

Trustee Meeting Minutes  
December 14, 2015

The December meeting of the Leominster Public Library Board of Trustees was held on Monday, December 14, 2015.

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

The meeting was called to order at 5:10 p.m.

#### APPROVAL OF MINUTES

The minutes of the November 9, 2015 meeting were approved as corrected. (MB/LN)

#### REVIEW OF DIRECTOR'S REPORT

There were no questions or comments on the Director's Report.

#### OLD BUSINESS

Mr. Silva reviewed the library's current practice of using default item replacement costs for lost or damaged items. He presented a recommendation by the Circulation Policy Task Force to use an item's actual retail cost as its replacement cost. He noted that this will be for items added to the library collection going forward, as items previously added will not be changed. **A motion was made and unanimously approved to use an item's actual retail cost as its replacement cost. (MB/LN)**

The Trustees asked about the procedure to refund a payment if a patron should return an item that was previously paid for. Mrs. Shelton explained that it is current practice that no refunds are issued once lost items are paid for. Mrs. Shelton asked the Trustees to include this in the list of approved circulation policies. **A motion was made and unanimously approved that no refunds will be issued once a transaction to replace materials has been completed. (MB/NH)**

The Circulation Policy Task Force developed a brochure highlighting library services and policies. Mrs. Shelton distributed a draft of the brochure to the Trustees, and told them she is in the process of securing a quote for the printing of the brochure. The brochure will be distributed to new library card applicants after January 1.

Mrs. Shelton distributed Consultant Owen Shuman's report from the second Strategic Planning Meeting held on November 18<sup>th</sup>. She also distributed the notes from the library staff and trustee focus group meetings, and outlined the next steps in the process:

- Conduct 3-4 focus groups, including one or two off-site (January/February)

- Conduct community surveys (February/March)
- Write final strategic planning document (April/May)
- Submit document for approval by Trustees (May/June)

Mrs. Shelton updated the Board on the project with CGL Electronic Security, Inc. to upgrade the library's security and camera systems. She arranged with Software House to change the C-Cure software vendor to CGL; she also requested that Guardian Information Technologies provide CGL with one-time remote access to the library's network in order to do an assessment of the system. She still needs to sign a software service agreement to update the C-Cure software; receive a proposal for a hybrid network video recorder; and resolve badge printing issues.

Mrs. Shelton told the Board she scheduled a meeting with Marcy Stefura, owner of Stefura Associates. Ms. Stefura will review the scope of the carpet replacement project in the first floor main corridor before submitting a proposal. Mrs. Shelton told the Board if the project needs to go out to public bid, then the bid specifications will be part of the proposal and increase the cost of the project.

#### NEW BUSINESS

Mrs. Shelton announced that the Massachusetts Board of Library Commissioners voted at their December 3<sup>rd</sup> meeting to award the library its FY16 certification; and to make the first of its two state aid payments in the amount of \$30,602.85. The second payment, which will be equal to or greater than the first payment, will be made in spring 2016.

Mrs. Shelton told the Board that she asked Mark Bodanza to review the Mutual Vehicle Parking Lot Easements agreement between the library and the Pilgrim Congregational Church. Mrs. Shelton explained that she requested this review because there is a clause that changes the agreement in 2015. After 2015, the church may terminate the easement agreement by providing six months' notice to the City. She met with Reverend Alderman, who told her the church was satisfied with the agreement and has no intention of terminating the agreement. The Trustees noted that the city should be aware of any properties in the area that become available that could be used for additional parking.

#### ANNOUNCEMENTS

On the behalf of the Board, Mrs. Millette wished Happy Holidays to everyone.

The meeting adjourned at 6:05 pm. (NH/MB)

Respectfully submitted,

Edward L. Bergman  
Recording Secretary