

Trustee Meeting Minutes
August 10, 2015

The August meeting of the Leominster Public Library Board of Trustees took place on Monday, August 10, 2015.

In attendance were: Chairman Gilbert Tremblay; Mark Bodanza; Nancy Hicks; Carol Millette; and Lawrence Nfor. Susan Chalifoux Zephir attended by phone. Director Susan Theriault Shelton; Assistant Director Edward Bergman; Head of Adult Services Tim Silva; and Circulation Supervisor Nancy Tourigny.

The meeting was called to order at 5:02 p.m.

APPROVAL OF MINUTES

The minutes of the July 13, 2015 meeting were approved. (MB/SCZ)

REVIEW OF DIRECTOR'S REPORT

There was a question about library programs that are funded by local businesses. Mrs. Shelton explained that these sponsors are corporate members of the Friends. When the Friends approach businesses to promote Corporate Membership, they tell companies that their name will be assigned to a program and publicized. Library staff follow-up with a thank you letter.

OLD BUSINESS

Mrs. Shelton reported on the progress of recruiting participants for the strategic planning committee. Mrs. Shelton has received four confirmations: Eladia Romero, District Representative for Congressman Jim McGovern; Rick Marchand, City Council President; Lisa Gove, President of the Friends of the Leominster Library; and Tim Silva, Library Staff Representative. Mrs. Shelton continues to contact potential committee members. She asked if the Board has any additional names to suggest, please forward them to her within the next few days.

Mr. Bergman and Mr. Silva reported on a meeting with Carol Millette about the Millette Environmental Program. During their meeting, they discussed some of the challenges in planning a field trip including transportation, restrooms, and shelter in the case of inclement weather. For the first program, they felt it would be best to stay in the local area, and they narrowed the choices to three possible programs. Mr. Bergman and Mr. Silva will move ahead with planning a program.

NEW BUSINESS

Mr. Bergman updated the Board on the part-time Circulation/Reception Assistant position vacancy. He told the Board that the position was advertised in the *Leominster*

Champion on August 6, and will be on its online counterpart, the *Central Mass Classifieds*, until August 13. The position is also being advertised on the Library's website, the City's website, and on the C/WMARS distribution list. So far we have received about 30 applications. Mr. Bergman, Mr. Silva, and Mrs. Tourigny will begin reviewing the applications and setting up interviews in the upcoming weeks.

Mrs. Shelton told the Board that earlier this year, she asked Mr. Silva to chair a committee comprised of representatives from all library departments to review current circulation policies and procedures. Mr. Silva told the Board that the committee has been meeting regularly since June, and that each member brings a slightly different perspective to the discussion. The committee will be making recommendations to the Board over the next few months. Mrs. Shelton added that she is concerned about the drastic decline in circulation for the past fiscal year, and she noted that some of the current circulation policies and procedures could be contributing to this trend. Mrs. Tourigny told the Board she is not comfortable with the decline in circulation figures as reported by C/WMARS. She will contact staff at C/WMARS in order to determine if there is some problem with the reporting function in the Integrated Library System software.

Mrs. Shelton distributed the proposed FY2016 Materials Budget, including the state's Materials Expenditure Requirement. She recommended that the library expend \$185,850.00 on library materials in FY2016. She asked the Board to transfer \$40,000.00 from state aid into the library's book line-item in order to meet this recommended expenditure. **A motion was made and unanimously approved to transfer \$40,000.00 from state aid into the library's operating budget for books. (MB/CM)**

ANNOUNCEMENTS

Mrs. Shelton announced that she, Mrs. Hicks, and Mrs. Millette toured the Watertown Public Library last week to see their materials security system, self-check system, and public printing.

The meeting adjourned at 5:48 pm. (MB/LN)

Respectfully submitted,

Edward L. Bergman
Recording Secretary