

Trustee Meeting Minutes  
May 11, 2015

The May meeting of the Leominster Public Library Board of Trustees was called to order at 5:05 p.m. on Monday, May 11, 2015.

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

The minutes of the April 13, 2015 meeting, and the special meeting of April 22, 2015 were approved as submitted. (CM/NH)

There were some questions and comments about the Library Director's Report:

- Mrs. Shelton answered the Trustees' questions about the theft of the new laptop. She explained that the library security cameras are currently offline, and even when they worked the images were very grainy. Mr. Bergman commented on the importance of having cameras at each entrance that will capture a good, high-quality image of everyone entering and leaving the building.
- Mr. Silva gave the Trustees an overview of the library's new fax service. This new service has been very popular, with 49 transactions in the first month.
- The Trustees commented that Historical Librarian Jeannine Levesque has been doing some interesting historical research about Leominster POWs during various 20<sup>th</sup> century wars. Mrs. Shelton noted that in the fall, the library will collaborate with the Leominster Historical Commission to present a film program about women POWs in WWII.

#### OLD BUSINESS

Mrs. Shelton announced that Kathryn Pellerite was selected from a pool of 4 candidates—3 current part-time employees and 1 previous full-time employee—to be the new Technical Services and Circulation Assistant effective Monday, May 11<sup>th</sup>. Ms. Pellerite has worked part-time at the library for the past 4 years. Her computer science background, particularly her experience in database management, makes her uniquely qualified for this position. As the Technical Services Department moves toward utilizing the Evergreen Acquisition module, her understanding of how data are created, organized, stored, and retrieved will be a valuable asset to the library. **A motion was made and unanimously approved to confirm the appointment of Kathryn Pellerite as the new Technical Services and Circulation Assistant. (SZ/MB)**

Mrs. Shelton met with the Mayor on April 28<sup>th</sup> to discuss the Trustee vacancy. He agreed any of the candidates would serve the library well. However, he said that he saw it as beneficial to have the opportunity to diversify the Board. He asked Mrs. Shelton to contact Lawrence Nfor to confirm his continued interest, and to make certain he could make the monthly meeting commitment. Mr. Nfor confirmed he is available for monthly meetings, and said he would be honored to serve on the Board. Mrs. Shelton and Administrative Assistant Lori Benoit are updating the Trustee notebook for Mr. Nfor, and Mrs. Shelton will meet with him when the City Council confirms his appointment. The Board asked Mrs. Shelton to draft a letter that Chairman Tremblay will send to the other candidates, thanking them for their interest in the position.

Mrs. Shelton reported that due to the staff changes during FY2015, the library's personnel budget was able to absorb \$24,041.80 in sick leave buy backs for retiring staff members. She is currently determining how much additional money will be available in this fiscal year's personnel budget to transfer to the operating budget to replace the library's 2003 work flow and Shoretel phone system servers. Mrs. Shelton plans to send a letter requesting the transfer to the City Council before their next meeting.

Mrs. Shelton distributed the cover letter for the FY2016 library budget. She will be meeting with the Mayor on Tuesday, May 19<sup>th</sup> to discuss the proposed budget. The Mayor stated at last week's department heads' meeting that in 2009 the City (not including the school department) had 304 employees, and today it has 305 employees. This may be an indicator that the new Electronic Services Librarian position will not be approved in the budget process. The Trustees asked if Mrs. Shelton could demonstrate any cost savings with the new position, or provide any evidence that the new position would expand services.

Mrs. Shelton reported that libraries have not fared well in the early stages of the state budget process. State Aid to Public Libraries and the Technology/Resource Sharing line-items were reduced below the FY2015 level of funding in the first drafts of the House and Senate's FY2016 budgets.

Mrs. Shelton wrote to Representative Rosa to thank him for signing on as a co-sponsor to Representative Kate Hogan's budget amendment to increase the State Aid to Public Libraries line-item by \$1M. She also wrote to Senator Jennifer Flanagan, asking for her support to help increase library funding, stating that both of the line-items greatly benefit our library, and explaining that cuts to either line-item will have an immediate negative impact at the local level.

Mrs. Shelton and Mr. Bergman have not had an opportunity to develop a timeline or discuss potential candidates for the Strategic Planning process. They will hopefully be able to present something to the Board at the July meeting. The current plan is to begin the Strategic Planning process in September.

## NEW BUSINESS

Mrs. Shelton announced that the Longsjo Race is slated to take place in the downtown area on Friday afternoon, June 26<sup>th</sup>. She requested that the library close at 4:00 p.m. to enable patrons and staff to get out of the parking lot if the race takes place as planned. **A motion was made and unanimously approved to close the library at 4:00 p.m. on Friday, June 26, 2015 if the Longsjo Race takes place as planned. (MB/CM)**

## ANNOUNCEMENTS

The Trustees questioned the expiration of the MLTA membership year.

The meeting adjourned at 5:55 pm.

Respectfully submitted,

Edward L. Bergman  
Recording Secretary