

Trustee Meeting Minutes  
September 16, 2013

The September meeting of the Leominster Public Library Board of Trustees was called to order at 5:05 p.m. on Monday, September 16, 2013.

In attendance were: Gilbert Tremblay, Chairman; Susan Chalifoux Zephir; Nancy Hicks; Carol Millette; Head of Adult Services Edward Bergman; Assistant Director Meredith Foley; and Director Susan Theriault Shelton.

Absent: Mark Bodanza

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

Mrs. Shelton offered her thanks to the Trustees for all of their support during her time away from the library since mid-May. She also thanked Assistant Director Meredith Foley and Head of Adult Services Edward Bergman for keeping the library running smoothly during her absence. Mrs. Shelton noted that she had been meeting regularly (every couple of weeks) with Mrs. Foley & Mr. Bergman in order for all to stay up-to-date on library operations.

There were a couple of questions regarding information in the current Director's Report. Mrs. Chalifoux Zephir asked for more information regarding Mass Broadband. This is a statewide project, using federal funds, to provide high-speed Internet access to communities in North Central and Western Massachusetts who currently do not have this access available. Leominster happens to be on one of the major pathways. The project will first connect anchor institutions such as town halls, emergency services, hospitals, libraries, and schools. One of the benefits to libraries is that it will provide consumers with more options for Internet service providers, other than cable and Verizon. The library and several city departments have already been wired to the fiber-optic network, which is scheduled to go live in December. The C/WMARS library network will be moving to Mass Broadband once it is up and running. Mr. Bergman represented the library at a recent city meeting with some department heads and the Mayor to be brought up-to-date on the project.

Mr. Salvatore inquired about the DVDs found for sale on the shelves of FYE at the Mall at Whitney Field. Mrs. Foley has been working with Detective Patrick Aubuchon on this. The individual who sold our DVDs to FYE has been identified; however the corporate office has been very slow in responding to Detective Aubuchon's requests. Most of the stolen DVDs were from the young adult collection. In light of this, the library has adopted a new policy regarding backpacks and large bags being carried into the Cormier Center when it is not staffed and patrons are allowed to go in and browse for materials. The library now requires that backpacks and large bags be left at the Reference Desk during a patron's use of the Cormier Center during times when it is closed. There has been no resistance to this change in policy.

#### OLD BUSINESS:

The computer deployment has begun. New computers have been purchased and will be deployed soon for the Reference Desk, Reception Desk, the Cormier Center, the PC Reservation Management Console, Mrs. Foley's desk, and Administrative Assistant Lori Benoit's desk. The second phase of the current project will take place late this fall.

A question was raised regarding the Family Medical Leave Act. It was explained that this is a Federal regulation that ensures an employee's job will be held should they need to take up to 12 weeks leave in a 12-month period to care for personal or family health issues. This time may be covered by accrued vacation or sick leave, or if that is not available, leave without pay.

#### NEW BUSINESS:

The Millette family has submitted a letter to the Library Board of Trustees requesting that the \$30,000.00+ in donations to the library in memory of Armand J. Millette be used to establish the Millette Memorial Trust Fund. This letter becomes the Trust Fund document outlining the conditions of the proposed trust. If the Board of Trustees approves the request, Mrs. Shelton will write a letter to the Mayor requesting the establishment of the trust. The Mayor will then send the request to the City Council for their vote, which is the final step. Mrs. Shelton and City Treasurer/Collector David LaPlante met regarding the deposit of the checks into a "temporary" account until such time as the Trust Fund is established. It was noted that the family would like to be able to contribute to the principal of the fund in the future.

**A motion was made and unanimously approved to accept the request by the Millette family to establish the Millette Memorial Trust Fund with the donations received in memory of Armand J. Millette.** (NH/ SCZ; Carol Millette abstained from the vote)

Mrs. Shelton showed the Board a monotype painting, "Johnny Appleseed Parade – Leominster, MA", by Jeanne Zephir, which the artist would like to donate to the library. This is one of Mrs. Zephir's newer works. Mrs. Zephir asked that if the piece is accepted, that it be hung prior to the 2013 Johnny Appleseed Festival. **A motion was made and unanimously approved to accept the monotype painting "Johnny Appleseed Parade – Leominster, MA" by Jeanne Zephir.** (RS/SCZ) Mrs. Millette and Mrs. Hicks suggested that this painting be hung in the main hallway where Mrs. Zephir's painting of Pheasant Run is currently hung, allowing the many library patrons who visit daily to enjoy the new piece. They have a place in mind to relocate Pheasant Run. It was suggested that since the banner in the picture reads "Welcome Home Vietnam Veterans" that Richard Voutour, Director of the Leominster Veteran's Center be notified that the painting will be hung in the library.

