

Trustee Meeting Minutes  
March 9, 2015

The March meeting of the Leominster Public Library Board of Trustees was called to order at 5:02 p.m. on Monday, March 9, 2015.

In attendance were trustees: Chairman Gilbert Tremblay; Mark Bodanza; Susan Chalifoux Zephir; Carol Millette; Nancy Hicks, and Robert Salvatore. Also in attendance were: Director Susan Theriault Shelton; Assistant Director Edward Bergman, and Head of Adult Services Tim Silva.

The minutes of the January 12, 2015 meeting were approved as submitted. (SZ/MB)

There were some questions from the Library Director's February and March Monthly Reports:

- There was a question about the amount of money turned over to the City. Mrs. Shelton told the Board that in 2014, the library turned over \$35,831.84 to the General Fund. Of this, \$29,974.42 was for fines, and \$5,857.42 was payment for lost and damaged material.
- There was a question about the recent drug overdoses in the library. Mrs. Shelton explained that the Police Chief told her that drug use has been prevalent in public restrooms throughout the City. Now that the library is locking down the first-floor restrooms in the late afternoon and early evening, the word may have gotten around the community of drug users that the library restrooms are not available. The second floor restrooms are still open, but patrons have to obtain a key at the Reference Desk, where they can be observed by library staff. Mrs. Shelton told the Board that she is investigating getting a sharps container to be kept in a custodial closet in case used needles are found on the premises in the future. Mrs. Shelton added that she contacted the library's cleaning service to make certain the cleaning staff know the correct procedures for emptying trash safely.
- There was a question about the condition of the roof following the snowstorms. Mrs. Shelton reported that she and Mr. Bergman recently went up to survey the condition of the roof, and although there was quite a bit of snow on the roof, the library's maintenance supervisor Alby Donaldson had cleared the roof drains as best he could.

OLD BUSINESS:

Mrs. Shelton reported that she forwarded the updated fine arts appraisal done by Skinner to USI, who informed her that this matter will now be handled by Travelers Insurance. She is waiting for a response from Travelers. She has not yet contacted Skinner about including the library's map collection in the appraisal.

Mrs. Shelton asked the Board to confirm the appointment of Tim Silva as Head of Adult Services. **A motion was made and unanimously approved to confirm the appointment of Tim Silva as Head of Adult Services.** (MB/SCZ)

Mrs. Shelton updated the Board on the upcoming Trustee vacancy. Since the last meeting, several trustees told her they weren't comfortable submitting their top three choices because they didn't know all of the candidates. Following a discussion on how best to identify the top candidates, it was decided that Mrs. Shelton will draft a letter to be signed by Chairman Tremblay. The letter will be sent to the candidates, asking each of them to submit a letter of interest to the Board if they would like to be considered.

#### NEW BUSINESS:

Mrs. Shelton received a letter from Sue Mayhew on Wednesday, February 18<sup>th</sup>, dated Friday, February 13<sup>th</sup>, announcing her retirement on Friday, February 27<sup>th</sup>. Due to vacation and personal time, she will be on the payroll through Tuesday, April 7<sup>th</sup>. Immediate concerns are finding desk coverage for weekdays, Monday evenings, and every third Saturday, and the day-to-day work in the Technical Services Department. Most part-time staff members are working additional hours to provide desk coverage, and Technical Services staff members are picking up additional work responsibilities temporarily. Mrs. Shelton spoke with the city's Human Resources Director John Harmon, who told her the job could be posted internally, as several part-time staff members were expected to apply. If a suitable candidate is not found through this internal posting, then the position will be more widely advertised. The job description is currently being reviewed, and advertising for the position is planned for later this week.

Mrs. Shelton told the Board she has begun to work on the FY2016 budget. She has been reviewing the salary differences due to the turnover in the Assistant Director, Head of Adult Services, and Circulation and Processing Assistant positions to see how the resulting surplus might be applied to the proposed Electronic Services librarian position. Mrs. Shelton will be meeting with the Mayor later this week about the proposed new position. The Board felt it was important to stress that the new position is not just a position to support the library's network and hardware, but needs to include all of the library's services that are supplied electronically, including databases, instructional classes, and social media. Mrs. Shelton also told the Board that she would like to upgrade the Administrative Assistant/Bookkeeper position from S3 to S4. This reflects the growing complexity and responsibility of the job. The work is being done very well by the current staff person.

Mrs. Shelton reported that she and Mr. Bergman attended a MA Library System Strategic Planning Workshop on February 4<sup>th</sup>. The library needs to develop a strategic plan this year. This plan will include the community's needs and it will become the blueprint for service enhancements over the next 3-5 years. The workshop outlined a process of 3 meetings with outside participants who represent various stakeholders in the community. It is recommended that the meetings be facilitated by an outside consultant, with an approximate cost of \$2,500.00. The process usually takes 6 months, so should be started in late April or early May if the library is to meet the early October deadline for this fiscal year.

Mrs. Shelton announced the library will offer two concerts sponsored by the Millette Memorial Trust this spring. Frank Zarba and Ray Cavicchio will present an afternoon of Italian music on Sunday,

April 26<sup>th</sup> at 2:00 p.m. The Boston Jazz Voices, an a cappella group, will perform on Saturday, May 9<sup>th</sup> at 7:00 p.m. The fall 2015 environmental/outdoor program still needs to be planned and will be some sort of field trip.

Mrs. Shelton requested that the Board transfer funds from the Marcia W. O'Donnell Art Activities Trust Fund and the Millette Memorial Trust Fund to the working trust fund account for upcoming library programs. **A motion was made and approved to transfer \$3,100.00 from the Marcia W. O'Donnell Art Activities Trust Fund, and \$5,000.00 from the Millette Memorial Trust Fund.** (SZ/CM)

Mrs. Shelton requested that the Board expend \$370.00 from trust funds for the library's annual membership in the Chamber of Commerce. There was some discussion about how the library could be more active as a Chamber member, perhaps offering the library as a location for a Chamber meeting, or having a Chamber member serve on the library's Strategic Planning Committee. **A motion was made and approved to expend \$370.00 from trust funds for the library's annual membership in the Chamber of Commerce. Robert Salvatore cast a no vote.** (MB/NH)

#### ANNOUNCEMENTS:

Mrs. Shelton asked the Board about rescheduling the special meeting with Treasurer/Collector David Laplante and Richard Rogers of Abbey Capital, LLC. She will survey the Trustees as to their availability and schedule a meeting in April.

Mrs. Shelton reminded the Board about the Leominster Rotary Club's 21<sup>st</sup> Annual Vocational Awards Presentation and Dinner that will take place Wednesday evening, March 18<sup>th</sup>. Edward Bergman was selected by his coworkers as this year's Library Employee of the Year.

The next meeting will be held on April 13, 2015 at 5:00 p.m. in the library's historic conference room.

The meeting adjourned at 6:01 p.m.

Respectfully submitted,

Edward L. Bergman  
Recording Secretary