



CITY OF FITCHBURG

NOTICE OF PUBLIC MEETING

Filed in the City Clerk's Office:



PUBLIC LIBRARY BOARD OF TRUSTEES

MEETING DATE: MARCH 11, 2020

MEETING TIME: 6:00 P.M. (NOTE EARLIER START TIME THIS WEEK ONLY)

MEETING PLACE: PUBLIC LIBRARY ETHNIC HERITAGE ROOM
610 MAIN STREET
FITCHBURG

AGENDA ITEMS:

PUBLIC COMMENT—Members of the public in attendance will state their name for the minutes. Any member of the public who wishes to comment on any item appearing on this agenda may do so for no more than three (3) minutes before the meeting is called to order. Individuals must indicate the agenda item that they wish to address, and speak clearly so all in attendance may hear.

CALL TO ORDER

APPROVAL OF THE MINUTES of February 12, 2020.

CHAIR'S REPORT

LIBRARIAN'S REPORT

COMMITTEE REPORTS

- Finance
- Legislative
- Nominating

NEW BUSINESS

- Exam proctoring policy (vote)
- Building committee

OLD BUSINESS

- MOU with the Friends

ADJOURNMENT

Sharon A. Bernard, Library Director

FITCHBURG PUBLIC LIBRARY
BOARD OF TRUSTEES
March 11,2020

FITCHBURG PUBLIC LIBRARY
610 Main St., Fitchburg, MA

Trustees present were: Chair Jim Walsh, Robert Favini, Cynthia Jones, Jacalyn Kremer, and Michael Phaneuf. Also present were Director Sharon Bernard and Assistant Director Jean Tenander.

PUBLIC COMMENT

There was no public comment.

CALL TO ORDER

The meeting was called to order at 6:10 p.m.

APPROVAL OF THE MINUTES of the February 12, 2020 meeting.

Approval of the minutes was delayed until the next meeting when a question in the previous minutes about increased state funding to libraries will be clarified.

CHAIR'S REPORT

There was no report from the Chair.

LIBRARIAN'S REPORT

Director Bernard said the Kate Chadbourne concert the Library was funding would be cancelled.

She said the state declaring a state of emergency clarified the situation for institutions.

Robert Favini said MLS was determining if the delivery system could be spreading COVID-19. Pepperell Public has created a pandemic policy which addresses what situations would bring about the closing of the library.

Director Bernard said only in-house programs would continue to be offered. Events on a Saturday or a Sunday have been cancelled through April. Director Bernard attended a Users Council meeting and said among the issues raised was whether books could or should be automatically renewed for two times rather than one.

The Director said we have to return some salary money to the city this year for various reasons.

COMMITTEE REPORTS

Finance Committee- Michael Phaneuf said Jim Hohman did not recommend any changes in the investment mix despite the stock market plunge.

Legislative Committee- Robert Favini said Legislative Day at the State House had been cancelled.

Nominating Committee There was no report

NEW BUSINESS

The Trustees voted to approve the proposed policy on exam proctoring.

Because the Trustees voted to create new drawings of the re-designed library, we need a new

Building Committee. The Committee needs to have minutes taken to be a real committee and should consist of one or two Trustees, someone from Procurement etc. It should be appointed by the Mayor. Director Bernard said the Memorandum of Understanding had been mentioned at the Friends meeting and the proposed policy was given to the meeting members. After the Friends have discussed the policy the Trustees will vote to approve it.

ADJOURNMENT

The meeting was adjourned at 7:10 p.m.

Respectfully submitted
by Jean Tenander
for Mary Rice Hurley

**Fitchburg Public Library
Investment Performance
1/1/2020-2/29/2020**

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-70% Bonds-20% Money Market-10%

Market Value 12/31/19	Market Value 2/29/20	Percent Change	Estimated Annual Income	Annual %Income
\$1,223,837	\$1,148,024	- 6.19%	\$28,864	2.51%

Other Funds Stocks-18% Bonds-58% Money Market-24%

Market Value 12/31/19	Market Value 2/29/20	Percent Change	Estimated Annual Income	Annual %Income
\$ 792,538	\$ 782,659	- 1.25%	\$19,131	2.44%
\$2,016,375	\$1,930,683	TOTAL - 4.25%	\$47,995	2.49%

	12/31/2019	2/29/2020	Income Balance as of 2/29/2020
Restricted	\$349,114.55	\$349,082.76	\$ 47,263.74
Unrestricted	\$443,423.34	\$433,576.39	\$ 26,686.19
Total	\$792,537.89	\$782,659.15	\$ 73,949.93



**City of Fitchburg
Massachusetts 01420**

FITCHBURG CITY CLERK

CITY COUNCIL

2020 MAR -2 PM 1:10

Councillors at Large
Marcus L. DiNatale
Amy Green
Michael Kushmerek
Samantha M. Squallia
Anthony M. Zarrella

President
Michael Kushmerek

Vice President
Elizabeth R. Walsh

Ward Councillors
Ward 1 – Bernard J. Schultz III
Ward 2 – Paul R. Beauchemin
Ward 3 – Andrew J. Couture
Ward 4 – Andrew J. Van Hazinga
Ward 5 – Marisa R. Fleming
Ward 6 – Elizabeth R. Walsh

March 2, 2020

FISCAL YEAR 2021 BUDGET REVIEW SCHEDULE

**Mayor's Fiscal Year 2021 Budget
and associated Budget Orders**

Note: A full listing of the numbered Orders, once received, will follow in an updated posting

Friday, May 15th: Mayor's Budget Due to City Clerk's Office

Tuesday, May 19th: Mayor's budget and associated budget Orders appear on regular City Council meeting agenda for referral to Council as a Whole Committee

Tuesday, May 26th immediately following Finance Committee which begins at 6:00 PM:
Council as a Whole Committee

Memorial Middle School Library, 615 Rollstone Street, Fitchburg, MA
Mayor and Finance Team will formally present in detail the FY2021 budget to the City Council.
Followed by public forum and public comment.

