on her master's degree in library and information science) and Cheryl Gallagher, are working out very well. Nicole is being trained to work on Reference in addition to the work she is currently doing at Circulation and Reception. She has also been helping to cover the Children's Room and Young Adult Center, and has assisted with several evening adult programs. Part-time staff member Tim Silva has taken over supporting the Job Networking Group meeting, and is assisting Edward Bergman with several Adult Department projects.

#### NEW BUSINESS:

With the current balance available in the working trust account at \$5.74, Mrs. Shelton requested a transfer from the following Trust Funds totalling \$2,000.00:

Berenberg	\$ 350.00	(Kennedy books)
Curtis	\$ 500.00	(unrestricted)
Whitney	\$ 100.00	(Reading Room)
J.D. Miller	\$1,050.00	(J.D. Miller Study Room "purposes.")

**A motion was made and unanimously approved to transfer a total of \$2,000.00 from the above designated trust funds to be deposited in the working trust account.** (NH/SCZ)

Mrs. Foley distributed copies of the Regulations for Meeting Room Use. She asked that the Trustees approval two changes. Due to the number of small groups needing meeting space larger than a study room, Mrs. Foley asked that the Friends' Room be made available for study groups of 5 or more persons. Additionally, in following the idea of age appropriate use, Mrs. Foley requested that the Children's Study Rooms be used only by children up to 11 years of age and by adults accompanied by children up to 11 years of age. **A motion was made and unanimously approved to allow groups of 5 or more persons to use the Friends' Room for study purposes; and to limit the Children's Study Rooms to use by children up to 11 years of age and by adults accompanied by children up to 11 years of age.** (SCZ/ NH)

The Trustees asked that a Meeting Room/Study Room usage report be given at the January meeting.

ANNOUNCEMENTS:

Mrs. Shelton distributed flyers for the 2014 Library Legislative Breakfast, which will be held on Friday, February 7<sup>th</sup> from 8-9 a.m. at the Bolton Public Library.

The next meeting will be held on Monday, January 13, 2014 at 5:00 p.m. in the library's historic conference room.

The meeting adjourned at 5:50 p.m.

Respectfully submitted,

Meredith A. Foley  
Recording Secretary