

FITCHBURG PUBLIC LIBRARY
BOARD OF TRUSTEES
February 15, 2017 6:00 P.M.

FITCHBURG PUBLIC LIBRARY
610 Main Street, Fitchburg, MA

Trustees present were: Chair Jonah McKenna Moss, Martha Clark, Kim Cochrane, Rosa deSousa, Robert Favini, Mary Rice Hurley, Joanne Huse, Cynthia Jones, Michael Phaneuf and Jim Walsh. Also present were Director Sharon Bernard and Asst. Director Jean Tenander.

CALL TO ORDER

The meeting was called to order at 6:00 p.m.

REVIEW OF MINUTES FROM January 11, 2017

The minutes from the January 11, 2017 meeting were accepted.

CHAIR'S REPORT

Chair McKenna Moss moved directly to talk about the MBLC Public Library Construction Program grant. FPL's grant was submitted January 26. We will hear on July 7 whether we receive the grant, or are put on the wait list. Director Bernard has a meeting in March with the Fitchburg Historical Commission to present the architectural proposals for the Library as the Library is a part of the Monument Park Historical District.

Last month an RFP was put out to hire a professional fund raiser. Chair McKenna said the Trustees need to appoint a committee to select among the applicants. The following Trustees volunteered: Robert Favini, Rosa de Sousa, Martha Clark and Joanne Huse. The Trustees voted to establish a committee composed of those four. The first part of the fundraiser's job is a feasibility study allowing a determination of the most efficacious way to proceed.

In lieu of Chair McKenna Moss' resignation from the board, the nominations for the Library Board of Trustees' positions were presented. A vote was held to accept the presented nominees, followed by the election. Those voted will begin serving at the end of the present meeting. The new officers are Chair Jim Walsh, Secretary Cynthia Jones, and Treasurer Robert Favini with Michael Phaneuf as a backup treasurer.

LIBRARIAN'S REPORT

Director Bernard mentioned that the Library has scheduled a public presentation of the telescope bought the Aldrich Astronomical Society by the Friends of the Library. The telescope will begin circulating tomorrow.

After a rocky start because of new software and weather closing, the AARP tax program is running smoothly.

The Director said two part time staff members have been hired. They will work in Circulation.

The Director said Marcia Ladd will be retiring in July. She would like to continue to work part time if possible. Director Bernard said she needs to hire a full time professional in order to maintain the position, but part-time hours may be possible.

Director Bernard reminded the Trustees that they all have to take the ethics test on line.

COMMITTEE REPORTS

Finance Committee- The First Financial report on the Library trust funds was distributed..

Legislative Affairs Committee- One of the state Legislative Breakfasts will be held at the Library on Friday, March 3. Director Bernard has sent some flyers about Library Legislative Day on March 7.

NEW BUSINESS

Director Bernard submitted a proposed telescope lending policy for a Board vote. It is based on the Aldrich Astronomical Society's own policy as well as other libraries' policies. The Board voted to accept the proposed policy.

OLD BUSINESS

A Policy Review Committee was established. It will be a standing committee. The members will be Kim Cochrane, Cynthia Jones, Mary Rice Hurley, and Mike Phaneuf. The Committee will ask Neal Delfield to put his complaint regarding the meeting room policy in writing to better be able to respond to his concerns.

The Board discussed the parking lot the Library currently has the use of for its patrons. It is owned by the Fitchburg Redevelopment Authority which may be reluctant to sign it over to the Library because the City is not sure how much of the former GE building they are going to be able to use. The Board does not wish to do anything that will impact its grant application. The issue of parking is an important one in relation to the grant.

The Board approved a motion that the Trustees send a letter to the FRA Board asking them to transfer the use of the parking lot to the Library.

The Trustees asked that the minutes reflect appreciation of Jonah McKenna Moss' 12 years of service on the Board of Library Trustees and their good wishes for him in his future.

ADJOURNMENT

The meeting was adjourned at 6:50 p.m.

Submitted by Jean Tenander
For Jim Walsh

BOARD OF TRUSTEES
February 2017

Robert Favini
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Term Expires January, 2018

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Joanne Huse
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Martha Clark

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Kim Cochrane
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Fitchburg Public Library
Investment Performance
12/31/15-11/30/16

Investment Objectives **The investments comprising the Fitchburg Public Library shall be managed prudently with a primary emphasis on growth oriented securities that yield a reasonable rate of return.**

Alice & Rodney Wallace Funds **Stocks-66% Bonds-33% Money Market-1%**

Market Value 12/31/15	Market Value 11/30/16	Percent Change	Estimated Annual Income	Annual %Income
\$ 942,571	\$ 976,468	+ 3.60%	\$27,895	2.86%

Other Funds **Stocks-12% Bonds-75% Money Market-13%**

Market Value 12/31/15	Market Value 11/30/16	Percent Change	Estimated Annual Income	Annual %Income
\$ 716,508	\$ 692,547	- 3.34%	\$19,124	2.76%

