

Trustee Meeting Minutes
September 11, 2017

The September meeting of the Leominster Public Library Board of Trustees was held on Monday, September 11, 2017.

In attendance were: Chairperson Mark Bodanza; Vice Chairperson Susan Chalifoux Zephir; Lawrence Nfor; Carrie Noseworthy; and Eladia Romero. Absent: Carol Millette. Also in attendance were Interim Director Edward Bergman; and Head of Adult Services Tim Silva.

The meeting was called to order at 5:01 p.m.

APPROVAL OF MINUTES

The minutes of the August 7, 2017 meeting were corrected and approved. (SCZ/LN)

REVIEW OF DIRECTOR'S REPORT

A question was posed whether or not the library receives any feedback on the annual ARIS report. Mr. Bergman explained that the library does not receive any specific feedback. The ARIS report is one of the reports that the library is required to submit in order to be eligible for State Aid.

OLD BUSINESS

- Mr. Bergman reported that he received an email from the Massachusetts Board of Library Commissioners on August 25th to inform him that the library's Strategic Plan was reviewed and met all the requirements. The Strategic Plan has been distributed to the Mayor and City Council. It will be available on the library website and will be sent out via the library's Constant Contact email list. There will also be copies of the Executive Summary available in the library, and library staff will print out copies of the entire Strategic Plan for patrons on demand.
- Mrs. Chalifoux Zephir and Mr. Bergman updated the Board on the Library Director search:
 - Mrs. Chalifoux Zephir reported that the city's Human Resources Director Wendy Hurley told her that the services of search firm would cost between \$7,500-\$8,000, which is out of the range of our budget.
 - Mr. Bergman reported that he and former Library Director Susan Shelton reviewed places to post the job. The American Library Association Joblist doesn't seem to be worth using due to the cost, and the fact it mainly focuses on postings for academic libraries and large municipal library systems. The job will be posted on the Simmons College Jobline and on other regional library job websites. It will also be posted on the Mass Municipal Association website, and in the Worcester Telegram, which will include one week on Monster.com. Mrs. Shelton will reach to area library directors to identify potential candidates.

- Mr. Bergman and Mrs. Shelton updated the job ad to the ability to include the candidate's ability to negotiable salary within the S-10 range, 4 weeks' vacation, and other benefits. They plan to begin posting the job by the end of this week.
- Mr. Bergman reported that Mrs. Shelton spoke with Ellen Dolan, and Mrs. Dolan is willing to continue to serve on the Library Director Search Committee. Mr. Bergman invited Ms. Noseworthy and Ms. Romero to participate in the Search Committee if their schedules permit.
- Mr. Bergman told the Board that Mrs. Shelton plans to continue working 2 full days each week through the end of the calendar year. Mrs. Shelton has been a tremendous help during this period as much of Mr. Bergman's time is still taken up with the day to day responsibilities of Assistant Director. He will begin to delegate some of his responsibilities as Assistant Director to Mr. Silva and other Adult Services staff: meeting room bookings, volunteers, and gifts and donations program. These new responsibilities for the Adult Services staff will be in addition to their current responsibilities. Mr. Bergman will discuss in the new business section of the meeting the possibility of using the Bibliotemps service to hire a temporary staff person to give the staff some relief from public desk duty.
- Mr. Bergman updated the Board on technology projects:
 - The new digital cameras have been installed. Although the cameras do not capture the 180 degree angle that we expected, the digital images are much clearer than the old analog images. A new camera was installed on the 2nd floor that captures activity at the Information Desk, the entrance to the main stairway, and the Cormier Center.
 - The new office copier is being set up as a printer and scanner.
 - There will be a technician from ClearComIT who will be onsite in the city every Thursday who can take care of minor problems.

NEW BUSINESS

- Mr. Bergman distributed the FY19 Action Plan. He explained that he and Mrs. Shelton reviewed the Strategic Plan and selected activities that would be reasonable to be accomplished in the next fiscal year. He asked the Board to review the Action Plan prior to the next Board meeting, when he hopes the Board will be able to vote to it.
- Mr. Bergman presented information about the Massachusetts Library System's Bibliotemps service. He told the Board that due to the library director vacancy and the difference between Mrs. Shelton's and Mr. Bergman's salaries, there are sufficient funds in the personnel budget to utilize the services of Bibliotemps for up to 6 months. **A motion was made and unanimously approved to allow the library administration to hire an entry-level Reference Librarian for up to 19 hours per week for up to six months through Bibliotemps. (SCZ/CN)**

- Mr. Bergman announced that the library will begin to work with a company called Preservation Advantage to digitize the *Leominster Enterprise* newspaper that is currently preserved on microfilm. The digitized content will be made available online and searchable. The cost to do this is reasonable, and any money spent on digitization can count toward the library's materials expenditure requirement. He told the Board that we will continue to work with Digital Commonwealth, and next we hope to start digitizing Leominster High School yearbooks, street lists, and city directories.

ANNOUNCEMENTS

- Mr. Bergman reminded the Board that they need to plan something to recognize recently retired Trustee Nancy Hicks. It was suggested to plan something in conjunction with a holiday party, and Mr. Bergman was asked to check some dates with Mrs. Hicks.

The meeting adjourned at 5:45 p.m. (MB/CN)

Respectfully submitted,

Edward L. Bergman
Interim Director

Approved October 10, 2017