Thursday, June 4th – 4:30 PM:

All proposed budget cuts from City Councillors must be submitted to City Clerk. City Clerk will notify affected Departments.

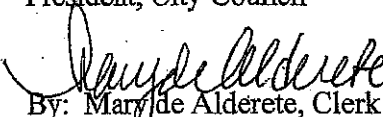
Thursday, June 11th – 6:00 PM:

Council as a Whole Committee
Memorial Middle School Library, 615 Rollstone Street, Fitchburg, MA
City Council debate and vote on recommendations for budget. Finance Team and Heads of Departments facing cuts to be present.

Immediately followed by:

Special City Council Meeting to receive report from Council as a Whole Committee and final vote on FY2021 Budget Orders.

Per Order
Michael P. Kushmerek
President, City Council


By: Mary de Alderete, Clerk

Exam Proctoring

We provide supervision of student examinations in the Main Library (near the Information Desk), subject to the availability of appropriate staff, according to the following conditions:

Contacting the Library

All requests for proctoring must come to the library in writing at least 14 business days *in advance* of the examination date. The student should contact the library first and then direct the testing institution to contact the Reference Department at fpref@cwmars.org. We will inform the institution if we are able to meet the restrictions they require. If we are unable to do so, we reserve the right to deny this service.

Scheduling the Examination

If we agree to proctor the test, the student must contact us at least 7 business days before the exam date at 978-829-1780 x3 or email us at fpref@cwmars.org to schedule a time. The exam will be proctored by whichever librarian is working the Information Desk at the time of the test. If that librarian must leave before the student is finished, he or she may designate another librarian to sign any required documentation.

Supervision

Before administering the exam, the monitoring librarian will verify the identity of the student by requiring a picture ID. The librarian will read and follow the proctor instructions on the test and seat the student in sight of the Information Desk and in sight of a clock.

Limits of Supervision

Because of the activity inherent in a busy public library, we cannot guarantee a quiet environment, nor can we guarantee that staff will be closely observing the student during the entire exam. We can try to schedule the exam during times when there is less activity. We cannot enforce restrictions on the use of textbooks, notebooks, notes, or handheld electronic devices. The student is responsible for following the test instructions, and for keeping track of his/her own time.

Returning the Exam to the Testing Institution.

We cannot pay for postage or other shipping charges. We will not photocopy or keep copies of exams on file. We can fax or scan completed tests back to the school. If we are required to mail the completed exam back to the school, the student or testing institution must provide the envelope or package, as well as postage and the cost of tracking, if required.

Online Exams

Online exams may be completed using the library's computers in the computer area. We cannot guarantee the speed of the internet connection, or that the internet connection will not be interrupted during the test. We cannot allow installation of special software on library computers. The student is responsible for making sure our computers are adequate for their testing requirements. Alternatively, students may bring their laptops and connect to our WI-FI network, but we will not assist in configuring laptops or software.

Cost

We do not charge for proctoring exams. Nor do we accept requests from testing institutions that charge a fee for proctoring. We do accept and appreciate donations in support of the library's collections and services.

Deadlines

Examinations must be completed within 30 days of the library receiving the exam. Unless the student or the institution contacts us to reschedule, we will discard exams not taken in 30 days.

General Limitation

Requests for exams requiring multiple sittings will be treated as separate requests. Because of legal and ethical considerations, librarians will not sign a proctoring agreement that attests to any supervision other than that described in this policy.

Exam Proctoring Guidelines

For students whose schools require remote study, the Fitchburg Public Library is happy to proctor exams subject to the following guidelines. Please verify that these conditions are acceptable to your institution and fill out this form *each time* you would like to take an exam.

- ❖ Schedule your exam **at least 5 days in advance**. We do not guarantee unscheduled proctor availability.

I request an appointment for an exam on the following date and time _____

- ❖ You will take your exam in the Main Library near the Information Desk. A librarian will check you in and out, fill out the necessary paperwork, and return your exam electronically or by mail, as needed. The library will not cover postage. We do not personally monitor you during the entire duration of the exam. Please verify that these conditions are acceptable to your institution.

I have verified with my school that these conditions are acceptable.

- ❖ If your institution requires a specific librarian to register as the primary proctor, verify that the institution will permit a substitute librarian to proctor.

My institution allows any librarian to proctor my exam.

My institution requires a specific librarian to proctor my exam.

My institution will not accept a substitute.

(In this case, please arrange your exam time with the designated librarian.)

- ❖ If you will take your exam online, be aware that you will need to reserve a computer **in advance**. Alternatively, you may bring your own laptop. Wireless internet access is available. We strongly advise testing your laptop connection **before** you take your exam.

I will need a library computer for my exam, OR

I will bring and use my own laptop to take my exam.

I will be responsible for testing my laptop with the library's wireless network **before** my exam date.

NAME _____

PHONE AND E-MAIL ADDRESS _____

INSTITUTION _____

TODAY'S DATE _____

Please submit this form to a librarian at the Information Desk.
You will be contacted to schedule your exam
Best of luck!