

Trustee Meeting Minutes
September 14, 2015

The September meeting of the Leominster Public Library Board of Trustees took place on Monday, September 14, 2015.

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

The meeting was called to order at 5:13 p.m.

APPROVAL OF MINUTES

The minutes of the August 10, 2015 meeting were approved as amended. (SCZ/MB)

REVIEW OF DIRECTOR'S REPORT

The Trustees asked if there had ever been any publicity concerning the O'Donnell bequest for art programs. They suggested that some publicity be done as a way of reminding the public that they may include the library in their estate planning. They asked that this be put on the agenda for discussion at a future Trustees' meeting.

OLD BUSINESS

Mr. Bergman distributed an updated list of participants for the strategic planning committee. Mr. Bergman told the Board that ten people have confirmed, and that Mrs. Shelton was looking for two more people to serve on the committee. The Board discussed some possible candidates, and Mrs. Chalifoux Zephir will email some names to Mrs. Shelton later this week.

Mr. Silva updated the Board on the planning for the Millette Environmental Program. There was only one Saturday in October available to do an outdoor program, and Mrs. Millette was not available that day. Mrs. Millette suggested an indoor program at the library in November, with an outdoor program to be held in the spring. Mr. Silva is in the process of confirming a program for Saturday, November 14.

Mr. Bergman reported that the library received 39 applicants for the Circulation/Reception Assistant position. Mr. Bergman, Mrs. Tourigny, and Mr. Silva reviewed the applications, and selected 6 applicants for interviews. One of the applicants selected for an interview withdrew, and they interviewed 5 candidates. There were two outstanding finalists, and the position was offered to the top finalist, Joan Hodskins. Mrs. Hodskins completed her paperwork and will start training soon. Mr. Bergman and Mrs. Shelton will review the part-time budget in the near future to determine if the library can hire the 2nd finalist as well.

Mr. Silva and Mrs. Tourigny distributed a list of circulation policies that were proposed by the Circulation Policy Task Force. They also distributed an updated library card application that includes some of the proposed policy changes. Mr. Silva noted that some of the items on the list are changes to existing policies, and some are new policies. Some policies can be implemented immediately, and some will require additional staff training before being implemented. Mr. Silva and Mrs. Tourigny explained the Circulation Policy Task Force's reasoning for proposing each item, and answered questions from the Board.

Circulation policies proposed by the Circulation Policy Task Force:

- **Raise the minimum age to obtain a library card to 4 years of age.**
- **Issue library cards in the Children's Room.**
- **Change the length of date for proof of address requirements from 30 days to 60 days.**
- **Require the patron to present his/her library card for registration update every 2 years.**
- **Raise the replacement cost of a lost library card from \$1.00 to \$5.00.**
- **Issue library cards to out-of-state residents if they can prove that they own property in Massachusetts, work in Massachusetts, or attend school in Massachusetts.**
- **Accept photo identification if a patron forgets his/her card. Require patron to provide date of birth.**
- **Do not charge overdue fees to seniors (60+ years) on any items circulated from the Leominster Public Library.**
- **Limit item renewals to 1 renewal.**
- **Raise the limit of DVDs and CDs that may be checked out from 6 to 10.**
- **Provide the patron the following options for replacing a lost or damaged item:**
 - **Pay the listed replacement cost.**
 - or**
 - **Supply a brand new identical item (matching ISBN or other unique identifier), with a \$7.00 processing fee.**

A motion was made and unanimously approved to accept the circulation policies as proposed by the Circulation Policy Task Force. SCZ/LN

NEW BUSINESS

Mr. Bergman told the Board that Mrs. Shelton received the bill from Travelers Insurance for the fine arts insurance policy, and asked for the Board's approval to pay the invoice. **A motion was made and unanimously approved to expend \$568.00 from the trust fund working account to pay for the library's fine arts insurance. CM/MB**

Mrs. Tourigny reported to the Board on her investigation into the drastic decline in circulation figures as reported by C/WMARS. The staff at C/WMARS determined that there was a problem with the reporting software. They corrected the problem, and the revised annual circulation report for the library now shows a 3.4% decline instead of the 20% that was previously reported. This decline is in line with what many other area libraries have reported. Mr. Bergman noted that Mrs. Shelton has updated the annual Summary Budget and the ARIS report with the new figures. The Trustees thanked Mrs. Tourigny for her efforts in resolving this issue.

Mr. Bergman distributed the rack card for the library's Fall 2015 Spend Sunday Afternoons at the Library Series. He noted that in addition to the Sunday programs, there were 5 programs planned for Saturdays in the fall.

ANNOUNCEMENTS

Mr. Bergman explained that the Leominster State Aid Overview spreadsheet included in the Trustees' packet includes this year's \$40,000.00 state aid transfer. The transfer is on the City Council agenda for tonight.

Mr. Bergman distributed the *Trusty Trustee Handbook* developed by the Massachusetts Board of Library Commissioners.

The meeting adjourned at 6:13 pm.

Respectfully submitted,

Edward L. Bergman
Recording Secretary