

Trustee Meeting Minutes

October 14, 2014

The October meeting of the Leominster Public Board of Trustees was called to order at 5:00 p.m. on Monday, October 14, 2014.

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

Absent: Robert Salvatore

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

There were no questions regarding the Library Director's October monthly report.

OLD BUSINESS:

Technology Update:

Mrs. Shelton reported that the next stage of the Technology Project has begun. More memory has been added to the 12 adult public Internet computers, and they were rolled forward to Windows 7. This required changing the system security software from Steady State to Deep Freeze. An Enterprise version of this security software was purchased to make updates easier. However, some of these computers began freezing during the update process, so the automatic update function was disabled, and the library has reverted to doing updates manually again. The library will continue to research this problem, in the hopes that a solution can be found to allow the automatic update function to be used again. Overall, the deployment of the new computers has gone well. There was a recent system failure with the building security computer that prints access control cards for staff. Mrs. Shelton will order a new system soon.

Guardian Information Technologies completed work installing an additional UPS (Uninterrupted Power Source) in the basement data room. All routers, switches, and other network electronics are now directly plugged into one of the two UPSs located in this room. The data closet is now well-organized. All wiring and equipment is labeled and wiring is color coded. This should make maintenance and trouble shooting easier. The only remaining thing to be done is to have the Comcast router moved to a different data rack.

Mrs. Shelton stated that there have been many requests for a public FAX machine in the library, and this is a service that the library hopes to provide soon. Mrs. Shelton also stated that she is still working on replacing her computer, which is the last staff system to be upgraded.

Assistant Director:

Mrs. Shelton reported that she, along with Search Committee Members Mark Bodanza, Susan Chalifoux Zephir, and the City's Human Resources Director John Harmon, reviewed the twenty-eight applications for the position of Assistant Director. Six well-qualified applicants were interviewed. Edward Bergman, current Head of Adult Services, was recommended for this position by the Committee.

A motion was made and unanimously approved to confirm the recommendation of the Search Committee to offer the position to Edward Bergman as Leominster Public Library's Assistant Director. (CM/NH). Mrs. Shelton will notify Mr. Bergman, as well as the other candidates. A search for the Head of Adult Services will begin soon.

NEW BUSINESS:

Fine Arts Appraisal

Mrs. Shelton reported that a curator from Skinner, Inc. (Auctioneers and Appraisers of Antiques and Fine Art) came to the library last Wednesday and reviewed the library's fine arts collection. The curator recommended that the only addition to our current policy coverage should be the Charles Curtis Allen pencil sketch located in the Historic Conference Room. Values of the library's paintings will be updated based on current auction prices. Skinner Inc. will send an appraisal report within 45-60 days. Mrs. Shelton will work with artist Jeanne Zephir to place a current value on the three of her paintings owned by the library. When the report from Skinner Inc. is received, and values are placed on Mrs. Zephir's paintings, Mrs. Shelton will send this information to the insurance company so the policy can be revised.

ANNOUNCEMENTS:

Millette Program

On Saturday, October 11th, Blue Star Planetarium presented three programs: "In My Backyard", "Oasis in Space", and "The Other Side of Infinity". Each program was offered twice. The inflatable planetarium was set-up in the space on the second floor of the library where the Lincoln Exhibit had been previously displayed. The program was very popular with children of all ages, as well as adults, and each program had a waiting list. This program was sponsored by the Millette Memorial Trust Fund.

Carpet Cleaning

The insert in the second floor carpet, the main staircase, the Young Adult carpet, upholstered furniture and the staircase from the 2nd to 3rd floors will be cleaned this Friday evening. Alby Donaldson and Intel Fellow Gus Johnson will move the furniture back to its original locations on Monday, October 20th. Other carpet and upholstery cleaning will be scheduled later in October and early November.

The next meeting will be held on Monday, November 10th at 5:00 p.m. in the library's historic conference room. Although Nancy Hicks will not be attending, the other Trustees indicated they would be available.

The meeting adjourned at 5:55 p.m.

Respectfully submitted,

Nancy Hicks
Secretary, Board of Trustees