Mrs. Foley and Mr. Bergman asked that the following changes be made in the library's *Regulations for Meeting Room Use* due to the number of requests for meeting space that have been received by clubs and groups that do not qualify as non-profit organizations. Examples given include a knitting club, a Scrabble group, a Pokemon club, etc.

Insert under Friends' Room after the first bullet:

“The Friends’ Room may be used by clubs and groups that do not qualify as non-profit organizations. These clubs and groups may make no more than one reservation at a time. Additionally, they requested the insertion of the following new heading after the Friends Room:

“Children’s Program Room

- The Children’s Program Room may only be used by clubs or groups for children up to 11 years of age that do not qualify as non-profit organizations.
- All of the previously stated *Regulations for Meeting Room Use* apply.”

**A motion was made and unanimously approved to accept the proposed changes to the library’s Regulations for Meeting Room Use.** (CM/SCZ)

Mrs. Foley read a list of proposed holiday closings for October through December 2013.

Monday, October 14, 2013	CLOSED Columbus Day (Per City Ordinance)
Monday, November 11, 2013	CLOSED Veterans Day Monday Holiday (Per City Ordinance)
Wednesday, November 27, 2013	CLOSE at 5 p.m. Thanksgiving Holiday
Thursday, November 28, 2013	CLOSED Thanksgiving Day (Per City Ordinance)
Tuesday, December 24, 2012	CLOSED at 12:00 p.m. Christmas Eve (As per previous City Hall Christmas closings)
Wednesday, December 25, 2013	CLOSED Christmas Day (Per City Ordinance)
Tuesday, December 31, 2013	CLOSE at 5:00 p.m. New Year’s Eve
Wednesday, January 1, 2014	CLOSED New Year’s Day (Per City Ordinance)

Mrs. Foley noted that the library is open and very busy on the day after Thanksgiving. Therefore, if City Hall closes the Friday after Thanksgiving, as it has done in the past, staff will receive a compensatory day. **A motion was made and unanimously approved to accept the proposed holiday closings from October through December, 2013.** (RS/NH)

**ANNOUNCEMENTS:**

Mrs. Shelton distributed copies of *Information for Templeton Residents* which she received from Jackie Prime Director of the Boynton Public Library in Templeton outlining the consequences Templeton library patrons will face if the override vote scheduled for October 15<sup>th</sup> is not passed. Should the override vote fail, the library will receive a 30% cut in funding, placing its state aid and reciprocal borrowing in jeopardy. Ms. Prime asked if the Leominster Public Library would distribute the information sheets to our patrons who are Templeton residents. Mrs. Shelton indicated that the library distributed similar sheets to Lunenburg and Fitchburg residents when they faced severe budget cuts. As the information sheet was a bit general, it was suggested that the wording be adjusted to reflect borrowing privileges at the Leominster Public Library rather than “this” library.

The Board agreed that the sheets should be adjusted and made available to Templeton residents who use the Leominster Public Library.

Mrs. Shelton asked the Mayor's Office to contact retired City Hall craftsman Ralph Sacramone, after Mrs. Foley was unable to determine who had done the masonry work several years ago on the steps at City Hall. Brian Richard, whose father had done the work at City Hall, is now running the company and is going to provide Mrs. Shelton a quote for repointing and sealing of the West Street stairs and other areas of need at that entrance. Mr. Richard will schedule the work for the beginning of November, preventing further deterioration this winter. Mr. Richard indicated that it is common for a situation like this to occur in areas where it is necessary to use de-icing products frequently. Mrs. Shelton will work with building maintenance supervisor Alby Donaldson to determine if there is another product that is as effective, yet less harmful.

The next meeting will be held on Tuesday, October 15, 2013 at 5:00 p.m. in the library's historic conference room.

The meeting adjourned at 5:45 p.m.

Respectfully submitted,

Meredith A. Foley  
Recording Secretary