TOTAL

\$1,659,079	\$1,669,015	+ .60%	\$47,019	2.82%
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	12/31/2015	11/30/2016	Income Balance as of 11/30/2016
Restricted	\$314,237.13	\$317,591.20	\$ 31,348.49
Unrestricted	\$402,271.43	\$374,955.38	\$ 29,586.39
Total	\$716,508.56	\$692,546.58	\$ 60,934.88

Fitchburg Public Library
Investment Performance
12/31/16-1/31/17

Investment Objectives **The investments comprising the Fitchburg Public Library shall be managed prudently with a primary emphasis on growth oriented securities that yield a reasonable rate of return.**

Alice & Rodney Wallace Funds **Stocks-66% Bonds-32% Money Market-2%**

Market Value 12/31/16	Market Value 1/31/17	Percent Change	Estimated Annual Income	Annual %Income
\$ 993,429	\$ 993,081	- .04%	\$27,658	2.79%

Other Funds **Stocks-13% Bonds-76% Money Market-11%**

Market Value 12/31/16	Market Value 1/31/17	Percent Change	Estimated Annual Income	Annual %Income
\$ 689,491	\$ 694,069	+ .66%	\$19,571	2.82%

TOTAL

\$1,682,920	\$1,687,150	+ .25%	\$47,229	2.80%
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	12/31/2016	1/31/2017	Income Balance as of 1/31/2017
Restricted	\$317,987.89	\$319,976.63	\$ 32,689.14
Unrestricted	\$371,503.25	\$374,091.89	\$ 27,451.15
Total	\$689,491.14	\$694,068.52	\$ 60,140.29

Meeting Room Policy and Application

Purpose: The Fitchburg Public Library's mission is to provide materials and exceptional service to all people in their quest for information, recreation, research, and life-long learning. The Library's meeting rooms and auditorium are one service we provide. They are to be used primarily for Library programs. When they are not being used for Library programs, the rooms may be used by others according to the following priorities:

1. Library related meetings or programs
2. Programs that support the Library mission
3. Municipal or school related meetings or programs
4. Local non-profit groups, organizations, and associations

All individuals and groups using the Library meeting rooms must adhere to the following:

A. General Conditions

1. Rooms may be booked for public meetings that are free of charge and open to the public. A charge for the cost of materials used by participants may be requested but cannot be required.
2. Meeting rooms are not available for social gatherings or for the benefit of private individuals.
3. Goods or materials, other than book sales at author talks, may not be sold or advertised at the meeting without the permission of the Library Director.
4. The size of the group cannot exceed the capacity of the specific meeting room.
 - a. Auditorium—204 people
 - b. Ethnic Heritage Room (conference room)—14-20 people
 - c. Garden Room—50-75 people
5. The reserving entity is responsible for the security, safety, and behavior of the attendees. Children must be supervised by group members and are not allowed to wander from the group without direct supervision.
6. Persons or groups using the meeting rooms will be held responsible for any costs incurred by the Library or City as a result of that use. A group may be required to give a deposit to cover anticipated costs (e.g. security, overtime) in advance of the program.
7. Use of the meeting space cannot interfere with the normal operation of the Library.
8. The room must be left in the condition in which it was found.
9. All activities must be confined to the space reserved. Approaching Library users for the purpose of encouraging participation in the group's activities is prohibited.
10. Library staff telephones, staff fax machines, staff copy machines and other staff equipment and supplies are not available for public use.
11. Library staff is not responsible for relaying messages to individuals in the meeting rooms.
12. Permission for use of a room is not transferable by any individual or group to any other.
13. Permission to serve light refreshments must be obtained from the Library Director at least one week prior to the use of the room. Only light snacks may be served in the Garden Room. No food or drink is allowed in the auditorium; however, the hallway outside the auditorium may be used for light snacks. In nice weather, the garden may also be used. The table in the Ethnic Heritage Room must be protected if food is to be served.
14. No open flame is permitted at any time.
15. The Library cannot store supplies for groups using the meeting rooms.
16. Any questions of interpretation of this policy will be referred to the Library Director and no meetings will be booked until the Director renders a decision.

17. Any infraction of these guidelines may result in loss of facilities use privileges for the applicant, group or association.

- 18. The Library Director reserves the right to refuse the use of the Library meeting rooms or cancel any reservations when she deems the action to not be in the best interest of the Library and/or City.
- 19. Any exceptions to these guidelines must be approved by the Library Director or the Board of Library Trustees before a reservation is made.
- 20. Use of the Library’s meeting rooms and/or points of view expressed by participants in the program do not constitute endorsement by the Library. No advertisements or announcements implying such endorsements will be permitted. The name and address of the Library may not be used as the official address or headquarters of the organization or individual reserving a meeting room.
- 21. The Library reserves the right to move meetings to other spaces, if available, or reschedule or cancel events that conflict with Library sponsored programs and/or City or special events.
- 22. Attendees are subject to all Library Rules and Regulations.

