

**Leominster Public Library
Board of Trustees
Meeting Minutes
January 14, 2019**

The January meeting of the Leominster Public Library Board of Trustees was held on Monday, January 14, 2109 in the Leominster Public Library Conference Room.

In attendance were - Chair, Mark Bodanza, Secretary Lawrence Nfor, Sue Chalifoux Zephir, Carrie Noseworthy, Eladia Romero and Jim Despo. Also in attendance were Sondra Murphy and Tina McAndrew.

The Chair called the meeting to order at 5:00 pm.

OPEN FORUM

APPROVAL OF MINUTES

The minutes of the December 2018 meeting were approved (JD/CN).

DIRECTOR'S REPORT

The Director's report for the month of December 2018 was accepted. Sondra and Tina discussed the outcome of the Staff Meeting.

OLD BUSINESS

Building Fund Update

The Community Foundation didn't correctly write the check to Abbey Capital for the transfer of funds; the check had to be reissued. The Board along with Sondra signed off on a modest investment objective (SCZ/CN).

Capital Improvement Plan

Sondra is working on it and requested input from the Board on the level of detail required. Mark suggested preparing a draft to present to the Board. Sue recommended Greg may be helpful in terms of pricing out carpet/flooring. Sondra will set a list of priorities first then get details. The Board agreed on a three year plan. One item needing replacement in the Library is the server needs which will cost about \$60000; Mark stated this expense should come out of the city's budget. A computer software upgrade for the building heating and a/c system is also on the list. This will cost about \$20000.

Beatrice Friedman Trust Fund Update

Sondra sent a thank you to Beatrice for her donation, mentioning that the establishment of a trust fund requires paperwork. Beatrice replied that she will check with her lawyer.

NEW BUSINESS

Bob Grudziecki - Energy Saving Device

Bob Campbell presented a power point on Lahey Hospital and Medical Center in Burlington at which Onics has installed an energy filter that Bob hopes to install at the Library for a trial run. Lahey currently has a 15% savings in one area of the hospital and another 14% in a different area. Bob wants to do a four week test, installing the filter and noting whether or not the electric bill for the Library will go down during these four weeks. Mark stated that there is a procurement law and that proper procedure needs to be followed in the City starting with a discussion with Greg Chapdelaine.

2019 Meeting Dates

October and November 2019 have Monday holidays. Usually the Board meets the following Tuesday. Eladia requested moving the meetings to the following Monday. The Board agreed to change to the dates in issue in October and November to October 21 and November 18 (the Monday following the holidays).

Upholstery Repairs: Additional Cost

Two chairs and bench pads were reupholstered in the Children's Room. The replaced cushions were too short so they were returned to be redone. The \$360 cost was more than the estimate which Friends paid for upfront. Board voted to reimburse the Friends from the Building Fund (MB/CN). Tina will tell the Friends at the next meeting.

O'Donnell Fund Art Program proposal: Children's Room

The Children's Room is scheduling art programs for the year and included the outline in the Board Packet. Remaining balance is \$870.24, cost is \$1955. Board voted on transferring \$2500 (ER/CN).

State Aid Funds

Sondra would like to use \$5,000 of the \$45,000 for education and training for staff including webinars, safety meetings library conferences, etc. Sondra will send the Board the conference schedules and cost and will discuss at the next meeting.

Summer Eats program

The Spanish American Center will not be hosting Summer Eats which provides free lunch for children birth to 18. After Sarah did the research, the Library will be hosting the event. Fitchburg schools will make all the food, ship it to the Library, and staff it.

Trust Funds

The current list is not up-to-date. Dave LaPlante will provide an update. At the next meeting, the Board will discuss remaining funds and the legacy of the Funds.

Director

Trustees

Friends

The meeting adjourned at 6:20 (SCZ/JD).