

Trustee Meeting Minutes  
June 8, 2015

The June meeting of the Leominster Public Library Board of Trustees was called to order at 5:01 p.m. on Monday, June 8, 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 May 11, 2015 meeting were approved as submitted. (CM/SCZ)

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

- The Trustees asked about the extent of the damage from the roof leak. Mrs. Shelton reported the only damage was some staining of ceiling tiles. She is in the process of looking for replacement tiles that will match. Mrs. Shelton noted there has been a significant amount of rain since the roof repair was done, and no further leaks have been noted.
- The Trustees asked if Rollin Lane's letter could be sent to the local newspapers, the Mayor, and the City Council.
- The Trustees noted the Friends have made a substantial increase in their FY2016 budget. Mr. Bergman and Mrs. Shelton responded that the Friends received a bequest from Richard Cozzens' estate this year, which enabled them to be generous in the coming fiscal year's budget.

#### OLD BUSINESS

Mrs. Shelton reminded the Board that Lawrence Nfor's appointment will be before the City Council for a vote this evening. The Council is planning to meet with him at 7:20 p.m. She thanked the Trustees who are able to attend the meeting to show their support. Mrs. Shelton distributed a sample of the letter sent to the candidates who were not selected for the new Trustee position. Mrs. Shelton is currently updating the Trustee notebook in preparation for meeting with Mr. Nfor prior to his first board meeting. Mrs. Shelton distributed an updated list of the library's Trust Funds.

Mrs. Shelton updated the Board on the FY2015 budget. A letter for the transfer of \$30,000.00 from the personnel budget to the operating budget is on the City Council agenda for a first reading this evening. The vote for the transfer will take place on Monday, June 22<sup>nd</sup>. This money will be carried forward to FY2016 for the replacement of the workflow and Shoretel phone system servers. Mrs. Shelton is currently working on closing out the FY2015 budget.

The biggest challenge this year in closing out the budget is the way the city's electrical bills are now charged.

Mrs. Shelton updated the Board on the FY2016 budget. She was sick the day of the library's budget defense before the Mayor. She contacted his office and spoke with the Mayor about rescheduling. Due to the Mayor's commitments, rescheduling was not possible. However, she had spoken with the Mayor about the library's budget priority of a new Electronic Services Librarian at a previous meeting, and Mark Bodanza spoke with the Mayor about this matter as well.

Mrs. Shelton reviewed the Mayor's budget that has been sent to the City Council:

- The personnel budget included only step increases and longevity. The new Electronic Services position and the upgrade to Bookkeeper/Administrative Assistant position were not included.
- The personnel budget decreased by 2.9% or \$29,335 from FY15 (FY15: \$995,842 and FY16: \$966,507).
- The operating budget increased by 4.5% or \$15,650. (FY15: \$348,645 and FY16: \$364,275). There were increases in the following line-items:
  - \$10,000.00 Books
  - \$ 5,000.00 Audio-visual
  - \$ 650.00 Replacement books
- The library's overall budget has been decreased by 1%:
  - FY15: \$1,344,467
  - FY16: \$1,330,782 (1% decrease)
  - FY16 Municipal Appropriations requirement: \$1,317,662

Mrs. Shelton updated the Board on the strategic planning process. Two consultant-led focus group meetings have been scheduled for the fall. There will be wrap-up meeting following these two meetings, and it is hoped the final document will be ready for Board approval by January or February 2016. Mrs. Shelton would like to hire Owen Shuman, retired Director of the Groton Public Library, as the consultant for the strategic planning process. The cost of Mrs. Shuman's services, including preparation, facilitating two meetings, and writing follow-up reports will be between \$1,500.00 and \$2,000.00. Mrs. Shuman will be submitting a formal proposal prior to the July Trustees' meeting. She has substantial prior experience as a consultant facilitating strategic planning SOAR and visioning/goal setting meetings. Mrs. Shelton and the Board

discussed potential candidates for the focus group.

#### NEW BUSINESS

Mr. Bergman distributed a list of proposed library closing dates from July 2015 through January 1, 2016. In addition to the days the library is customarily closed, the list included three dates for discussion: Saturday, December 26; Friday, November 27; and the afternoon of Thursday, December 31. Friday, November 27<sup>th</sup> and the afternoon of Thursday, December 31<sup>st</sup> are recommended in order to be consistent with past years closings of City Hall, and to eliminate the library starting off the New Year with a day and a half comp for each full-time employee. The Trustees felt that due to the number of hours the library is open on a regular basis, patrons would not be adversely impacted if the library closed on those dates. **A motion was made and unanimously approved to close the library on Saturday, December 26; and to close Friday, November, 27, and at noontime on Thursday, December 31 only if City Hall closes on those two dates. (MB/SCZ)**

#### ANNOUNCEMENTS

The meeting adjourned at 5:57 pm.

Respectfully submitted,

Edward L. Bergman  
Recording Secretary