

Trustee Meeting Minutes
March 14, 2016

The March meeting of the Leominster Public Library Board of Trustees was held on Monday, March 14, 2016.

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

The meeting was called to order at 5:06p.m.

APPROVAL OF MINUTES

The minutes of the January 11, 2016 meeting were corrected and approved. (SCZ/CM) There were no minutes for February, as the meeting was cancelled due to a snow storm.

REVIEW OF DIRECTOR'S REPORT

- The Trustees suggested that part of the \$5,000 donation made by Mrs. Mae Tabora be used to present a program in conjunction with Veterans Day.
- The Trustees commented that Historical and Genealogical Coordinator Jeannine Levesque's research on Dr. Adams was interesting.
- The Trustees congratulated Head of Children's Services Sarah Chapdelaine for being selected by her coworkers to receive the *2016 Library Employee of the Year Award* at the Leominster Rotary Club's 22nd Annual Vocational Awards Presentation and Dinner.

OLD BUSINESS

- Mrs. Shelton reported that the repairs to the carpet in the first floor main corridor were completed. The repairs, including replacing the vinyl trim around the inserts, are a considerable improvement; and the carpet is no longer a tripping hazard. The total cost of the repair job was approximately \$5,400; and Mrs. Shelton estimates the carpet in this high traffic area of the library should last for another 3-5 years.
- Mrs. Shelton told the Board that the C-Cure access control and security camera software was upgraded to the latest version, 10.3, on both the server and client computer. She has ordered a new badge printer that will interface with the Windows 7 operating system. The cost for the printer and installation is \$2,140. She has received a proposal for the Network Video Recorder to replace the two existing non-functioning Digital Video Recorders. The price of \$11,566 was higher than anticipated.

- Mrs. Shelton told the Board the elevator's governor override switch was tripped on March 8th; and a mother and her two children were stuck in the elevator. While waiting for library staff to bring a master key to unlock the elevator control room, the firefighters ripped the lock off the door in order to shut down the power and release the people stuck in the elevator. Following this incident, Mrs. Shelton asked the Fire Chief to communicate with his department that the lock box outside of both library entrances contains a master key that gives access to the exterior doors as well as all interior doors with the exception of a few doors in the historical building.
- Mrs. Shelton told the Board that Guardian Information Technologies has been awarded the project to replace the library's work server. The hardware will cost between \$5,000 - \$6,000; and the deployment engineering cost will be approximately \$10,000.
- Mrs. Shelton reported on the project to replace the library's phone system server, switches, and telephones, as well as upgrade the software. The estimated cost of this project is considerably higher than anticipated, between \$30,000 - \$35,000.
- Mrs. Shelton outlined a possible option to pay for the building security and the phone system projects. She suggested transferring any unused FY16 personnel money to the operating budget, and combining this with a transfer of money from library state aid. **A motion was made and unanimously approved to authorize the Library Director to transfer any unspent personnel money for technology projects; and use the library state aid reserve for the difference between the technology budget and the aforementioned transfer (MB/SC).**
- Mrs. Shelton told the Board that she, Mr. Bergman, Mr. Silva, and Mrs. Tourigny met with MCC eBill to investigate accepting credit cards at the library service desks. However, it was determined that the product offered is not a suitable solution for the library, as there is no way for it to interface with the Evergreen fines and billing functions. For the time being, the library will continue to accept only cash and checks at the service desks, and e-payments online through the library's catalog.
- Mrs. Shelton told the Board she is working on setting up some community focus groups for the library's strategic plan. A teen group is scheduled for April; and she is also planning to host a group for 20 - 30 year olds at a local restaurant, and a bilingual English/Spanish group with the assistance of Father José Rodriguez at Holy Family Church. She may use money from the library's Gifts and Donations account to pay for refreshments for the focus group participants. Library staff is working on developing a survey that will be distributed to the community in a number of ways.

NEW BUSINESS

- Mrs. Shelton reminded the Board that the annual election of officers should have taken place at the February meeting, which was cancelled due to weather. **The following slate of officers was nominated and unanimously elected (SCZ/MB):**

Gilbert Tremblay, Chairperson
Carol A. Millette, Vice-Chairperson
Nancy Hicks, Recording Secretary

- Chairperson Tremblay reported on a meeting he attended with the Mayor and chairpersons from municipal boards and commissions in January. The Mayor outlined three essential points:
 - The need for better coordination between boards and commissions and city departments.
 - The importance of the requirement of taking the state's Conflict of Interest test.
 - The availability of a form to be used when requesting legal services of the City Solicitor.
- Mrs. Shelton tabled discussion of the library's Emergency Plan until the April meeting.
- Mrs. Shelton told the Board that the library's FY17 budget was due on March 31st, but she requested an extension until after the April Trustees' meeting. She will once again request the new Electronic Services Librarian position. She will request additional money in the book line-item in hopes of eventually fully funding the state aid materials expenditure requirement. Other operating line-items will be increased slightly due to increased costs. She will also review the part-time line-items to see if this should be level funded or increased.

ANNOUNCEMENTS

- Mrs. Shelton announced that \$6,920 received in donations in memory of members of the Millette family will be transferred from the Gifts and Donations Account to the Millette Memorial Trust.
- Mrs. Millette reminded the Trustees that the annual staff luncheon will take place on Wednesday, April 6th from 12:00 to 2:00 p.m.

The meeting adjourned at 6:30 p.m.

Respectfully submitted,

Edward L. Bergman
Assistant Director