Note: The Board of Trustees typically meets on the second Wednesday of the month, September –June. Please plan ahead if you need a vote by the Board per the guidelines above.

Restrictions

- 1. The event will appear on the Library calendar with the name of the event and the applicant’s name and contact information.
- 2. The applicant, group or association is responsible for advertising the event. Any flyers, posters, or other advertising for events at the Library must be approved by Library staff before distribution.
- 3. Posters or other advertising materials to be posted at the Library will be posted only by Library staff.
- 4. State law prohibits the use of smoking in public buildings. Smoking is not allowed within 25 feet of the building.
- 5. No alcoholic beverages may be dispensed or consumed on Library property without prior approval from the Board of Trustees, the Mayor and the License Commission.
- 6. Any props or decorations must meet the approval of the Fitchburg Fire Department.
- 7. The Library is not responsible for lost or stolen personal items.
- 8. In case of a Library closing, all scheduled events will be cancelled, but the sponsoring group may reschedule for another time..
- 9. Meetings must be concluded 15 minutes before the Library is scheduled to close unless the After Hours Auditorium Use Form has been signed and approved by the Board of Trustees.

Room Reservation Application

Application Date _____ Event Date(s) Requested _____

Name of Individual Responsible _____
Name of Organization _____
Title of Event _____
Description of Event _____

Equipment and set up needs: (please circle all that apply) Tables / Chairs / Digital Projector / Screen /
Easels (you must provide your own paper and markers) / Portable TV with DVD/VHS player

In Auditorium, on stage or on floor? Podium / Microphone / Tables / Chairs / Piano
(Circle one) (You are responsible for getting the piano tuned)

Time needed (including set up & clean up) _____ (ex. 6:00-7:45 p.m.)

Publicized starting time of event _____

Applicant Name _____

Address _____

Phone _____ Email _____

Website _____

Facebook page _____

Public requests for information will be directed to Phone #, email address, website, or Facebook page.

PLEASE SIGN AND RETURN TO THE LIBRARY AT 610 MAIN STREET, FITCHBURG, MA 01420

I HAVE READ THE MEETING ROOM POLICY AND AGREE TO COMPLY WITH SAID POLICY:

Applicant's Signature _____ Date Signed _____

Applicant's Name Printed _____

For Library Staff Only

Refreshments? Yes No

Custodian notified that assistance will be needed _____

Approval received for time after hours _____

Staff member who took booking _____ (initial)

Fitchburg Public Library

Telescope Borrowing Procedure and Agreement

Guidelines for Borrowing and Use

The telescope may only be checked out and returned to a staff member at the Information/Reference Desk.

- Borrower must be a **Fitchburg** resident who is 18 years old or older.
- A valid **ADULT** library card **and** a **current photo ID** must be presented at checkout.
- Borrowers must be in good standing with the library with nothing owed on the card.
- Borrower must have at least a 4-month membership. No temporary cards.
- Borrowers must be 18 years old or older.
 - **Children under age 18 must be supervised by an adult while using the telescope.**
- Telescope must be transported in a vehicle, and secured safely with the three pillows in the provided tote with the eyepiece and EZ-Finder positioned up towards the lid so it will not be damaged.

Loan Rules and Duration

- 1 week (7 day) loan—NO RENEWAL
- Reserve online through our TixKeeper System (the one used for museum passes) or call the library to reserve.
- The telescope will only be available for pick up on the day of your reservation (no early pick-up).
- The telescope will be checked out from the Information/Reference Desk in the Adult Library.
- The telescope must be returned only to a librarian at the Information/Reference Desk in the Adult Library.
- The telescope may only be picked up by the person with the reservation. **Do not loan to others.**
- Fines are \$5 per day. If the telescope is not returned within two weeks of its due date, you will be charged the \$375 replacement cost. The Fitchburg Police Department may be notified.
- Total Replacement cost is \$375.

Component parts

	Cost
Orion StarBlaster Telescope, 2 lens caps (attached), finder, & eyepiece	\$290.
Pouch	10.
Headlamp (red & white light)	17.
Laminated User Guide	16.
Audubon Constellation Guide	12.
Decals	5.
Transport Tote	8.
Pillows (3)	7.
Dedication Plaque	10.

CAUTION: Do not look at the sun while using the telescope. Doing this can blind the user. The library is not responsible for any damages a patron inflicts upon oneself or the telescope.

Initial Here: _____

- You must sign the lending agreement each time you use the telescope.

TELESCOPE BORROWING AGREEMENT

I, [name] _____, agree to abide by the Fitchburg Public Library's telescope borrowing procedure as stated above and to pay costs should the telescope or any peripherals be stolen, lost, not returned, or damaged. I understand I am responsible for the telescope.

I have read the entire document and my signature below indicates my agreement with the above statement.

Signature _____ Date _____

Library Card Number _____ Phone _____

Check out. Staff Initials _____ Check in. Staff initials _____

Date _____ Date _____